



HSPTA Annual General Meeting Minutes – 13th October 2022 Via Zoom @ 8:00pm

Attendees:

Louise Hilton (LH)	Anna Lewis (AL)	Kim Palmer Taylor (KPT)
Rebecca Hall (RH)	Nicola Folland (NF)	Phillippa Longman (PL)
Julia Whatley (JW)	Claire Ansell (CA)	Charlotte Hartley (CH)
Jacqui Cunningham (JC)	Georgina Staplehurst (GS)	Katherine Andrews (KA)
Liz Dodd (LD)	Balli Bains (BB)	Erin Newcombe (EN)

1) Welcome & Apologies

LH welcomed all to the meeting.
Apologies received from Zoe Loosemore.

2) Minutes of previous AGM (07.10.2021)

The minutes of the previous AGM were circulated in advance. There were no comments or amendments and it was agreed these could be approved as an accurate record of the meeting.

3) Matters arising

No new matters were raised

4) Chair's Report

As Chair, LH reminded the members of the HSPTA of its purpose; to raise funds for enriching activities and experiences for the benefit of the children at the Hiltingbury Schools.

LH explained that the HSPTA is structured with two presidents (the Headteachers of Hiltingbury Junior and Hiltingbury Infant Schools); 4 Officials (Chair, Vice Chair, Treasurer and Secretary); a teacher from each school; and parent representatives of each school year (where possible).

It was noted that the amount of money raised this year has exceeded expectations and is a record breaking amount for the charity. New events such as Dine with Santa have been very popular and will be repeated this year. The colour fun at the end of the summer term has become one of the favourite activities for the teaching staff and pupils alike.

The success of the charity would not be possible without the support and dedication of the school office staff, the site managers and all of the volunteers. LH also acknowledged the three main event sponsors; Gair Gas which supported the Christmas Events; Sparks Ellison for Spooks and Sparks and the Easter Egg Hunt; and ALB which sponsored the Colour Fun. These sponsors have brought in an additional £1050

As the outgoing Chair LH thanked Rebecca Hall and Julia Whatley as their terms in the officer roles, Vice Chair and Treasurer respectively, have ended.

5) Treasurer's Report

The full treasurer's report is available in appendix 1.

It was noted that the accounts have been approved and are awaiting final sign off.



6) President's report

PL and CH provided the presidents report across both schools. The HSPTA were thanked for all their efforts in planning and carrying out exciting events for the children and wider community. Budgets across both schools are under significant pressure and the money raised will have a real impact on what the schools are able to offer the children.

PL acknowledged the significant time commitment from the HSPTA committee members and also thanked the outgoing officers.

7) Appointment of Independent Examiner

The independent examiner (HJS Accountants Southampton) has been asked if they would be able to review the accounts for 2022/2023 and JW is awaiting a response. The committee agreed that if they agree they will be appointed as the examiner.

In previous years this has been completed free of charge.

ALL AGREED to continue with HJS if available 2022/23.

8) Election of committee members

The presidents are the Headteachers. The executive team is made up of the Chair, Vice Chair, Secretary and Treasurer and the maximum term for one of these roles is three years. The Chair, Vice Chair and Treasurer are all at the end of their 3 year term and therefore new people need to be elected into these roles.

The constitution allows a maximum of 12 elected committee members, including the two teacher representatives. The elected committee members should represent all school years where possible.

Role	Name	Proposed	Seconded
Chair	Nicola Folland	LH	LD
Vice Chair	Anna Lewis	LH	RH
Treasurer	Louise Hlilton	JW	JC
Secretary	Jacqui Cunningham	LH	LD
Infant Rep	Laura Flood	LH	PL
Junior Rep	Charlotte Hartley	LH	JC
Year R	Liz Dodd	LH	JC
Year 1	Georgina Staplehurst	LH	RH
Year 2	Katherine Andrews	LH	AL
Year 3	Balli Bains	LH	LD
Year 4	Claire Ansell	LH	RH
Year 5	Kim Palmer-Taylor	LH	LD
Year 6	Erin Newcombe	LH	JC



9) AOB

In order to raise the profile of the PTA, the committee members were asked for a profile photograph to be included in the next HSPTA Highlights and on the pta-events website.

It was noted that Miss Jones (infants) would like to organise a Summer Fair. The Committee agreed to follow up later in the academic year.



Appendix 1: Treasurer's Report

Treasurer's Report 21-22 AGM:

Money raised

Lottery	£1,649.90
Events	£16,436.40
Goods	£4,939.33
Sponsorship and Donations	£2,511.41
Gift Aid	£186.28
Total	£25,723.32

Expenditure

Parentkind	£128
Lottery Licence	£20
Website	£299.99
Equipment	£233.88
Total	£681.87

Total to distribute (money raised minus expenditure) **£25,041.45**

Schools Split

Infant school (capacity of children 270)

Amount from Pot: £ 10,338.21

Class Xmas Presents -£ 521.95

Total £ 9,816.26

Balance 31/08/22 £ 8685.71

Total to Spend £ 18,501.97

Junior School (capacity of children 384)

Amount from Pot: £ 14,703.24

Class Xmas Presents -£ 630.89

Yr 6 Leavers Party -£ 370.00

£ 13,042.10

£ 17,339.75

£31,042.10