



HSPTA Annual General Meeting Minutes – 12th October 2023 Via Zoom @ 7:30pm

Attendees:

Nikki Folland (NF)	Kim Palmer Taylor (KPT)	Erin Newcombe (EN)
Louise Hilton (LH)	Phillippa Longman (PL)	Sally Eaton
Claire Ansell (CA)	Charlotte Hartley (CH)	Laura Mattingley
Jacqui Cunningham (JC)	Georgina Staplehurst (GS)	Lauren King
Liz Dodd (LD)	Balli Bains (BB)	Liza Gomez
Graham Green		

1) Welcome & Apologies

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

2) Minutes of previous AGM (13.10.2022)

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

A revised constitution was circulated in advance. Questions and comments were raised as follows:
Proposed change to clause 1 and 6c: the name of the Charity: This was rejected as it was agreed it is an unnecessary change, membership of the committee is already open to extended family however it was agreed that the text should be revised to provide clarity that membership of the HSPTA is open to grandparents, people with links to the school and alumni.

Proposed change to clause 18.c:

1. Large scale events such as Spooks and Sparks, Summer or Christmas Fayres and Christmas Tree sales shall be divided up based on the capacity each school has to provide pupil places (270/384).
2. School specific events profit should be attributed to that specific schools pot. An example of this may be a school tuck shop following a disco, school specific festivals, school specific sales
3. Ticketed events where class and pupil information can be provided should be calculated and allocated to that schools pot accordingly.

The HSPTA agreed with the above changes (part 1 and 3), but a further option was also added to reconcile tuck shop sales. It was agreed that tuck shop sales would be apportioned to the schools on the 270/384 split at year end rather than throughout the year to streamline the accounting activity.

Proposed additional clause 18.e

Pot totals should be allocated and disclosed to each school at the beginning of the school year. The committee and schools should spend all allocated funds within that schools following calendar year to the benefit of the existing pupils as voted and agreed by the Committee.



This is with the exception of funds being carried forward where the committee deem a longer term plan/project for expenditure to have a larger or longer term benefit for the school community and that plan is clearly outlined and understood by the committee and therefore able to be communicated to the school community accordingly.

In general, the HSPTA agreed with the proposed clause, however it was noted that the text should be amended to state that **all funds should be allocated to a specific cause where possible in the following calendar year**. This further amendment is to ensure that the schools have flexibility and do not result in non compliance with the constitution.

4) Chair's Report

As Chair, NF 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.

NF 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 of over £33,000. It was great to have a summer fayre again this year after the disruption of COVID and difficulties in getting volunteers has meant this event has not been possible since 2018.

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. NF also acknowledged the three regular 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. Peter Green were also thanked as a new event sponsor for 2023 where they sponsored the Summer Fayre. NF thanked Jacqui Cunningham as her term in the Secretary role has come to an end.

5) Treasurer's Report

The full treasurer's report is available in appendix 1. It was noted that there has been an investment in equipment to support the HSPTA this year which includes the new PA system and additional sum up machines.

It was noted that the accounts have been approved and signed 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 noted that of the money raised last year the Infant school have already allocated £8000 to equipment and activities to enrich the childrens' learning.

CH noted that the budling project to be net zero in the Junior school is progressing well and following the completion of the project the school will be developing the outdoor and communal areas. A proposal has been submitted for the committee's consideration as the planning needs to begin now. In addition, requests will be submitted for resourcing the wellbeing hub and the sports leader has identified some equipment to enhance the provision.



7) Appointment of Independent Examiner

The independent examiner (HJS Accountants Southampton) has been asked if they would be able to review the accounts for 2023/2024.

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 of continuous service.

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	PL	CH
Vice Chair	Claire Ansell	NF	PL
Treasurer	Louise Hilton	NF	CH
Secretary	Lauren King/Liza Gomez	NF	CH
Infant Rep	Laura Flood	PL	NF
Junior Rep	Charlotte Hartley	NF	PL
Year R	Laura Mattingly	NF	CA
Year 1	Liz Dodd	NF	LH
Year 2	Georgina Staplehurst	NF	CA
Year 3	Jacqui Cunningham	NF	CA
Year 4	Balli Bains	NF	LH
Year 5	Erin Newcombe	NF	LD
Year 6	Kim Palmer-Taylor	NF	LH



Associate members were voted in as follows:

Name	Proposed	Seconded
Dan Hughes	NF	LD
Sally Eaton	NF	JC
Anne Harrison	JC	NF
Graham Green	NF	LH



9) AOB

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



Appendix 1: Treasurer's Report

Treasurer's Report 23-23 AGM:

Money raised

	2021-22	2022-23
Lottery	£1,649.90	£1,335.10
Events	£16,436.40	£24,033.55
Goods	£4,939.33	£6,816.34
Sponsorship and Donations	£2,511.41	£1,961.96
Gift Aid	£186.28	£285.63
Total	£25,723.32	£34,432.58

The increase year on year was driven mainly by the additional event of the Summer Fayre (£5,704.32) and Tuck Shop sales (£1,605.83)

Expenditure

	2021-22	2022-23
Parentkind membership	£128.00	£140.00
Lottery Licence	£20.00	£20.00
Website	£299.99	£359.99
Equipment	£233.88	£2,216.52
Total	£681.87	£2,736.51

Equipment was made up of additional Sum Up machines (£119.97), Trolley (£39.49) and PA system (£2057.06)

Total to distribute (money raised minus expenditure) **£31,696.07**

This is to be split between the 2 schools as follows based on capacity of children (Infant 270 / Junior 384)

	Infant	Junior
From 2022 -2023	£13,085.53	£18,610.54
- Christmas Panto	(£458.26)	(£651.74)
- Leavers Parties & T-shirts	(£964.65)	(£827.03)
Amount to be added to School Pot	£11,662.63	£17,131.76
Balance of school Pot as at 31/8/23	£13599.46	£23222.46
New Balance of School Pot to Spend	£25,262.09	£40,354.22