**Hiltingbury Schools’ AGM – 22nd October 2015**

**Attendees:**

Jon Clarke Sophie Liddell Clare Wilson

Cathy Moden Clare Funnell David Holdsworth

Cat Perrin Helen Beekin Lloyd Biney

Cath Grimer Nicola Merrick Chris Moss

Welcome & Introduction: Nicola Merrick

Message from the Heads

**Jon Clarke** - (speaking on behalf of Sam Hunter & himself)

* Took the opportunity to describe the PTA group in 4 words
	+ Hardworking
	+ Dedicated
	+ Sense of humour
	+ Money (....recognised a fantastic contribution to both schools)
* Jon showed the meeting attendees a Chrome Book as an example of how the Junior school had used the money raised by the PTA (& commented he had an office full of them which was extremely exciting!)
* JC went on to say the money really benefits the children in the school & that the PTA generates a real sense of community amongst the parents and children with the various different events organised, ie quiz, disco’s, fireworks etc...and it makes the school a much richer place.

**Cathy Moden**

* A huge thank you to the PTA committee and volunteers from the infant school, the money raised has a massive impact in the school and is very noticeable
* The social side is very valuable for both the children and the parents
* The fact that the PTA works jointly across both schools is an unusual set up but it works very well for the Hiltingbury Schools’ and has a very positive impact.

**Chairs – Nicola Merrick & Cat Perrin**

* Nicola started by saying that it has been a very fun and challenging year. And that it is a really positive PTA group who are very resourceful, especially when combined as a group.
* Nicola went on to say that although she isn’t able to be involved in all the events, she is aware that there is a really strong team representing each of the core PTA events.
* Cat finished by saying that the extra support gained over the last year for the PTA has been amazing and she would like to thank all those who have volunteered and been involved with the PTA and the fundraising events.

**David Holdsworth – Treasurer (**please find the last school years treasurers report attached 2014/15)

* School financial year runs from 1st Sept – 31st August
	+ 2013/14 raised £14,315.82
	+ 2014/15 raised £15,847.74 = income increase of £1.531.65
* The additional income can be attributed to sponsorship gained through new PTA website (& uniform sales)
* A small part of the sponsorship income has been retained to offset and paypal charges incurred
* HJS Accountants in Southampton have confirmed they are happy to continue auditing both Schools for free, so a big thank you to them for their continued support.
* Final comments from David that it has been another very successful year for the Hiltingbury Schools PTA.
* (Note for Chairs to identify another date for a uniform sale, last one raised £340)

**Election of Officers**

**Chair**: Cat Perrin & Nicola Merrick to carry on as joint chair

Proposed: Clare Wilson

Seconded: Jon Clarke

**Treasurer**: David Holdsworth happy to continue, but in 3rd year so Chairs will need to start succession planning

Proposed: Nicola Merrick

Seconded: Cat Perrin

Secretary: Cath Grimer fine to continue

Proposed: Nicola Merrick

Seconded: Cat Perrin

Secretary: Clare Wilson in 3rd year so Chairs will need to start succession planning

Proposed: Nicola Merrick

Seconded: Cat Perrin

* Presidents are Sam Hunter & Cathy Moden, no changes
* No change to Charity Commission or Bank Accounts

Action:

* With commit people changes, make sure the cheque book hand over and signatories is managed without delay, (esp with respect to the banks getting the paperwork through)
* David to pursue the options & feasibility of electronic banking

**People & Event Update**

**Golden Draw** – Managed and run by Chris Moss

* Thank from Chairs to Chris for running the event for the last 8 years!

**Action**: for chairs to succession plan to backfill for Chris

Event Details:

* 13 draws per year, every 12 mths and 1 annual draw
* David checks the subs received and sends Chris a xls. (parents can move in & out of draw)
* Chris does draw witnessed by Inf’s or Jnr’s office team & writes letter to winner
* This is posted on website and also put up in notice board outside Inf’s playground
* Chris also sends a parent mail annually and every term, monthly winners and highlights
* Set’s up the online payments & S/O forms with banks
* DH & Chris do lottery return twice a year with the Charity Info, Dates of draws & prize money details
* License is £20 per yr annual fee
* DH approx £130 banked per month, approx £30 per month prize, and last year £360 annual prize
* Committee members and teachers can take part
* Chris commits a couple of hours per month to run the draw.

**Action**: Chairs

* Raise event profile for all and also for those parents who can’t contribute with time, it’s an easy way to support the PTA activities.

**Car Boot Sale** – Managed and run by Steve Vinnall

* A big thank you from Chairs as this will be Steve’s last year as he has run them for 11 YEARS !!!!
* Used to draw 20-25 sellers now 40-64, it raised £428.10 last year

**Action**:

* For chairs to succession plan to backfill for Steve (it’s a family run event)
* Identify School Uniform team leader to make sure Uniform sale is at Car Boot Sale
* Confirm next date as either 23rd April or 14th May

**School Disco & Easter Egg Hunt** - Events organised and run by Clare Funnell & Sarah Shipway

* Chairs thanked both Clare & Sarah for their hard work and commitment to both events
* Clare & Sarah are happy to continue as the event organisers for this year, not sure for next year as both are out of catchment now.
* Disco’s are very popular and great money raising event for PTA, so will continue with 2 disco’s per year

**Spooks & Sparks** - Event organised and run by Cath Grimer & Clare Wilson

* Biggest fundraiser in PTA year, last year raised £6,109
* Will review at next PTA meeting in November after event on 4th November

**Quiz & Chips** - Event organised & run by Tina Scholey

* Chairs thanked Tina for her commitment to running the event for the last 6 years, Tina has done a great job.
* This will be Tina’s last year and Nicola and Jess will continue for now
* The quiz will continue twice a year

**Christmas & Summer Events** - Events organised by Cat Perrin & Nicola Merrick

* Last 2 events have fallen on CP & NM to lead event
* Developing a good set up team
* Does need a core team to lead planning, organisation and running both events

**People** - Annabel Stewart

* Annabel happy to continue working on building strong base of volunteers & helpers

**Website** - Cat Perrin & Helen Beekin managing

* It’s been a very time consuming process getting the website up and running
* Early signs are it’s working well and there is real potential for it to reduce admin work load in the future. Especially with regards to event ticket issuing and parents volunteering.
* Cat & Helen are both happy to continue working on the website project

**Christmas Cards** - Helen Beekin running the project

* This year Helen has run the project through the schools for the PTA & it has made £455 TBC profit
* Feedback from the Schools were the children really enjoyed doing the cards
* Helen is happy to run this project again next year

**Sponsorship** - Managed by Cat to date...

* Annabel has offered to help with sponsorship

**Action:**

* Chairs need to find additional support to lead sponsorship activity

**Uniform Sales** - **Action:** Chairs need to find Uniform Co-ordinator

**Review of 2014/15 PTA Strategic Goals** – please see attached document from Cat Perrin

**2015/16 PTA Strategic Goals** -

**Succession Planning**

* Key to continued success of PTA fundraising activities, there are couple of key roles to still be filled but also there is going to be movement within the committee involving key roles over the next year.

**Website**

* Continued focus on embedding website and prioritising as key tool going forwards with parent community
* Annabel to review “Class Rep” functionality as this is very underutilised & raise profile with parents

**Sponsorship**

* Last year the sponsorship with three different companies (Sparks Ellison, Gair Gas & Eric Robinson) was very easily arranged
* The committee has agreed that for the next sponsorship period, we should effectively “tender” the financial element of the sponsorship so that it is a clear, fair and open process to all local businesses who may wish to be part of the sponsorship group. The sponsorship year will match the school financial year.
* The website sponsorship raised £350 last year & is a significant contribution to the running costs of the website and also to the PTA.
* At this point, Sparks Ellison will remain as the Spooks & Sparks main sponsor with their contribution of media/graphics re-work and printing for tickets, posters & book bag forms; paying for all the BBQ meat from Baynhams; property advertising boards and supplying a large team to help run the event.
* The Christmas event will be sponsored by Gair Gas
* The summer event is to be confirmed

**Chairs final comments**;

Nicola & Cat;

* A huge thank you to both schools for all their help and in particular for the support for the Infants and the juniors admin staff. They are always so very helpful to all the event organisers and are always smiling and encouraging.

Nicola and Cat went on to say that this will be their last year as co-chairmen and part of their succession planning for this year will be to find their replacements before the academic year ends so there can be a handover period ensuring a smooth transition to the new Chair(s).