



Hiltingbury Schools PTA Annual General Meeting Minutes
7pm Wednesday 10 October 2018
Infant School

Attendees:

Cathy Moden (President/Infants)	Jon Clark (President/Juniors)	Helen Beeken (Chair)
Nicky Wood (Vice Chair)	Sarah Hill (Secretary)	Carol Jones (Treasurer)
Juliette Baker	Steph Brazier	Liz Dodd
Rob Gair	Clare Home	Millie Lockley-Boyd
Erin Newcombe	Sangit Sandhu	

1. Welcome & Apologies

HB welcomed all to the meeting. Apologies from Katie Ford, Kim Palmer-Taylor, Kate Randall-Coles, Nina Silson, Delphine Stewart-Jones and Hanette Watson.

2. Minutes of previous AGM

Approved as an accurate account.

3. Matters arising

a. Constitutional change

At the last AGM, under section 9 'Special Business', CJ proposed a word changing to sections 17 and 18, as it stated we required an auditor to audit the accounts. This is not required if turnover is under £1million. The proposed word change was agreed at the AGM. CJ confirmed that the constitution has been updated and was approved by HJS Accountants.

CJ/HB Action: to ensure updated constitution is on the website.

4. Chair's report – See Appendix 1

We are a registered charity, running across both schools. There are two presidents, being the head teachers of each school, and four officers, being the Chair, Vice Chair, Treasurer and Secretary. There are also twelve other members on the executive committee, including a teacher representative from each school, and parents representing each year group. HB clarified the purpose of the HSPTA is to raise money in order to provide and assist in the provision of facilities to enhance the children's learning and to provide great experiences ie school discos, Spooks & Sparks. Funds raised are split proportionally based on number of pupils in each school. Schools update the committee on how the money is spent.

2017/18 Highlights

HB confirmed that HSPTA had been extremely successful last year. Twenty events/initiatives were run, including the Christmas Fair, second hand uniform sales, coffee mornings at the infant school and quizzes. Year 6 volunteers have been involved in many of the major



events. In fact, all three main events were run by brand new teams, of which two would like to run it again this year, which is fantastic.

With regards to the management of funds, the financial year end is in August. The accounts are reviewed prior to the AGM, so that cheque payment can be made during the AGM. HB confirmed that we have had conversations about what the money is being spent on. We are also ensuring that we are adhering to the General Data Protection Regulation (GDPR). We also have a much more auditable, structured process with regards to making payments for various things.

HB confirmed that office staff, Mr King (caretaker) and volunteers are extremely appreciated. We have also had great support from our sponsors Eric Robinson, Gair Gas & Spark Ellison.

2018/19

We will be continuing along the same lines. Changes will include replacing the old shed, which has now been dismantled and removed, and implementation of the 'Christmas present idea' in school. Heads have already agreed to a budget of £50 per class, or £150 a year group. Teachers can decide if they wish to get a gift individually, or join together with other teachers in their year, which will be wrapped and opened prior to the Christmas holidays. HSPTA has asked to be involved in deciding what the gifts are. This way it brings HSPTA into the school and parents can see how their children immediately benefit from funds raised.

HB gave a big thank you to Gair Gas and Spark Ellison for agreeing to sponsor us again, with each paying £250 towards an event and £100 towards the website. HB will now be looking for another sponsor.

HB will also be looking for a new lead for the summer fair in 2019.

HB gave thanks to all involved in HSPTA this year.

5. Treasurer's report – See Appendix 2

CJ confirmed that HJS Accountants have independently examined the accounts, at no charge. This year a fantastic £23,323.99 has been raised, with increases across many of the events. An additional quiz took place in June, raising over £1,000 and even the pound coin amnesty raised £135. HB also secured a grant from IBM of £1,600. As usual, CJ will keep a buffer in the account of £2,000 to cover event expenses we need to pay prior to an event and any other unforeseen costs. CJ will hold back another £2,000 for the HSPTA shed replacement project. Any expenditure on the shed will go to the committee for approval. Hopefully we won't spend near that much, but we want to ensure we have a shed with storage which will last for years to come. Whatever isn't spent on the shed will be distributed to the schools as part of next year's donation.

CJ presented the cheques to the Headteachers, Infants £8,797.78 and Juniors £12,223.50.

6. President's report

Cathy Moden – Infant School

CM confirmed we have had a fantastic year, with lots of events that everyone has enjoyed and a great feeling of community. When giving tours to parents of new entrants, CM shows the improvements which have been funded by the HSPTA ie. Library. With this year's money CM is investing in the outside space, including outside classroom and wooden benches.

Spending:

- 2014/15 – *Library refurbishments including interactive touch screen smart board.*
 2015/16 – *Stage lighting in the hall and further contribution to library refurbishment.*
 2016/17 – *Classroom book corners, including furniture, cushions, storage for books. For Key Stage 1 to develop a quiet area, including a reading hut and mural on the wall. In Year R, to provide large equipment including building blocks.*
 2017/18 – *The garden and outside areas are being developed and improved. CM is obtaining wooden benches and developing an area as an outside classroom. Funds will go towards this and CM will ensure something tangible is attributed to the funds spent.*

Jon Clark – Junior School

JC said in terms of money raised it has been a phenomenal year, but also in terms of the events, which bring the community together. In tight financial times this money makes the difference in the ability to continue enhancing the children's learning. JC said everyone is hard working and goes above and beyond. He confirmed the ICT suite is fantastic now and fit for purpose (2016/17). The outside play equipment is slowly getting there, following delays in resurfacing the playground. They are almost ready to be put in place. JC would like this year's money to continue to fund ICT equipment and resources.

Spending:

- 2014/15 - *the library was enhanced*
 2015/16 - *chrome books purchased, enough for 1 to 3 pupils*
 2016/17 - *the hall projector replaced & ICT suite updated. ICT suite to become multi use, with an interactive screen. Computers can be hidden away, so tables can be used for group work.*
 2017/18 - *fixed outdoor gym equipment, once playground resurfaced.*
 2018/19 - *funding to go towards enhancing ICT equipment and resources.*

7. Appointment of the independent examiner

CJ confirmed that HJS Accountants, Southampton, have previously examined our accounts and they are happy to continue. They do this free of charge for us.

ALL AGREED to continue with HJS for 2018/19.

8. Election of committee members

The presidents are the Headteachers. The executive team is made up of the Chair, Vice Chair, Secretary & Treasurer and the maximum term for one of these roles is three years. This year Sarah Hill is standing down, having come to the end of her term as secretary.



The constitution allows a maximum of 12 elected committee members, including the two teacher representatives. The elected committee members must represent all school years. Kaiyee Burnett, Kate Randall-Coles & Delphine Stewart-Jones are standing down as elected committee members.

Role	Name	Proposed	Seconded
Chair	Helen Beeken	JC	NW
Vice Chair	Nicky Wood	HB	CJ
Treasurer	Carol Jones	HB	NW
Co-Secretary	Juliette Baker	HB	CJ
Co-Secretary	Sangit Sandhu	HB	NW
Infants Rep	Katie Ford	CM	HB
Junior Rep	TBC		

Role	Name	Proposed	Seconded	Child's Year
Parents	Liz Dodd	HB	JC	1
	Rob Gair	HB	JC	3 & 5
	Dominic Hagyard	HB	CH	1
	Clare Home	HB	NW	3 & 6
	Millie Lockley-Boyd	HB	NW	3 & 6
	Erin Newcombe	HB	CJ	R & 2
	Kim Palmer-Taylor	HB	CM	1
	Nina Silson	HB	JB	R & 4
	Hanette Watson	HB	EN	2

9. Any Other Business

- a. HB said that the Chair, Vice Chair and Treasurer are now commencing their third year in term. These roles will need replacing in 2019. Without these roles, the HSPTA cannot exist. HB will look into promoting these roles and asks if anyone is interested to let her know.
- b. The next committee meeting is at 7pm on Thursday 15 November 2018.

HB thanked all for attending the HSPTA 2018 AGM.

END OF MEETING



APPENDIX 1

The HSPTA Goals 2018/2019 Presented at the AGM 10th October 2018

Overarching Aim for the HSPTA 2018/2019

To raise money to advance the education of all Hiltingbury Infant and Junior school pupils by providing and assisting in the provision of facilities for education at the school (not normally provided by the Local Education Authority). Moreover, to put on events which are enjoyable for the pupils and parents alike.

To achieve this we aim to ensure that the infrastructure of the HSPTA is fit for purpose and forward looking; in turn enabling effective succession planning and enhancing our ability to raise money and support the Hiltingbury Schools. Broken down into the following five objectives.

Objective 1: Finance and Governance

1. To ensure that we meet and exceed the expectations required for compliance; for example the Charity Commission, Financial Audit, Insurance, General Data Protection Regulation (GDPR May 2018), Hiltingbury Governors and Health and Safety. This will include establishing some overarching policies for the HSPTA.
2. To increase our financial transparency through for example individual event budgets, overarching management accounts and online banking process (for a portion of our funds) as well as clear communication to the parent body as to where the money raised is being spent.

Objective 2: Fundraising Events

1. Deliver on the existing programme of events and activities and, with an eye towards succession planning, ensure each event creates or maintains its own individual 'Event Manual' centrally stored in the shared committee Google Drive and available for future event teams for easy handover and continuous improvement.
2. Be open to new event proposals and support accordingly.

Objective 3: People

1. Continue to widen and strengthen the number of parent volunteers engaged with the HSPTA through a dedicated strategy and action plan.
2. Succession plan for the Committee, its post holders and key event organisers to enable a smooth transition at times of inevitable change.

Objective 4: IT and Communications

1. Ensure that our IT and Communications are fit for purpose. This will specifically involve:
 - a. Putting a process in place to ensure that we meet general on line security standards such as regenerating passwords and revoking access to sensitive information as Committee members leave.
 - b. Consolidating and clarifying our Facebook presence and approach.
 - c. Continually review and adopt where appropriate functionality provided by the PTA Events platform.
2. Ensure that we have the IT infrastructure in place to support all five HSPTA's Objectives in 2018/2019. This will specifically involve:
 - a. Using the committee.hspta@gmail.com Google Drive shared file system to hold key documents.
 - b. Driving all ticket sales and, where possible, volunteer sign up through the PTA Events platform.

Objective 5: Equipment

1. Ensure that our equipment is fit for purpose. This will specifically involve:
 - a. Identifying and replacing the equipment which is not fit for purpose.
 - b. Putting a process in place to ensure that our equipment is replaced in a timely manner.



APPENDIX 2

Hiltingbury Schools PTA AGM Treasurer's Report XX October 2018

2017/18 *	£	2016/17 *	£	2015/16 *	£	2014/15 *	£
Total income	£33,232.08	Total income	£28,358.53	Total income	£29,506.07	Total income	£24,423.17
Less total expenditure	(£11,508.00)	Less total expenditure	(£15,430.77)	Less total expenditure	(£10,822.41)	Less total expenditure	(£3,575.70)
Net Income	£21,723.99	Net Income	£12,927.76	Net Income	£18,683.66	Net Income	£20,847.47
2017/18 Event		2016/17 Event		2015/16 Event		2014/15 Event	
February car boot	£106.00	April car boot	£314.52	April car boot	£383.34	Christmas carols	£80.45
Business Directory	£0.00	Business Directory	£215.20	Business Directory	£247.88	Easter Egg Hunt	£1,336.18
Christmas cards	£530.49	Christmas cards	£385.50	Christmas cards	£470.14	February Disco	£854.87
Christmas Fair	£4,840.82	Christmas Fair	£3,501.78	Christmas Fair	£3,938.12	Frozen	£2,458.83
Easter Egg Hunt	£1,420.59	Easter Egg Hunt	£1,825.05	Easter Egg Hunt	£1,554.15	Golden draw	£749.00
Equipment	£0.00	Equipment	(£384.87)	Equipment	-		
March quiz	£1,094.25	February quiz	£829.85	February quiz	£542.80	March Quiz	£557.10
Golden draw	£897.50	Golden draw	£910.00	Golden draw	£827.50	May Car boot	£348.41
May disco	£887.85	January disco	£1,179.48	January disco	£1,004.53	Misc (not directly attributable to one event)	(£254.85)
Misc (not directly attributable to one event)	(£423.90)	Misc (not directly attributable to one event)	(£398.55)	Misc (not directly attributable to one event)	(£348.98)	October Quiz	£572.80
Oct Quiz	£849.03	Oct Quiz	£819.80	Oct Quiz	£571.90	September Car boot	£428.10
Sept Car boot	£0.00	Sept Car boot	£281.40	Sept Car boot	£383.98	Spools & Sporks	£8,109.00
October Disco	£1,137.80	Sept Disco	£1,087.14	Sept Disco	£986.72	Sports Day drinks	£48.00
Spools & Sporks	£5,300.01	Spools & Sporks	£4,883.10	Spools & Sporks	£5,093.31	Summer Fair	£2,238.03
Sports Day	£0.00	Sports Day	£139.28	Sports Day	£23.78	Uniform sale	£341.35
Summer Fair	£3,780.48	Summer Fair	£2,888.00	Summer Fair	£2,828.73		
Uniform sale	£205.00	Uniform sale	£823.50	Uniform sale	£118.00		
Pound coin amnesty	£135.00						
June Quiz	£1,183.27						
	<u>£21,723.99</u>		<u>£17,919.76</u>		<u>£18,383.88</u>		<u>£18,847.47</u>
Grant received from IBM (Helen Beaman)	£1,800.00			Donation from NATS via Kathy McCoil (for juniors)	£500.00		
Grand sum raised during 2017/18 school year	£23,323.99	Grand sum raised during 2016/17 school year	£17,919.76	Grand sum raised during 2015/16 school year	£18,883.88	Grand sum raised during 2014/15 school year	£18,847.47
Funding kept back to finance new HSPTA shed	(£2,000.00)						
	<u>£21,323.99</u>						
Pro-rata split:		Pro-rata split:		Pro-rata split:		Pro-rata split:	
Infants: 289 pupils on roll	£8,797.78	Infants: 291 pupils on roll	£7,713.98	Infants: 270 pupils on roll	£7,452.84	Infants: 270 pupils on roll	£8,424.85
Juniors: 383 pupils on roll	£12,526.21	Juniors: 385 pupils on roll	£10,205.78	Juniors: 396 pupils on roll (plus £500 donation)	£11,430.82	Juniors: 396 pupils on roll	£9,422.82
	<u>£21,323.99</u>		<u>£17,919.76</u>		<u>£18,883.66</u>		<u>£18,847.47</u>
Due to Infants	£8,797.78	Due to Infants	£7,713.98	Due to Infants	£7,452.84	Paid to Infants	£8,424.85
Due to Juniors (less cost of Yr6 Disco £109.94)**	£12,223.50	Due to Juniors (less cost of Yr6 Disco £109.94)**	£10,095.84	Due to Juniors (less cost of Yr6 Disco £292.72)**	£11,135.10	Paid to Juniors (less cost of Yr6 Disco £292.73)*	£9,130.09
	<u>£21,021.28</u>		<u>£17,809.82</u>		<u>£18,587.94</u>		<u>£18,554.94</u>
Difference - Cost of Year 6 Disco	(£302.71)	Difference - Cost of Year 6 Disco	(£109.94)	Difference - Cost of Year 6 Disco	(£292.72)	Difference - Cost of Year 6 Disco	(£292.73)

* The HSPTA financial year runs from 1st September to 31st August

** The HSPTA paid for the year 6 disco with the understanding that it would be reimbursed by the junior school

APPENDIX 2 cont..
**Hiltingbury Schools PTA AGM
Receipts and payments accounts**

	2017/18	2016/17	2015/16	2014/15
Receipts				
Fundraising events	£33,232	£28,360	£29,506	£24,423
Grants	£1,600			
Interest		£94	£96	£3
Total receipts	<u>£34,832</u>	<u>£28,454</u>	<u>£29,602</u>	<u>£24,426</u>
Payments				
Fundraising events	£10,730	£8,915	£9,974	£8,164
Grants to schools	£17,920	£18,588	£15,555	£14,316
Equipment		£885		
Administration	£778	£640	£944	£704
Total payments	<u>£29,428</u>	<u>£29,027</u>	<u>£26,473</u>	<u>£23,184</u>
Net of receipts/(payments)	£5,404	(574)	£3,129	£1,242
Cash funds brought forwards	<u>£20,147</u>	<u>£20,721</u>	<u>£17,592</u>	<u>£16,350</u>
Cash funds carried forwards	<u>£25,551</u>	<u>£20,147</u>	<u>£20,721</u>	<u>£17,592</u>
Statement of assets and liabilities at the end of the period				
Cash at bank	<u>£25,551</u>	<u>£20,147</u>	<u>£20,721</u>	<u>£17,592</u>

APPENDIX 2 cont..

2017/18 Event	Income	Expenditure	Profit/(loss)
February car boot	106.00	-	106.00
Christmas cards	2,816.49	(2,286.00)	530.49
Christmas Fair	5,111.91	(471.09)	4,640.82
Easter Egg Hunt	1,780.60	(360.01)	1,420.59
June quiz	1,467.00	(283.73)	1,183.27
Golden draw	1,795.00	(897.50)	897.50
May disco	1,208.73	(340.88)	867.85
Misc (not directly attributable to one event)	353.80	(777.70)	(423.90)
March quiz	1,559.00	(464.75)	1,094.25
October disco	1,473.55	(335.95)	1,137.60
October quiz	1,296.11	(447.08)	849.03
Spooks & Sparks	8,958.93	(3,658.92)	5,300.01
Summer Fair	4,964.96	(1,184.48)	3,780.48
Uniform sale	205.00	-	205.00
Pound coin amnesty	135.00	-	135.00
	33,232.08	(11,508.09)	21,723.99

2016/17 Event	Income	Expenditure	Profit/(loss)
April car boot	314.52		314.52
Business Directory (expenditure is Paypal fees)	400.00	(184.80)	215.20
Christmas cards	1,890.50	(1,525.00)	365.50
Christmas Fair	3,787.12	(285.36)	3,501.76
Easter Egg Hunt	2,011.00	(385.95)	1,625.05
March quiz	1,189.50	(359.85)	829.65
Golden draw	1,820.00	(910.00)	910.00
February disco	1,429.48	(250.00)	1,179.48
Misc (not directly attributable to one event)	43.37	(639.92)	(596.55)
Oct Quiz	1,160.00	(340.40)	819.60
Sept Car boot	261.40		261.40
Sept Disco	1,414.55	(327.41)	1,087.14
Spooks & Sparks	8,331.09	(3,467.99)	4,863.10
Sports Day	162.55	(23.27)	139.28
Summer Fair	3,520.95	(854.95)	2,666.00
Uniform sale	623.50		623.50
Equipment (gazebos)		(884.87)	(884.87)
	28,359.53	(10,439.77)	17,919.76