



**Hiltingbury Schools PTA Annual General Meeting Minutes**  
**7pm Wednesday 18 October 2017**  
**Infant School**

**Attendees:**

Cathy Moden (President/Infants)	Sam Hunter (President/Juniors)	Helen Beeken (Chair)
Nicky Wood (Vice Chair)	Sarah Hill (Secretary)	Carol Jones (Treasurer)
Katie Ford (Infants Rep)	Kaiyee Burnett	Clare Home
Dominic Hagyard	Nina Silson	Delphine Stewart-Jones
Hanette Watson		

**1. Welcome & Apologies**

HB welcomed all to the meeting. Apologies from Rob Gair, Erin Newcombe and Kate Randall-Coles.

**2. Minutes of previous AGM**

Approved as an accurate account.

**3. Matters arising**

HB confirmed that since the last AGM, Helen Beeken was appointed as Chair and Nicky Wood as Vice Chair. Their roles commenced in January 2017.

**4. Chair's report**

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. 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. Funds raised are split proportionally based on number of pupils in each school. Schools update the committee on how the money is spent.

**2016/17 Highlights**

It has been a successful year, with all ten events running. In addition we have run the Christmas card scheme, Golden Draw and second hand uniform sales. We have received some great feedback on social media, most recently regarding the summer fair and the Flying Seagull Project. We have had a very good working relationship with the schools, and appreciate the inclusion of HSPTA events within the Heads' weekly highlights to parents. We have also continued to have good working relationships with three local businesses: Gair Gas, Sparks Ellison and Eric Robinson. Each sponsor gives us £100 towards our website, which is invoiced in September. They are also allocated an event – Gair Gas/Christmas Fair, Spark Ellison/Easter Egg Hunt, Eric Robinson/Summer Fair – and each contribute £250 for the event. They also often pay for promotional materials. Each are offered a stand at their allocated event.

Our goals for 2016/17 have been achieved. We now have a shared IT drive, which has been set up and is in use, online banking and have made gazebo purchases. The gazebos have helped the schools, as well as for events.



A massive thank you to everyone who has been involved with HSPTA, as it cannot happen without you. Special thanks to the school office staff for all they do behind the scenes.

## **2017/18**

We will be continuing along the same lines. Sponsorship has been agreed with the same three businesses.

HB has put together some goals for this year – **See Appendix 1.**

With regards to the overarching aim of ensuring effective succession planning, the test will be the Christmas Fair, and whether the control document is sufficient. We are a fluid body and we need to ensure we do not stagnate.

Objective 1b concerns financial transparency. We have now got online banking, still requiring two signatories. We have added the need for clear communication on where the money is spent, as it is important to demonstrate where the investment is going.

Objective 3a, concerns the strategy and action plan, which is not in place yet, but the intention is to keep moving the HSPTA forward.

Objective 4b has been changed to “using” as we have now set up a shared drive.

Objective 5 concerns equipment. We purchased gazebos during 2016/17. We need to ensure our equipment is checked and updated on a rolling programme.

## **5. Treasurer’s report – See Appendix 2**

CJ confirmed in 2016/17 we raised a net income of £17,919.76, being £7,713.98 to Infants (291 pupils) and £10,205.78 to Juniors (385 pupils). This is fairly in line with last year, although Spooks and Sparks went down slightly, the quizzes did much better.

All accounts have been independently examined and approved. The treasurer will hand the cheques to the Presidents at the end of the meeting.

## **6. President’s report**

Cathy Moden – Infants

A huge thank you to all the HSPTA do. The money does make a massive difference, as well as the actual enjoyment of the event. It’s a real strength having the link between both schools.

Spending to date:

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 –	planning ahead ...update outside areas

Sam Hunter – Juniors

SH said she was privileged to be leading one of Hiltingbury schools. We are quite unique, as there is a genuine link between the two schools. People throughout the school family work



hard together to have good links, and the HSPTA is key in that. There are times when infant and junior school children are experiencing events together, which is fantastic.

SH will try and come up with things that the vast majority of children will benefit from. All the money given goes to the item and is often then supplemented with other funding.

Spending to date:

- 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 - funds to be raised for fixed outdoor gym equipment.

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 2017/18.

8. Election of committee members

Role	Name	Proposed	Seconded	Child's Year
Chair	Helen Beeken	SHill	NW	
Vice Chair	Nicky Wood	HB	CJ	
Treasurer	Carol Jones	HB	NW	
Infants Rep	Katie Ford	HB	NW	
Junior Rep	Jess Beer	SHill	HB	
	Freddie Hayes	SHill	HB	
Parents	Clare Home	HB	NW	2 & 5
	Hanette Watson	HB	NW	1
	Erin Newcombe	HB	NW	1
	Kaiyee Burnett	HB	NW	R & 4
	Delphine Stewart-Jones	HB	NW	1 & 5
	Dominic Hagyard	HB	NW	R
	Kate Randall-Coles	HB	NW	2 & 4
Nina Silson	HB	NW	3	

Presidents are the head teachers of each school. Cathy Moden at Infants and Sam Hunter or Jon Clarke at Juniors.

We currently do not have a Year 6 representative.

9. Special business

- 1) Proposed wording change to sections 17 and 18 – see **Appendix 3**

CJ said the constitution says we need an auditor to audit the accounts prior to the AGM, which is not required by the Charity Commission if turnover is under £1million. If income is over £25,000 we require an independent examination, which



is currently carried out by HJS Accountants in Southampton for free. CJ would like the constitution wording to be amended to reflect this.

**ALL AGREED** the proposed change.

10. Any Other Business

None.

HB thanked all for attending the HSPTA 2017 AGM.



## APPENDIX 1

### The HSPTA Goals 2017/2018 Presented at the AGM 18th October 2017

#### Overarching Aim for the HSPTA 2017/2018

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

- A. To ensure that we meet and exceed the expectations required for compliance (e.g. the Charity Commission, Financial Audit, Insurance, Hiltingbury Governors and Health and Safety). This will include establishing some overarching policies for the HSPTA.
- B. To increase our financial transparency through for example individual event budgets, overarching management accounts and on line 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

- A. 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 and available for future event teams for easy handover and continuous improvement.
- B. Be open to new event proposals and support accordingly.

#### Objective 3: People

- A. Continue to widen and strengthen the number of parent volunteers engaged with the HSPTA through a dedicated strategy and action plan.
- B. 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

- A. Ensure that our IT and Communications are fit for purpose. This will specifically involve:
  - Putting a process in place to ensure that we meet general on line security standards (e.g. regenerating passwords and revoking access to sensitive information as Committee members leave).
  - Consolidating and clarifying our Facebook presence and approach.
  - Continually review and adopt where appropriate functionality provided by the PTA Events platform.
- B. Ensure that we have the IT infrastructure in place to support all five HSPTA's Objectives in 2017/2018. This will specifically involve:
  - Using the [committee.hspta@gmail.com](mailto:committee.hspta@gmail.com) Google Drive shared file system to hold key documents.
  - Driving all ticket sales and, where possible, volunteer sign up through the PTA Events platform.

#### Objective 5: Equipment

- A. Ensure that our equipment is fit for purpose. This will specifically involve:
  - Identifying and replacing the equipment which is not fit for purpose
  - 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 18 October 2017

<b>2016/17 *</b>	<b>£</b>	<b>2015/16 *</b>	<b>£</b>	<b>2014/15 *</b>	
Total income	£28,359.53	Total income	£29,506.07	Total income	£24,423.17
Less total expenditure	<u>(£10,439.77)</u>	Less total expenditure	<u>(£10,622.41)</u>	Less total expenditure	<u>(£8,575.70)</u>
<b>Net income</b>	<b><u>£17,919.76</u></b>	<b>Net income</b>	<b><u>£18,883.66</u></b>	<b>Net income</b>	<b><u>£15,847.47</u></b>
<b>2016/17 Event</b>	<b>Net income</b>	<b>2015/16 Event</b>	<b>Net income</b>	<b>2014/15 Event</b>	<b>Net income</b>
April car boot	£314.52	April car boot	£363.34	Christmas carols	£60.45
Business Directory	£215.20	Business Directory	£247.86	Easter Egg Hunt	£1,336.18
Christmas cards	£365.50	Christmas cards	£470.14	February Disco	£854.87
Christmas Fair	£3,501.76	Christmas Fair	£3,938.12	Frozen	£2,458.83
Easter Egg Hunt	£1,625.05	Easter Egg Hunt	£1,554.15	Golden draw	£749.00
Equipment	(£884.87)	Equipment	-	Equipment	-
February quiz	£829.65	February quiz	£542.60	March Quiz	£557.10
Golden draw	£910.00	Golden draw	£827.50	May Car boot	£348.41
January disco	£1,179.48	January disco	£1,004.53	Misc (not directly attributable to one event)	(£254.65)
Misc (not directly attributable to one event)	(£596.55)	Misc (not directly attributable to one event)	(£648.98)	October Quiz	£572.80
Oct Quiz	£819.60	Oct Quiz	£571.90	September Car boot	£428.10
Sept Car boot	£261.40	Sept Car boot	£363.98	Spooks & Sparks	£6,109.00
Sept Disco	£1,087.14	Sept Disco	£986.72	Sports Day drinks	£48.00
Spooks & Sparks	£4,863.10	Spooks & Sparks	£5,093.31	Summer Fair	£2,238.03
Sports Day	£139.28	Sports Day	£23.76	Uniform sale	£341.35
Summer Fair	£2,666.00	Summer Fair	£2,926.73		
Uniform sale	<u>£623.50</u>	Uniform sale	<u>£118.00</u>		
	<u>£17,919.76</u>		<u>£18,383.66</u>		
		Donation from NATS via Kathy McCall (for Juniors)	<u>£500.00</u>		
<b>Grand sum raised during 2016/17 school year</b>	<b><u>£17,919.76</u></b>	<b>Grand sum raised during 2015/16 school year</b>	<b><u>£18,883.66</u></b>	<b>Grand sum raised during 2014/15 school year</b>	<b><u>£15,847.47</u></b>
Pro-rata split:		Pro-rata split:		Pro-rata split:	
Infants: 291 pupils on roll	£7,713.98	Infants: 270 pupils on roll	£7,452.84	Infants: 270 pupils on roll	£6,424.65
Juniors: 385 pupils on roll	<u>£10,205.78</u>	Juniors: 396 pupils on roll (plus £500 donation)	<u>£11,430.82</u>	Juniors: 396 pupils on roll	<u>£9,422.82</u>
	<u>£17,919.76</u>		<u>£18,883.66</u>		<u>£15,847.47</u>
Due to Infants	£7,713.98	Due to Infants	£7,452.84	Paid to Infants	£6,424.65
Due to Juniors (less cost of Yr6 Disco £109.94) **	<u>£10,095.84</u>	Due to Juniors (less cost of Yr6 Disco £295.72) **	<u>£11,135.10</u>	Paid to Juniors (less cost of Yr6 Disco £292.73) **	<u>£9,130.09</u>
	<u>£17,809.82</u>		<u>£18,587.94</u>		<u>£15,554.74</u>

\* 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**

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

**APPENDIX 2 cont..**

<b>2016/17 Event</b>	<b>Income</b>	<b>Expenditure</b>	<b>Profit/(loss)</b>
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)
	<b>28,359.53</b>	<b>(10,439.77)</b>	<b>17,919.76</b>

  

<b>2015/16 Event</b>	<b>Income</b>	<b>Expenditure</b>	<b>Profit/(loss)</b>
April car boot	363.34	-	363.34
Business Directory (expenditure is Paypal fees)	485.35	(237.49)	247.86
Christmas cards	2,376.64	(1,906.50)	470.14
Christmas Fair	4,546.47	(608.35)	3,938.12
Easter Egg Hunt	2,004.37	(450.22)	1,554.15
February quiz	852.00	(309.40)	542.60
Golden draw	1,695.00	(867.50)	827.50
January disco	1,453.77	(449.24)	1,004.53
Misc (not directly attributable to one event)	294.71	(943.69)	(648.98)
Oct Quiz	1,026.00	(454.10)	571.90
Sept Car boot	363.98	-	363.98
Sept Disco	1,382.62	(395.90)	986.72
Spooks & Sparks	8,042.10	(2,948.79)	5,093.31
Sports Day	57.60	(33.84)	23.76
Summer Fair	3,944.12	(1,017.39)	2,926.73
Uniform sale	118.00	-	118.00
	<b>29,006.07</b>	<b>(10,622.41)</b>	<b>18,383.66</b>

  

<b>2014/15 Event</b>	<b>Income</b>	<b>Expenditure</b>	<b>Profit/(loss)</b>
Christmas carols	141.40	(80.95)	60.45
Easter Egg Hunt	1,771.06	(434.88)	1,336.18
February Disco	1,196.30	(341.43)	854.87
Frozen	3,227.80	(768.97)	2,458.83
Golden draw	1,553.00	(804.00)	749.00
March Quiz	1,043.05	(485.95)	557.10
May Car boot	348.41	-	348.41
Misc (not directly attributable to one event)	450.00	(704.65)	(254.65)
October Quiz	1,037.00	(464.20)	572.80
September Car boot	428.10	-	428.10
Spooks & Sparks	9,572.18	(3,463.18)	6,109.00
Sports Day drinks	48.00	-	48.00
Summer Fair	3,265.52	(1,027.49)	2,238.03
Uniform sale	341.35	-	341.35
	<b>24,423.17</b>	<b>(8,575.70)</b>	<b>15,847.47</b>

### **APPENDIX 3**

The constitution states:

15. No ALTERATION of the RULES may be made except at the Annual General Meeting or at a special meeting called for this purpose. No alteration or amendment shall be made to the OBJECTS clause or DISSOLUTION clause which would cause the Association to cease to be a charity at law.

#### **PROPOSED WORDING CHANGE TO SECTION 17**

Existing:

- 17.
- a. *The Honorary Treasurer shall keep an account of all income and expenditure and shall submit the accounts duly audited at the Annual General Meeting. The Banking Account shall be in the name of the Association on the signature of any two of the following*
    - i. *Chairperson*
    - ii. *Treasurer*
    - iii. *Secretary*
  - b. *All profits and expenditures of the association shall be divided up on a per capita basis (using L.M.S. figures).*

To:

- 17.
- a. *The Honorary Treasurer shall keep an account of all income and expenditure and shall submit the accounts for approval at the Annual General Meeting. The accounts must comply with the necessary statutory requirements.*
  - b. *All profits and expenditures of the association shall be divided up on a per capita basis (using L.M.S. figures).*
  - c. *The Banking Account shall be in the name of the Association on the signature of any two of the following*
    - i. *Chairperson*
    - ii. *Treasurer*
    - iii. *Secretary*

#### **PROPOSED WORDING CHANGE TO SECTION 18**

Existing:

18. *An AUDITOR, not being a member of the COMMITTEE, shall be appointed annually at the Annual General Meeting to audit the accounts and books of the Association.*

To:

18. *If required, an AUDITOR or INDEPENDENT EXAMINER, not being a member of the COMMITTEE, shall be appointed annually at the Annual General Meeting.*