



Hiltingbury Schools PTA Annual General Meeting Minutes
7pm Thursday 6 October 2016
Junior School Hall

Attendees:

Cathy Moden (Infants)	Sam Hunter (Juniors)	Nicola Merrick (Co-Chair)
Cat Perrin (Co-Chair)	Maggie Langley (Infants)	Sarah Hill (Secretary)
David Holdsworth (Treasurer)	Carol Jones (Treasurer)	Helen Beeken
Kaiyee Burnet	Jeanne Capey	Cath Grimer
Clare Home	Sophie Liddell	Natalie Metcalf
Erin Newcombe	Kate Randall-Coles	Nicky Wood

1. Welcome:

NM & CP welcomed everyone to the meeting and said it was wonderful to see 3 new members – Jeanne Capey, Erin Newcombe and Natalie Metcalf, all from Year R.

2. Apologies:

Clare Funnell, Rob Gair, Annabel Stewart

3. Minutes of Previous AGM:

Agreed as a true and accurate account.

O/S ACTION: CP/NM - Succession planning for Chair/Vice Chair roles

4. Chairs Report:

a. 2015/16 Strategic goals review

CP stated that when they came into post 2.5 years ago, CP & NM put in place 4 objectives and these were read out from Appendix A, CP added:

Objective 1 – Finance & Governance – the majority of this is now in place, including the ability to reimburse through Paypal.

Objective 2 – Fundraising Events – have delivered 8 events a year and have improved the documentation of these events. Whilst a big ticket event was considered, unfortunately it became problematic fitting it into the calendar of dates. This may be reconsidered by future Chairs.

Objective 3 – People – the numbers have been widened and strengthened. Volunteer numbers have been doing well. Roles have been successfully filled for Golden Draw, Car Boot, Treasurer, Secretary, Second Hand Uniform Lead, Summer Lead & Disco Leads. Despite succession planning, no one has yet come forward to fill the Chair/Vice Chair roles.

Objective 4 – IT & Communications – The new website www.pta-events.co.uk/hspta was set up & paid for via £340 from the Business Directory and £300 sponsorship. Overall we are £465 better off with the new platform.

b. 2016/17 Strategic goals to be set

- Succession Planning

NM emphasised the need for all Event Leads to fully document their processes, in order to pass on to the next person.



CP confirmed that all key roles are now in place for another maximum 3 year term, with the exception of the Chair roles. If nobody comes forward during the meeting then CP & NM propose they stay in post until the end of the Christmas term, nearing the end of the 3 year term. This will ensure stability during the most profitable part of the year. If no one comes forward then, under the constitution, then it would have to be dissolved. **AGREED by ALL**

CP confirmed that it would be great if there was a 'people' person lead on the committee who could promote the social aspect of the HSPTA, which would be a primary recruiting ground for future committee members and volunteers. JC said she would be happy to fulfil this.

JC/CP ACTION: JC to meet with CP to move forward with the 'People' role.

- Website

NM congratulated HB on doing a fantastic job with the website. NM reiterated the need to drive sales online, as it is a huge time saver to committee members and school admin teams, as well as ensuring due diligence. There is also the potential of using the class representative facility in the future, enhancing the social element of the PTA.

- Sponsorship

NM congratulated CP on a brilliant job securing sponsorship with Gair Gas, Sparks Ellison & Eric Robinson. Each are paying £250 for the year plus £100 each towards the website – a total of £1050.

- Renewals & Replacement Fund

NM stated the need going forward for a renewals and replacement fund to PTA equipment. **AGREED by ALL.**

NM said the items to consider include:

Shed – this is dilapidated

Gazebo – takes 3 hours to put up. We've previously used the pop up one borrowed from The Hilt. CP confirmed they're approximately £800. **AGREED by ALL** on need to purchase. CP stated some of cost could be met by sponsorship with a company logo on the gazebo.

CG ACTION: CG to speak to Spark Ellisons about potential sponsorship on gazebo.

PA Equipment – is extremely expensive. We currently borrow from The Hilt a couple of times a year. NM suggested a formal hire agreement with the Hilt – **AGREED by ALL.**

SH suggested a percentage of each year's net income could be set aside for this fund.

DH stated there is a current buffer amount of £2,000 in the account which can be used.

5. Finance Report:

DH handed out copies of the Treasurer's Report, as in Appendix B. Confirmed for 2015/16, the HSPTA raised net income of £18,883.66. This includes a £500 donation from NATS. The split between the 2 schools is based on Infants 270 pupils and Juniors 396 pupils. DH confirmed that page 2 will be submitted to the Charity Commission and will appear on its website. DH confirmed that the interest payment has gone up from £3 in 2014/15 to £96 last year, due to us changing our bank account to Virgin in May 2016. DH also highlighted the Administration sum on page 2 includes amounts relating to the website, insurance and equipment. DH asked if there were any questions, to which there were not.



NM thanked DH for the detailed report and breakdown, clearly showing the amounts raised between the various events over the last couple of years. CP felt combined efforts across all events had resulted in the £2000 increase in last year's figure. CP thanked DH on behalf of the committee for all his hard work as Treasurer over the last 3 years. CP confirmed that DH has been mentoring Carol Jones in preparation to take over.

4. Chairs Report continued:

c. 2015/16 Event review

- Quiz

NM confirmed this continues to be a success. NM oversees with CJ actioning. At the last quiz we were almost at capacity with 19 teams and a total of 130 people, with everyone happy to pay an extra £1. NM said could do 3 events. SH suggested this may reduce numbers attending the other events, so to maintain status quo. Another adult event could be considered, but CP stated, we need to be conscious of other local community events. SH also confirmed that the tables and chairs do cause wear and tear to the hall floor.

- School Discos

NM stated there were two discos last year in the Autumn and Spring. These continue to be popular and volunteer numbers have been good. CM stated only those on toilet duty need a DBS, if it is a one off volunteering activity.

EN asked how to get a DBS. SH confirmed via school offices and that as the DBS is done for Hampshire County Schools, it will apply to volunteering in both Infants and Junior Schools.

- Spooks & Sparks

NM confirmed that this is our biggest event of the year. Numbers dropped last year, possibly due to the rain running up to the event and the fact that the previous year we had rain. CP stated a few do watch from the recreation ground, but we cannot police this. JC confirmed definitely cannot go out 'bucket shaking' as it's against fundraising regulations. Visitor numbers will be reviewed after this year's event.

- Christmas Cards

NM confirmed this did well last year raising £470. HB stated that not many orders have been booked via the website and only Year 6 is doing their ones in school. CM confirmed that she asks the teachers if they can fit it into the curriculum, but that they would need extra adults in to help due to the age of the children. SH confirmed that it's difficult to fit the time into the school day, if it's to be done properly.

CP ACTION: CP to put into Heads Highlights & Parentmail

- Christmas Fair

NM stated that CP ran the last 2 events which were extremely successful. CP is standing down, so asked if someone would come forward to be the Christmas Fair Lead. CP confirmed there is now a tried and tested method and she can mentor whoever takes over. EN said she would be happy to take this lead.

EN/CP ACTION: EN & CP to arrange meeting to commence preparation for the Christmas Fair.



- Easter Egg Hunt

NM confirmed that this event continues to be popular with the children. SS & CF are happy to run the event in 2017, but need to look at succession planning for 2018.

CHAIR ACTION: Chairs to look at succession planning for Easter Egg Hunt Leads

- Summer Fair

NM confirmed Summer Fair was thoroughly enjoyed by all those who attended. NW is happy to continue as lead in 2017.

- Car Boot

NM confirmed that RG had taken over and had run the September one, and that it continues to do well. Next event will be in the Spring term.

- Second Hand Uniform Sale

CP congratulated CH on raising £140 with a new pricing strategy. CH asked if she could run the occasional pop up shop after school. **AGREED** by all, CH will move forward as she wishes.

- Golden Draw

CP confirmed continues to make money for HSPTA. RG has taken over and that despite having a lot of interest at the summer fair, not many have followed through on signing up. RG is in the process of chasing up.

RG

- Business Directory

CP confirmed that AS has been doing a fantastic job of getting local businesses onto the business directory.

CP ACTION: CP to confirm if AS is happy to continue in this role.

6. Headteachers' Investment Report – Cathy Moden & Sam Hunter

SH & CM wanted to thank both NM & CP for their hard work moving HSPTA forward into a professional, current & slick machine; and presented flowers. CM reiterated the huge impact the HSPTA has with regards the children's educational experiences.

- How PTA funds have been invested

SH confirmed that Junior school has been buying fantastic chrome books, 32 per year. Each pupil has a number so 3 children per chrome book. They are cloud based and so children can be online in a safe environment in seconds.

SH confirmed that with money raised up until August 2016 she is looking to refurbish the ICT suite. The desks are suitable for old depth monitors, so these can be replaced to maximise the space. The room will have an interactive white board installed and will require new electrical trunking and redecoration. This will ensure the room has the flexibility of using both chrome books and harddrives.

CM confirmed 2014/15 money was invested in the school hall, with new lighting, a glitter ball and a microphone system with headphones for the children's performances. The book corners are also being refurbished. With 2015/16 money CM is looking to enhance the learning space, including looking at role play areas and reception year's outside area.



- Future Investment Goals

SH wishes to complete the ICT Suite and then may look at the playground situation. The Junior school has been on the Hampshire County Property Services waiting list for playground resurfacing for some time now, but there is still no news.

CM wishes to continue enhancing the learning space and is considering astroturf between the Infants and Juniors. CM has a long term vision of covering the inner courtyard to add to the learning space available.

7. Re/Election of Committee Members:

(Note: Under the Constitution document, only the roles of Chair(s), Vice Chair, Treasurer and Secretary need to be officially elected)

			Proposed	Seconded
d.	Chair:	Nicola Merrick & Cat Perrin UNTIL DEC 2016	SH	CG
e.	Treasurer:	Carol Jones	NM	CM
f.	Secretary:	Sarah Hill	NM	CG

(The following roles are confirmed for 2016/17)

- g. IT Officer: Helen Beeken
- h. Disco Event Leads: Kaiyee Burnett & Kate Randall-Coles
- i. Spooks & Sparks Event Lead: Cath Grimer
- j. Christmas Fair Event Lead: Erin Newcombe
- k. Easter Egg Hunt Leads: Sarah Shipway & Clare Funnell
- l. Summer Fair Event Leads: Nicky Wood
- m. Business Directory Lead: Annabel Stewart TBC
- n. Second Hand Uniform Lead: Clare Home
- o. Hospitality Leader: Sophie Liddell
- p. Golden Draw/Car Boot Lead: Rob Gair
- q. Social/Volunteer Lead: Jeanne Capey

8. Review of 2015/16 from the Presidents – Cathy Moden & Sam Hunter

CM & SH reiterated what an extremely successful year the HSPTA has had, raising its highest figure to date of £18,883 and continuing to provide lots of fun experiences for the children.

9. Any Other Business:

SHill suggested a social night before Christmas to thank NM & CP for their fantastic contribution to the HSPTA. **AGREED** by all.

SHill ACTION: SHill to arrange a date for a social meet.



APPENDIX A

The HSPTA Goals 2014/2015
Presented at the AGM on the 22nd October 2014
By Cat Perrin

Overarching Aim for the HSPTA 2014/15

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 four 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 moving to an on line banking process (for a portion of our funds). This will enable quick and efficient payment of invoices and volunteer reimbursement alongside the ability to manage funds raised through our own 'shop' / paypal account.

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. Explore the possibility of delivery an additional big ticket fundraising event (2014/15 or 2015/16) via a feasibility study.

Objective 3: People

- A. 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:
 - Upgrading the HSPTA's website
 - Consolidating and clarifying our Facebook presence and approach
 - Identifying and implementing opportunities to raise more money via our own on-line shop and other fundraising initiatives
- B. Ensure that we have the IT infrastructure in place to support all four HSPTA's Goals in 2014/15. This will specifically involve:
 - Identifying and implementing a shared file system
 - Identifying and implementing a volunteer / contact management system

APPENDIX B

Hiltingbury Schools PTA AGM

Treasurer's Report

6th October 2016

2015/16 *	£	2014/15 *	£	2013/14 *	£
Total income	£29,506.07	Total income	£24,423.17	Total income	£22,805.69
Less total expenditure	£10,622.41	Less total expenditure	£8,575.70	Less total expenditure	£8,489.87
Net income	£18,883.66	Net income	£15,847.47	Net income	£14,315.82
2015/16 Event		2014/15 Event		2013/14 Event	
April car boot	£363.34	Christmas carols	£60.45	April Car boot	£230.93
Business Directory	£247.86	Easter Egg Hunt	£1,336.18	Christmas Fair	£2,249.86
Christmas cards	£470.14	February Disco	£854.87	Easter Egg Hunt	£949.40
Christmas Fair	£3,938.12	Frozen	£2,458.83	Golden draw	£658.90
Easter Egg Hunt	£1,554.15	Golden draw	£749.00	March Quiz	£522.30
February quiz	£542.60	March Quiz	£557.10	Misc (not directly attributable to one event)	(£394.56)
Golden draw	£827.50	May Car boot	£348.41	November Disco	£709.22
January disco	£1,004.53	Misc (not directly attributable to one event)	(£254.65)	October Car boot	£256.73
Misc (not directly attributable to one event)	(£648.98)	October Quiz	£572.80	October Quiz	£536.71
Oct Quiz	£571.90	September Car boot	£428.10	Spooks and Sparks	£6,224.95
Sept Car boot	£363.98	Spooks & Sparks	£6,109.00	Sports Day drinks	£51.60
Sept Disco	£986.72	Sports Day drinks	£48.00	Summer Social	£1,819.78
Spooks & Sparks	£5,093.31	Summer Fair	£2,238.03		£13,815.82
Sports Day	£23.76	Uniform sale	£341.35		
Summer Fair	£2,926.73				
Uniform sale	£118.00				
	£18,383.66				
Donation from NATS via Kathy McColl (for juniors)	£500.00			Donation from NATS via Kathy McColl (for infants)	£500.00
Grand sum raised during 2015/16 school year	£18,883.66	Grand sum raised during 2014/15 school year	£15,847.47	Grand sum raised during 2013/14 school year	£14,315.82
Pro-rata split:		Pro-rata split:		Pro-rata split:	
Infants: 270 pupils on roll	£7,452.84	Infants: 270 pupils on roll	£6,424.65	Infants: 270 pupils on roll (plus £500 donation)	£6,101.01
Juniors: 396 pupils on roll (+ £500 donation)	£11,430.82	Juniors: 396 pupils on roll	£9,422.82	Juniors: 396 pupils on roll	£8,214.81
	£18,883.66		£15,847.47		£14,315.82
Due to Infants	£7,452.84	Paid to Infants	£6,424.65	Paid to Infants	£6,101.01
Due to Juniors (less cost of Yr6 Disco £295.72) **	£11,135.10	Paid to Juniors (less cost of Yr6 Disco £292.73) **	£9,130.09	Paid to Juniors	£8,214.81
	£18,587.94		£15,554.74		£14,315.82

* 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

2015/16 Event	Expenditure	Income	Net income
April car boot	£0.00	£363.34	£363.34
Business Directory (expenditure is Paypal fees)	£237.49	£485.35	£247.86
Christmas cards	£1,906.50	£2,376.64	£470.14
Christmas Fair	£608.35	£4,546.47	£3,938.12
Easter Egg Hunt	£450.22	£2,004.37	£1,554.15
February quiz	£309.40	£852.00	£542.60
Golden draw	£867.50	£1,695.00	£827.50
January disco	£449.24	£1,453.77	£1,004.53
Misc (not directly attributable to one event)	£943.69	£294.71	(£648.98)
Oct Quiz	£454.10	£1,026.00	£571.90
Sept Car boot	£0.00	£363.98	£363.98
Sept Disco	£395.90	£1,382.62	£986.72
Spooks & Sparks	£2,948.79	£8,042.10	£5,093.31
Sports Day	£33.84	£57.60	£23.76
Summer Fair	1017.39	£3,944.12	£2,926.73
Uniform sale	£0.00	£118.00	£118.00
	£10,622.41	£29,006.07	£18,383.66

2014/15 Event	Expenditure	Income	Net income
Christmas carols	£80.95	£141.40	£60.45
Easter Egg Hunt	£434.88	£1,771.06	£1,336.18
February Disco	£341.43	£1,196.30	£854.87
Frozen	£768.97	£3,227.80	£2,458.83
Golden draw	£804.00	£1,553.00	£749.00
March Quiz	£485.95	£1,043.05	£557.10
May Car boot	£0.00	£348.41	£348.41
Misc (not directly attributable to one event)	£704.65	£450.00	(£254.65)
October Quiz	£464.20	£1,037.00	£572.80
September Car boot	£0.00	£428.10	£428.10
Spooks & Sparks	£3,463.18	£9,572.18	£6,109.00
Sports Day drinks	£0.00	£48.00	£48.00
Summer Fair	£1,027.49	£3,265.52	£2,238.03
Uniform sale	£0.00	£341.35	£341.35
	£8,575.70	£24,423.17	£15,847.47

2013/14 Event	Expenditure	Income	Net income
April Car boot	£0.00	£230.93	£230.93
Christmas Fair	£1,082.53	£3,332.39	£2,249.86
Easter Egg Hunt	£465.51	£1,414.91	£949.40
Golden draw	£714.10	£1,373.00	£658.90
March Quiz	£430.20	£952.50	£522.30
Misc (not directly attributable to one event)	£410.99	£16.43	(£394.56)
November Disco	£343.68	£1,052.90	£709.22
October Car boot	£0.00	£256.73	£256.73
October Quiz	£443.30	£980.01	£536.71
Spooks and Sparks	£4,020.55	£10,245.50	£6,224.95
Sports Day drinks	£93.40	£145.00	£51.60
Summer Social	£485.61	£2,305.39	£1,819.78
	£8,489.87	£22,305.69	£13,815.82

Hiltingbury Schools PTA AGM
Receipts and payments accounts

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