

## **FRIENDS OF THE HENDREDS PTA**

Registered Charity No. 1096172

### **ANNUAL GENERAL MEETING MINUTES**

4th October 2022 at 7:30pm

The Hendreds Church of England Primary School, Sports Hall

#### **In attendance:**

Blythe Burton-Teed (Chair), Anna Almond, John Bleasdale, Stephanie Bush, Lucy Butcher, Melanie Helen, Nigel Helen, Kathryn Higgins, Jenna Hones, Ben Hornby, Sarah Lunt, Lisa Rees (Headteacher), Charlie Stephens, Ema Stewart, Sarah Thurgood.

#### **Introduction**

- a) Blythe Burton-Teed thanked the school staff for allowing the Sports Hall to be used for the meeting. The parent community and existing committee members were also thanked for their help and support. Special thanks were extended to the following committee members: Ema Stewart and Sarah Hopgood for organising the Hendreds apple juice collection and sale; Susie Morrissey for administering the Bonus Ball; Ema Stewart and Kathryn Higgins for acting as 'Santa's helpers', and buying and wrapping books and crackers for the pupils; Dynamic Stretch Tents for the loan of a marquee for the Christmas Fair; Alex Richardson for acting as bingo caller at the Easter event.
- b) Those present at the meeting introduced themselves.

#### **Ordinary Business**

- 1) Apologies for absences: Olivia Barton.
- 2) Minutes of the Annual General Meeting held on 10th November 2021  
The minutes of the meeting held on 10th November were approved as distributed and seconded by Melanie Helen.
- 3) Matters arising from the Minutes  
There were no matters arising.
- 4) Chair's Report for 2021/2022
  - a) Blythe Burton-Teed thanked the school staff, parents and committee members for their support during her tenure as Chair. The new members were welcomed.
  - b) An overview of the main fund-raising events was given:
    - Hendreds apple juice: apples were collected at school and taken to Drovers Hill Farm for pressing and bottling. The juice was sold at events throughout the year and generated a good income for the FoTH.
    - Christmas activities: Christmas Fair with music/carols, wreath making workshop for parents, funding for all pupils to have a Christmas lunch with crackers, a visit from Father Christmas, and a present (book) for each child.

A date for this year's Christmas Fair needs to be decided. It is usually held on a weekday evening in early December (possibly 8th December).

- Valentine's Day: a disco or similar themed event has been popular in previous years.
- Easter Bingo
- May/June art week: workshops and an exhibition. This has been successful in previous years, but would need oversight from an artist in order to take place again.
- Summer Fair: fundraising stalls and barbecue. A talent show was included in this year's fair and was very popular.

5) Treasurer's Report for the year ending 31st July 2022

- a) Christmas events: Jolly Holly Hendreds Fete raised over £1200, the wreath making workshop raised £350. Many thanks to Dynamic Stretch Tents for the loan of a marquee, which kept everyone dry. The FoTH funds the Present Palace, Christmas lunches for Key Stage 2 pupils, book gifts and crackers. A 'Christmas Jumper Day' usually takes place on the day of the Christmas lunch.
- b) Easter Bingo and the Summer Fete raised over £2400.
- c) £500 has been raised through the 'School Lottery'. This has been organised by Susie Morrissey, but someone may need to take over as Susie moves to her role as Chair of Governors. The Lottery needs to be re-advertised to new parents.
- d) Hendreds apple juice: this has been a good fund-raiser, but has not been arranged yet for this year.
- e) Cake and book sales: there are usually three cake sales and one book sale, but these have not happened this year.
- f) Additional card readers have been purchased so it is easier to take payments at events.
- g) Thanks to Sarah Hopgood for setting up an online shop. This can be used for ticket sales and for parents to pre-order food at events.
- h) Amazon Smile has been set up and could be promoted on the school's website and the FoTH facebook page.
- i) Recurring fees: £200/year to Snells Hall for use of the car park; Christmas lunches, book, crackers; contributions to school trips; Year 6 leavers' party and hoodies.
- j) FoTH funded the Jubilee bookmarks and books.
- k) FoTh funded six new iPads at a cost of £2000. Lisa Rees confirmed that these are for teachers to use and that no additional warranty/insurance packages were purchased.
- l) HSBC now charges £5/month for the FoTh bank account, plus charges for cheques and paying in cash.
- m) There is about £11,000 in the accounts.
- n) Stephanie Bush suggested that fund matching could generate a good amount of extra income. A template letter could be created for parents to give to their employers.
- o) Nigel Helen asked whether FoTh was able to claim gift aid, and Blythe Burton-Teed mentioned that there had been questions about giving donations of money. The meeting discussed the practicalities of doing these things and agreed that further investigation would be needed.

6) Election of Officers and Trustees of the Committee

a) Chair

Melanie Helen was nominated by Blythe Burton-Teed, seconded by Ema Stewart, and elected as Chair.

b) Secretary

Lucy Butcher and Sarah Thurgood were nominated by Melanie Helen, seconded by Stephanie Bush and Ben Hornby, and elected as Secretaries to share the responsibilities of the role.

c) Treasurer

Kathryn Higgins agreed to remain as Treasurer. Nigel Helen agreed to shadow in preparation for taking over the role at a later date.

d) Other Officer(s)

There were no other nominations.

e) Ordinary Committee Members

Jenna Hones, Ben Hornby and Charlie Stephens agreed to stand as Ordinary Committee Members.

7) Signing of the Constitution 2022, bank mandate, and trustee eligibility declaration

The documents were signed as required.

8) Headteacher's Report

Fundraising is very much supported and encouraged as the school is pleased to benefit.

Events and items which the FoTh could help to fund:

- Mosaic artist: an artist will visit and work with pupils to create a large floor mosaic at the front of the school. It is expected to cost around £1600.
- Ice-creams for pupils attending the Christmas pantomime.
- An author to visit the school and give workshops for each class. This would cost about £500-600. There is the possibility that the visit could be part of a themed week. Anna Almond and John Bleasdale will contact an author friend to see if they could give the workshops.
- Bassistry music will visit the school this term. FoTh will continue to fund these visits as they are very popular.
- The Early Years outdoor area will be re-developed and possibly extended, to give better provision for the pupils in classes one and two. The meeting welcomed and discussed these plans. Blythe Burton-Teed asked if a sensory garden could be included, and that Nadine Haigh might be able to offer advice regarding the layout as she is a Landscape Architect. Nigel Helen suggested that parents/FoTh could help with labour.

The FoTH was thanked for its welcome and support.

9) Future events/enrichment/fundraising brain-storming session.

- a) The meeting discussed the possibility of setting up Forest School sessions, and agreed that there would be significant interest if the correct venue and teacher could be found.

- b) Nigel Helen asked if music tuition could be provided for other instruments. The meeting discussed the feasibility of this, as the tuition is given by Oxfordshire County Music Service. It was suggested that parents could be asked to choose from a list of options. Lisa Rees noted that lessons would need to take place in the school day and avoid clashing with English/Maths teaching.
- c) Lucy Butcher suggested that the school could design and sell tea towels to raise funds, and she will investigate ways to do this.
- d) Lisa Rees noted that each pupil will be designing a Christmas card which parents will be given the opportunity to purchase, with proceeds benefiting the school.
- e) Blythe Burton-Teed spoke about Class List as a way for parents to communicate with each other. The current pupil/parent lists on Class List are out of date as there is no one to administer the site. The meeting discussed various methods that parents could use to communicate with each other and agreed that this needed to be improved.
- f) Stephanie Bush noted that a pub quiz had been a popular fund-raiser in previous years. Money was generated via entry fees and a raffle.
- g) The meeting agreed that a themed event around Valentine's Day or Halloween could be popular.
- h) Nigel Helen asked whether any additional funding was needed for sports equipment. The meeting noted that no extra funding was needed at the moment, and that the school was looking into joining a school sports tournament.
- i) Lisa Rees suggested that a 'Bags to School' clothes recycling scheme could help to raise money. The meeting agreed that this should be set up.
- j) Nigel and Melanie Helen suggested social events for parents. This idea was discussed, including ticket prices and venues. Charlie Stephens noted that it was important to ensure that such events were inclusive, as high ticket prices could be off-putting. It was agreed that although it is important to raise money, it is also important to support and encourage parental engagement, including parents getting to know each other. A variety of events, some ticketed and some not, would hopefully provide opportunities for everyone.
- k) Anna Almond noted that the new after school clubs were much enjoyed. The meeting agreed that provision was now much better.
- l) It was noted that the new school newsletter, and in particular the reminder of key dates, was much appreciated.

Date of next meeting: to be confirmed.