



FRIENDS OF THE HENDREDS PTA

Registered Charity Number: 1096172

AGM Meeting Minutes

Date: 23rd October 2024

Attendees:

- Megan Wood
- Ben Hornby (current treasurer and chair of this meeting)
- Sarah Thurgood
- Lisa Rees
- Dom Hones
- Charlie Cross
- Nigel Helen (current trustee)
- Amy Piper

At the time of the meeting there are 4 trustees. The governing document requires twice the number of attendees as trustees, and therefore with 8 attendees the meeting was quorum.

Agenda:

- Review and accept the minutes of the last AGM
- Overview of the year
- Treasurers report and acceptance of the accounts
- Discussion and agreement on key funding priorities for this academic year
- Proposal and vote on adopting the latest Parentkind model constitution (see attached original and proposed constitutions)
- Vote in the new FOTH PTA board
- Confirm if anyone who isn't already part of the planning/event team wants to join the WhatsApp.
- Any other business

Minutes:

- **Minutes of last years AGM were reviewed and accepted**
- **Finances were reviewed and accounts accepted** (see appendix)
 - Lottery income fell this year - maybe take an iPad to next event to sign people
 - Contributions were to Christmas, early years area, Bassistry
 - General running costs are:
 - ◆ Parent kind membership - PTA membership (inc insurance)
 - ◆ Gambling license £20
 - Agreed to spread the word more about corporate matching
 - Accounts were reviewed and verified by Anna Almond
- We now have online banking!
- Infineum UK Ltd gave a company match of £600
 - Agreed to see if other companies people work for offer a similar route to additional funding.
- **Lisa gave an overview of the funding priorities for 2024/25**

- Big project is 30 new chrome books (target £8.5k)
- Would also like the PTA to continue to fund the following:
 - ◆ Two bassistry workshops (£500 each)
 - ◆ 1 author visit (£500)
 - ◆ Fund to subsidise those in financial difficulty (up to £300)
 - ◆ Snells Hall parking (£210)
 - ◆ Christmas (books, Christmas lunch for KS2, ice creams) (£600)
- These above items were agreed as the priorities for 24/25. Cover the running costs (~£250), items listed above (~£2610) and then try to raise money for the chromebooks.
- Current level in the bank is at £5800. We agreed to aim for a minimum level of £1000, so with the items above this leaves us with ~£3000 towards chromebooks. To reach the target we would therefore need to raise ~£4000.
- Discussed STEM activities at the school. The recent Lego activity was very well received and provided free of charge by a third party.
- Other ideas to increase funding:
 - Regular donations. It was agreed to wait on this until we have registered for Gift Aid (Ben agreed to look into this)
 - Get the lottery going again first and then try donations if it doesn't work
 - Charlie and co agreed to sell mulled wine and mince pies at nativity
- **There was a vote to adopt the latest Model Constitution from ParentKind**
 - All present voted to adopt this latest version of the constitution.
- The current committee stood down
 - Thanks to Kathryn and Mel who are standing down as trustees, and Sarah for supporting as secretary.
- **New committee were voted in:**
 - Ben Hornby as Treasurer – all agreed
 - Nigel Helen as Secretary – all agreed
 - Dom Hones as Chair – all agreed
 - ◆ Thanks to Dom for stepping up!
 - Meg Wood as trustee – all agreed
- **AOB**
 - Volunteer for reception morning open days
 - ◆ Sarah agreed to do the morning session, Dom agreed to do the evening session.
 - Suggesting offering rounding up for purchases as a donation at events
 - Charlie offered to help with the bazaar
 - Ben to check TEN application to see if we can sell alcohol at the nativity
 - Charlie and Amy to see if Kirsty is willing to run a wreath making workshop
 - ◆ Ben to set up payment for this in SumUp
 - Parking at Snells hall – Meg (who is on the committee) asked for our views. We agreed that lines would help the parking situation.

Actions:

- Arrange TEN for the Christmas Bazaar and see if the nativity can be included (Ben)
- Arrange the Raffle fundraising (Sarah)
- Register with HMRC to be able to claim gift aid (Ben)
- Create a poster for the Chrome book target - mobile poster
- Generate an infographic for last years funding (Mel)

Treasurer's Report – Period 1st Sept 2023 to 31st August 2024

4 main events were run, bringing in a total of £3,463.55

Month	Event	Profit
Oct 23	Pumpkin Party Disco	£581.94
Dec 23	Christmas Bazaar	£1,672.57
Mar 24	Bingo	£628.80
Jun 24	Party Quiz	£580.24

This is slightly more than the previous year, where we made £3,200 profit from 3 events.

The Your School Lottery profits continue to decline to £294.50 (from £440 the previous year). Management transferred from Susie Morrissey to me, but this needs a push to increase numbers as this is an easy way to get a continued stream of funding.

There were also some small miscellaneous incomes from bank interest (£63.09) and some small events:

1. Class 6 rocking horse sale: £275
2. Second hand uniform: £20.45
3. After school sale: £49

We have continued to make significant contributions to the school including:

Item	FOTH PTA Contribution
Early Years Area	£5,000.00
Coach to Hindu Temple	£1,480.00
Christmas (Lunch for all, books, crackers and icecreams at Watermill)	£587.76
Bassistry	£500.00
Year 6 hoodies and party contribution	£592.00
Snells Hall Parking	£210.00
Total:	£8,369.76

The expenses required to function are:

- Parentkind membership (insurance): £153
- Gambling Licence: £20
- Banking fees: £5/month

Friends of the Hendreds PTA – Assets
Academic Years – balances at 31st August

	2024	2023	2022	2021	2020
Bank Accounts Current	£2,590.04	£4,089.46	£5,844.38	£5,326.54	£5,249.88
Savings	£2,560.13	£5,497.04	£5,440.72	£5,438.69	£5,438.14
Cash	£158.20	£182.00	£200.00	£180.00	£200.00
TOTAL	£5,308.37	£9,768.50	£11,485.10	£10,945.23	£10,888.02

These accounts were reviewed by Anna Almond.

Balance Sheet:

The liability is 23/24 Snells Hall Parking charge, as these are charged in arrears the year after.

The Friends of Hendreds School Parent Teacher Association Balance Sheet 31/08/2024

Assets		Liabilities	
<u>Assets</u>	£0.00	<u>Liabilities</u>	£0.00
<u>Current Assets</u>	£0.00	<u>Accounts Payable</u>	£210.00
<u>Cash</u>	£158.20	Total Liabilities	£210.00
<u>Current</u>	£2,590.04		
<u>Savings</u>	£2,560.13	Equity	
<u>Accounts Receivable</u>	£0.00	<u>Equity</u>	£0.00
<u>Imbalance-GBP</u>	£0.00	<u>Opening Balances</u>	£9,794.10
Total Assets	£5,308.37	<u>Retained Earnings</u>	£0.00
		Retained Losses	£4,695.73
		Total Equity	£5,098.37
		Total Liabilities & Equity	£5,308.37

Profit and loss sheet (1st Sept 2023 to 31st Aug 2024):

The Friends of Hendreds School Parent Teacher Association Profit & Loss For Period Covering 01/09/2023 to 31/08/2024

Revenues		Expenses	
<u>Income</u>	£0.00	<u>Expenses</u>	£0.00
<u>Donations</u>	£0.00	<u>Adjustment</u>	£0.00
<u>Events</u>	£0.00	<u>Bank Service Charge</u>	£84.97
<u>Bingo</u>	£939.12	<u>Contributions to School</u>	£500.00
<u>Christmas</u>	£1,936.45	<u>Christmas</u>	£587.86
<u>Disco</u>	£1,083.46	<u>Coaches</u>	£1,480.00
<u>Party Quiz</u>	£869.40	<u>Leavers</u>	£592.00
<u>Small events</u>	£49.00	<u>School Capex</u>	£5,000.00
<u>Interest Income</u>	£63.09	<u>Snells Hall Parking</u>	£420.00
<u>Lottery</u>	£294.50	<u>Events Expenses</u>	£0.00
<u>Other Income</u>	£295.45	<u>Bingo</u>	£288.72
<u>Reimbursed Expenses</u>	£0.00	<u>Christmas</u>	£246.43
Total Revenue	£5,530.47	<u>Disco</u>	£501.52
		<u>Party Quiz</u>	£289.16
		<u>Small Events</u>	£0.00
		<u>Licences</u>	£20.00
		<u>Miscellaneous</u>	£215.54
		Total Expenses	£10,226.20
		Net loss for Period	£4,695.73