



AGM Minutes 30th September 2022

Present: Louise Roach, Penny Duly, Dan Duly, Rebecca Smith, Julian Smith, Lucy Hall, Karen Spillett, Claire Winslade, Mandy Lawlor, Jessica Courtney, Nicola Keeler, Amanda Metters, Laure O'Neill, Kate Fennell, Stacy Shires, Maya Sasikumar, Sarah Everson, Dele Doyle, Emily Stevens, Emily Brooks

Meeting started: 7:05pm on Zoom

1. Welcome

Claire Winslade welcomed everyone to the 2022 Friends of Halsford Park School AGM.

2. Message from Claire Spencer

Apologies had been received from Claire Spencer, who had sent a message which was read out by Rebecca Smith and is appended to these minutes.

3. Chair's Annual Report

A copy of the Chair's Report, which was given by Claire Winslade, is appended to these minutes.

4. Treasurer's Annual Report

Emily Brooks summarised the annual report, which was screen-shared and is appended to these minutes.

5. Election of PTA Committee

Sarah Everson thanked everyone who had stepped up for a committee role and listed the nominations that had been received, as follows:

Co-Chair	Louise Roach
Co-Chair	Maya Sasikumar
Secretary	Karen Spillett
Treasurer	Dele Doyle
Vice-Treasurer	Emily Brooks
Y1 Rep	Amy Williams
Y3 Rep	Penny Duly
Y4 Rep	Lucy Hall
Y6 Rep	Kizzy Stoner
Secondhand Uniform Designer	Penny Duly
Designer	Nicola Keeler
Committee Member	Jessica Courtney
	Amanda Metters
	Mandy Lawlor
Teacher Representatives	Rosie Loftus
	Sarah Gibbons
	Charley Thomas

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By a show of hands, all the above were voted onto the Friends of Halsford Park committee for 2022/23.

Sarah commented that it would be beneficial to recruit year reps for EY, Y2 and Y5.

6. Any Other Business

Louise Roach thanked the outgoing committee for doing an amazing job.

Rebecca Smith and Claire Winslade commented that the PTA's relationship with the school was fantastic and something to be nurtured. In particular, the new committee should work closely with Claire Spencer, Rosie Loftus, Nicola Alsbury and Dean Harrington.

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Appendix 1

Message from Claire Spencer

Firstly thank you so much for attending our PTA AGM this evening. I am very sorry to not be joining you – I will be currently putting to bed my two young nephews (hopefully with some success!)

The PTA have been instrumental in providing valuable planning and arranging fundraising events to raise much needed money to pay for vital resources for the children's academic and personal development. Sadly the school budget provided by the government is increasingly shrinking and as many families I am sure are feeling, we have been heavily impacted by the cost of living crisis we are under as heating and electricity bills are now astronomical and as all schools, we are having to make difficult choices regarding our budget.

Through the PTA's dedication and team approach – they have been able to commit to funding key items from phonics activity books, giving each year group £300 to subsidise school trips to paying for First Aid workshops. In addition, they have purchased key sensory items for our sensory circuit area, purchased vita equipment for our Early Years outside area, paid for our Year 6 CGP homework books to help them prepare for SATS and budgeted for every child to enjoy a pantomime in school as a Christmas treat.

The PTA not only fund resources and experiences but they work closely with the school to enhance our outside environments – all which our limited school budget is unable to fund. Through tactical grant bidding and focused promotion in events, they have funded and help design our KS2 trim trail, developed our quiet area alongside the KS2 stage and have transformed (with help from local businesses) our Outside Learning zones. I have personally welcomed the ideas and vision from the team which has helped us collectively shape and transform the outside learning environments.

Being on the PTA is obviously very rewarding as you can see the fruits of your labour and the direct impact it has on our children both, but it is an excellent opportunity to make friends and engage in social activities, from helping out at events to contributing to the meetings.

I am very excited to get to work with new members to collectively work together towards our shared vision for our pupils, however I would like to take this opportunity to thank the leaving members.

Huge thanks to Emily for all her hard work as treasurer. Sarah – your years of dedication to the PTA as Secretary has been most appreciated and I thank you for everything you have done for our school. And finally to Rebecca and Claire who I am so grateful to for being such an inspiring partnership – I have thoroughly enjoyed working with you. Enjoy the rest of your evening.

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Appendix 2

Chair's Report – 2021-2022

On behalf of Rebecca and I, I would like to thank you all for coming along to this AGM, we know you all have busy lives so we really appreciate you taking the time to come along and hear about all the fabulous fundraising and achievements for the 2021-2022 school year and to also elect both the new trustees and committee members who are going to support the school going forward.

We would be remiss in our end of year report to not acknowledge the amazing contributions of all members of the PTA (or the covid crew as we'll probably be remembered as) and I'd like to take this opportunity to say a massive thank you to the outgoing committee, for all your hard work, it's been a pleasure working with you all and I hope that the incoming committee all enjoy their roles as much as we have and continue to achieve great things (as I'm sure they will) I'd like to say a big thank you to our Vice-Chair Sally and my fellow trustees Rebecca and Emily and would like to take a moment to say an extra big thank you to Sarah Everson who is stepping down this year from her post as Secretary after 6 years and even more as a committee member. Sarah has been a huge part of the PTA for many years and has provided us all with great support, knowledge and an ability to multi-task on levels I did not think were humanly possible! From organising trails, sewing memory bears, running and producing stock for our Etsy shop to taking minutes, writing letters and being able to do anything on PTA events, her contributions to the PTA are nothing short of phenomenal and I'd like to ask you all to give her a massive round of applause to say thank you.

We kicked off the fundraising year with our fabulous 'Party at the Park' followed by a wreath making night. We hoped that life was starting to return to normal and we made some fantastic Christmas plans for the 'Grotto and the Grinch.' Sadly, this was not to be and the event was unable to take place due to rising covid cases in the area. The school community rallied round us though and many of those who had booked for the event were happy to accept a goody bag in place of their ticket which meant that all was not lost (although we very nearly lost a few digits to frostbite standing in the playground making all the goody bags up). But the start of 2022 couldn't have been better, we returned to school in the new year to unveil the redeveloped KS2 quiet area which had been transformed from a disused muddy patch to a lovely new area with an all-weather surface, seating and a table tennis table, all thanks to some fantastic fundraising and grants which we received from Gatwick Airport Community Trust, Southover Manor Trust and East Grinstead Memorial Estates.

In April we held our first post-pandemic quiz night which was a sell-out event and without going into too much detail, I believe the event was fixed as my team came last, even losing the deciding rock paper scissors round! Then came the Easter Trail which saw families enjoying walking around the local roads hunting for clues and more importantly finding the hidden stash of goody bags at the final house. We had a stall at the May Fair in town and we sold lots of our lovely HP shop merchandise amongst other things but most importantly raised our profile within the town community.

Our Summer Fair was a fabulous event and raised over £5000, a particular highlight for me was watching the talent showcase put on by the children, seeing them all perform to such big crowds with such confidence. Their big smiles did bring a tear to my eye, especially after all the covid restrictions of recent years. The Corgi Trail was also a really popular and well received part of the event and the amazing volunteers, stallholders and the glorious weather made the day a great success.

Sports Day refreshments were a great way of meeting lots of parents who hadn't ever attended a sports day before and Fire Team winning was the icing on the cake!

We got to welcome the new Early Years parents at the welcome meeting and it looks like we made a good impression as I can see quite a few of them here this evening. Some have even volunteered for committee and trustee roles, so a massive thank you to these parents too. We wish you all the very best as you start your Halsford Park adventure. We had a pre-loved uniform stall at this event which was well received and our pre-loved uniform

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sales have gone from strength to strength this year and we are proud of the positive environmental impact as well as the affordability for all of our school community. All of which wouldn't be possible without the lovely Penny who manages this all fantastically.

Finally, our last school event of the year was the disco which for the first time in our memories was a sold-out event with so many children wanting to attend. We were kindly loaned equipment by our usual DJ Terry who was away, and Nicola's husband Martin kindly stepped in to make the event happen. He was fabulous (as was Mrs Gander) and between them the children all had a fabulous time and we received some great feedback from parents on the event too which is always lovely to get.

As the school year ended for the children, PTA committee members, parents and staff set to work alongside Coolings Garden Centre. Between us we developed the flowerbeds around the KS2 quiet area and the beds near the polytunnel. We planted shrubs and plants that will hopefully grow and flourish to create fantastic spaces for the children to play and learn for years to come.

Finally, the jewel in this year's crown was the installation of the fabulous new KS2 trim trail over the summer holidays which the children came back to in September. They all seem to be loving it and it's great to see the new equipment being well used by so many. Now it's just a case of replacing the trim trail on the KS1 playground which should be possible in the very near future looking at the healthy state of our bank balance at present.

The PTA are a vital source of funding for the school. We are extremely proud of our achievements in the past 12 months. Our constitution states that the role of the Friends of Halsford Park is to enrich the school experience for the students at our school. We feel we have achieved this; we have provided everything from SATS revision books to sets for lego therapy, pantomimes to first aid training throughout the school. None of this would have been possible without the hard work and commitment of the committee but also to the families, carers and local community who help support us every step of the way. A few companies we would like to say a particular thank you to are; The Star Lingfield who are not only incredibly generous with their raffle donations but also sponsor our website and sponsored the bars at our fairs. BM Stevens Roofing who sponsors our website and Mansell McTaggart who are incredibly generous with their support of everything we do.

As a final note, we would like to say a huge thank you to everyone for all your hard work this year and we are stepping down knowing that we are leaving the PTA in fantastic hands, we know you'll continue to achieve great things. We hope that you all have as much fun (and gin) as we've had over the last few years and you know where we are if you ever need our help.

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Appendix 3

Treasurer's Report for the Year 2021-22

Thank you to everyone for another very successful year. It has been nice to start getting back to 'normal'.

We started this year with a balance of £51,172.55. Fundraising events this year raised a further £30,489.26 which includes grants of £9,403.61.

Fundraising Events Include:

Summer Jubilee	£5,304.40
Summer Festival	£2,584.15
Christmas Raffle	£1,796.67
Tuck Shop	£1,736.04
200 Club	£952.00
Quiz Night	£777.94
School Disco	£763.86
Football Boots Raffle	£705.91
Nearly New	£699.54
Bottle Change Challenge	£655.95
Non Uniform Day	£541.20
Wreath Making	£518.94
HP Online Shop	£476.95
Lions Santa Collection	£460.00
Easy Fundraising/Give as you live/ Amazon	£456.49
May Fair	£450.93
Online Advertising	£360.00
Sports Day	£357.38
Donations (corrected errors)	£351.78
Easter Trail	£339.31
Festive Friday	£227.59
Santa Letter	£191.40
Clothing Collections	£181.95
Christmas Puddings	£127.14
Christmas Advent	£55.61
Masks	£43.70
Bank Interest	£5.13
Christmas Fair	-£36.31
	<u>£21,085.65</u>

Grants Won:

Sussex Community - Playground	£5,000.00
Common Good Trust - Playground	£2,000.00
Coop Fund - Playground	£1,373.61
East Grin Memorial Estates - Playground Fund	£1,000.00
Nector (Crowdfunder) - Playground	£30.00
	<u>£9,403.61</u>

Total Income: £30,489.26

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Donations to the School:

Playground Phase 2	£26,399.85
Playground Phase 1	£18,341.40
Classroom Donation	£2,100.00
Twinkl	£1,024.95
Jubilee Rulers	£768.00
SATS Books	£744.00
Plants	£667.32
EY Sand Play Table	£334.91
KS2 Books	£215.70
Year 6 Leavers Gifts	£154.67
Lego Therapy	£119.31
Playground Equipment	£42.00
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	£50,912.11

Funded Events:

Christmas Panto	£1,470.00
First Aid Course	£250.00
Science Day	£142.95
Easter Egg Hunt	£48.42
Sports Day Lollies	£46.03
Fathers Day	£0.00
Mothers Day	£0.00
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	£1,957.40

Administration Expenses:

Gazebos	£509.38
Fees	£427.99
Flasks and Jugs	£201.82
Storage Boxes and Bins for Uniform	£115.95
Other Miscellaneous	£112.90
Small Society Lottery Licence	£20.00
Miscellaneous Errors (corrected in donations)	£340.77
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	£1,728.81

<u>Total Expenses:</u>	<hr/> £54,598.32 <hr/>
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On 31st August 2022 the bank total was £27,063.49

General Account	£3,342.30
Club 200 Account	£889.11
Saving Account	<u>£22,832.08</u>
	<u>£27,063.49</u>

Restricted / Reserved Funds

PTA Reserved Funds: LY Unpaid Committed Spend	£894.37
PTA Reserved Funds: Next Year Min Spend	<u>£8,000.00</u>
	<u>£8,894.37</u>

This leaves us with a balance of £18,169.12 to carry forward to next year.

All figures will be audited and submitted to the Charity Commission and will be available to view on their website.