



## HOLLYBROOK SCHOOLS ASSOCIATION



### 2018 Annual General Meeting

#### Minutes

**1. Welcome by the Chair**

**2. Members present**

The meeting was quorate with 17 members voting on decisions requiring votes.

**3. Apologies**

Apologies were received from three parents.

**4. Minutes of the last meeting**

It was accepted these were a correct record as no queries were received after circulation of these minutes following the last AGM.

**5. Matters Arising**

There were no matters arising from the last meeting.

**6. Report from Chairs – Presented by Ruth Hollyoake**

Hollybrook Schools Association was formed after Hollybrook Junior School PTA ceased to exist. Hollybrook Infant School Association voted to expand and become a PTA and charity that covered both infant and junior schools.

The AGM has been moved from September/October to January/February due to the pressure of Christmas events. This date change was agreed at a PTA meeting in October 2017.

The main events are covered in the treasurer's report. Thank you to everyone for their support.

**7. Report from Treasurer**

Hollybrook Schools Association saw a very successful year between August 2016 and August 2017 with an overall profit after expenses of £6,951.64. This is the largest profit the PTA has generated to date and an increase on the previous year of 42%. This is largely due to the fact that the PTA combined and now covered both Hollybrook Infant and Hollybrook Junior Schools.

**Contribution from key events**

The 2016 Christmas Fayre, which is one of the two largest events held every year, raised £1,369.63. This is a similar amount to what has been raised in the last 5 years. As previously stated all funds related to this event relate to the Infant School only.

The Summer Fayre is the other largest event of the year and this raised a massive £2,276.50 of which the funds were split equally between the two schools as this was a joint event. In comparison to the previous Infant-only Summer Fayre this was a huge 75% increase and proves that a joint event is certainly beneficial.

The next three fundraising events all saw increases in profits compared to previous years. These include Sponsored Sports raising £971.68, Easter and Summer Discos raising £941 and Christmas Shopping events raising £910.53.

Cake sales continued to be held during this financial year and raised £352.24. This is comparable to the previous year's figure of £377.30. However, additional sales were also held at key times including the Easter sale which raised £150.98 in additional funds.

The fundraising event of creating Christmas cards which was held in December raised a profit of £109.91, and a brand new event, a Bag2School clothes collection, raising a huge £181.20.

There were also two successful amounts raised in less conventional ways. Easyfundraising, a scheme by which funds are raised by supporters clicking through a site before shopping online, raised £149.72 and £130.51 was raised by claiming gift aid from HMRC.

Cookery costs for the infant school increased slightly this year to £116.88, however this is still less than was spent in years before 2015/2016.

The largest of the expenses in the year is always the gifts issued to students at Christmas.

This year the PTA spent £386.71 on books across both schools. This is an increase in comparison with previous years but is down to the fact that all students in both schools received a gift whereas previously only Infant pupils would have benefited.

For the year Aug 2016-Aug 2017 the funds were split based on the takings and expenses in each of the schools for each of the specific events with the exception of the Summer Fayre which was divided 50/50. In the future the split will be 50/50 as the PTA is now up and running with input from both schools.

Based on the fundraising earning detailed above and a total reserves carried of £8,149.99, the PTA are presenting the Hollybrook Infant School with a cheque for £4,000 and Hollybrook Junior School with a cheque for £2,500.

The detailed treasurer's report including financial statements can be viewed on request.

## **8. Report from Mrs. Wood**

Mrs Wood reported on previous use of funds in the Infant school (staging, outdoor storage for years 1&2 learning, IT equipment) and noted that last year more of the budget than previously went on keeping trip expenses for parents to a minimum. She also mentioned use of funds to work toward the Artsmark. This will continue as the Learning Council has asked for activities such as visits to the art centre in town, which are being organised. With the budget assigned this year Mrs Wood would like to continue work toward renewing the Artsmark, which has become more complex and requires more visits from authors/artists. There was no report on previous expenditure for the Juniors as the Junior PTA was separate until October 2016 and this is the first year Hollybrook Schools Association is handing money to the Junior school.

The Juniors would like to use much of the funds handed over at this AGM toward putting rubber mulch around the large play frame (estimates are around £5k). See below for more detail.

Mrs Wood noted that the schools are running on a deficit budget and that PTA funds are therefore extremely important, and thanked the PTA for its efforts.

## **9. Committee**

- Anna Babington stepped down as Vice Chair Juniors, Hannah Waghorne and Lucy Waghorne stepped down as Vice Treasurers. Anna offered to take over the Vice Treasurer role. Thank you to all for their hard work.
- Ruth Hollyoake will be stopping at the end of the year. Ideally we need someone to shadow her until then and take on role of Junior Chair from September.

- Katrina Jeffery stepped down as cake sale organiser. Taryn Botha will take over this role.
- The new committee was unanimously elected with Ruth Hollyoake as Acting Junior Chair until a replacement is found. This replacement will be co-opted by the committee and voted in at the next AGM.

#### 10. Upcoming events

- Discos: 19 April and 10 July.
- Easter sale: Mon 26, Tues 27 & Wed 28, Katrina Jeffery to organise.
- ABC Cash for Clothes: Katrina Jeffery to organise for April.
- Quiz: Potentially could be held at The View for adults only at around 7.30pm. Lisa Waghorne to ask Lou at The View about using the function room for free. James Hartshorn to organise and compeer.
- Regular coffee mornings: Jenny Patrick offered to help organise these once a month, perhaps in Infant hall on a Wed AM. As she was co-opted as Junior Chair after the vote she will need support with organising coffee mornings.

#### 11. Fundraising for tablets in Juniors

Mrs Wood noted that a current priority is putting rubber mulch around the large play frame as it is currently unusable. Estimates of around £5k have been received for the work. The meeting discussed asking parents for support (perhaps someone could do the groundwork for free/a reduced cost, or individuals or an employer could make a donation in return for a plaque on the equipment). Mr Burton and Mrs Higgins to be consulted on how the quotes are divided up and what is needed in terms of health and safety.

After that, the focus is on buying around 6-8 tablets per class. At the moment iPads are favoured due to the learning apps on them. The cost is very high at around £24k. But this can be discussed further with our IT specialist - it was suggested he specify what is required. Methods of fundraising include stipulating this as a fundraising goal for future PTA events, exploring possible grants and asking parents if they could approach their employers to donate funds.

#### 12. Any Other Business

**Odd jobs:** There are a lot of odd jobs that either need doing or may need doing in the future. James Hartshorn offered to coordinate efforts to find volunteers to do these, for example approaching organisations working with adults who have learning difficulties and sometimes do DIY projects to help learn new skills. Another option is HSBC, and Katrina Jeffery mentioned that Steve Harrison snr works for a volunteer organisation that also does such work. A potential job would be building new shelters. James to consult with school business manager and with Mr Burton.

**Sponsored Sports:** This will be separate from Sports Relief and Sports Day and 100% of funds will go to the PTA. However, some may be ring-fenced for PE equipment. It will be held in the summer term.

#### 13. Date of next meeting

To be confirmed