

Hilltop Friends AGM 6th November 2019 (3pm to 3.30pm)

Committee Members Present: Ali Molloy (Acting Chair/Treasurer), Emma Foley (Vice Chair), Rachel Healey (Secretary), Niki Bolton, Sally Cook, Charlotte O'Mahoney, Rose Ravel-Kebe, Kujtesa Lusha and Shirley Clarke (SCI)

Hilltop Staff Present: Lynn Bima (Headteacher)

	Item	Actions
1.	Apology for absence from Chair AM thanked everyone for coming. Carolyn Tunnah (outgoing Chair) was unable to make the meeting, therefore, AM had been designated to lead the AGM on her behalf.	
2.	Chairs report for 2018/2019 AM then went through the report for 2018/19. • The PTA had raised just under £4k across the year • Events across the year included: ○ Mufti day in Nov 2018/marshmallow toasting ○ Adult quiz night ○ Christmas hamper raffle ○ Christmas cards/bags for life designed by the children ○ Elfridges (pop-up Christmas shop) ○ Sing-along Greatest Showman film night ○ Disco ○ Magic show ○ Summer fair • AM reminded everyone that every parent/carer at the school was a member of the PTA and any help/support offered would be gratefully received. • It was noted that Carolyn Tunnah had stepped down as Chair due to moving out of Windsor and AM had been asked to take over the role. CT was formally thanked in her absence for all she had done as Chair. • AM expressed her thanks to all parents and families who had supported/participated in events over the last year. • AM then went on to thank members of the committee for their help. • AM then thanked all the staff at Hilltop for their support and help and in particular, Miss Bima. • All documents relating to the PTA such as events/posters/minutes were now available via the school website.	

3.	Treasurer's report for year ending 31st October 2019 AM went through the financial summary for the year ending 31st October 2019. • Fundraising had been good over the period. • The net figure of funds as at 31st October was £1,050.89 (this time last year it was just under £300). • The PTA had recently funded a smartboard and charging trolley for the school at a cost of £3,500. • The additional costs as per the summary were costs of putting on events etc.	
4.	Appointment of auditor for year ending 31st October 2019 AM confirmed that Kevin Murphy had been appointed to complete the audit for this financial year. As a registered charity, the PTA was obliged to have the accounts audited each year.	
5.	Election of Officers and Trustees of the Committee Chair – AM was nominated by RH and was seconded by SC. AM confirmed as Chair. Secretary – RH stepped down and RR-K was nominated by SC and seconded by RH. RR-K confirmed as Secretary. Treasurer – AM stepped down and RH was nominated by AM and seconded by SC. RH confirmed as Treasurer. Vice-Chair – EF (who had also previously held the role) was nominated again by SC and CO'M seconded. EF confirmed as Vice-Chair. It was agreed that all class reps should be made Ordinary Committee members. The previous WhatsApp groups had been deleted and new ones created – one for committee members and class reps and one for each class in the school.	AM to change trustee paperwork with charity commission. RH to change the bank mandate (take CT off and put RR-K on) AM to add SCI to the class reps group
6.	PTA logo competition The entries for the last logo competition were unfortunately not able to be used as there was limited understanding of what was needed to make a good, readable logo. SC was nominated to work with the Yr4s to inspire and coach them in to what makes a good logo. AM explained that she would like to delegate the running of special projects in the future. NB had been asked to run the Christmas cards this year. LB asked her to liaise with the teachers	LB asked SC to speak to Mr Morgan NL to liaise with teachers

	asap as it would take time to design them in class. It was agreed that NB would get information from the supplier by the next committee meeting (13 th November). LB would let the teachers know about the project in the meantime.	
7.	AOB • AM confirmed that the PTA would be organising books for each child for Christmas (as like last year). LB confirmed that the teachers had already chosen the shopping list. • Christmas Fair was planned for Friday 13th December. The PTA would utilise Secret Garden and the canopy area. 12 stalls were currently planned with a few outside companies being charged £20 per table. It was agreed that rather than have a Father Christmas in the grotto, it would just be Christmas elves instead.	

Meeting finished at 3.22pm

Next committee meeting – Wednesday 13th November at 7.30pm in Ocean class