

Hilltop First School

Hilltop Friends PTA – AGM

7th October, 2022 (10am – 11am)

Minutes of the Annual General Meeting held at Hilltop First School, Clewer Hill Road, Windsor, Berkshire, SL4 4DW at 10am on 7th October 2022.

AGM Attendees: - Lynn Bima, Teresa Tajuddin, Hazwan Tajuddin, Udit Duggal, Maryam Khan, Anna Teodoridis, Amy Humbley, Melissa Dods, Rose Ravel-Kebe, Ronnie Amora.

Election of Officers and Trustees of the Committee

Chair – Teresa Tajuddin – was nominated (MD) for election and seconded (RRK).

Treasurer – Hazwan Tajuddin – was nominated (TT) for election and seconded (MD).

Secretary – This role was offered up, no one yet is in place. TBC.

Vice Chair – Melissa Dods – was nominated (TT) for election and seconded (UD).

Ordinary Committee Members – Teresa to send each Parent Class Rep a copy of the role and check they are happy with the parameters of being a member due to our Charity status responsibilities and that members automatically become trustees.

The **Chair's Report for 2021/2022** was read.

Treasurer Report to be provided asap following the election of the new Treasurer (**Hazwan Tajuddin**) and a full handover given from the previous Treasurer (**Zahida Khan**).

Teresa to speak to **Liz Hichens** in Finance at Hilltop to ask if her father who is an accountant is happy to **audit** the accounts.

New carpets have been bought for each class room – **Hilltop Friends PTA** to confirm with **Ms Bima** and Finance if they would be happy to **contribute a donation** towards the cost of these.

Upcoming events

Family Picnic (Fri 14th Oct) – from 4.30pm onwards. Parents / Carers to bring their own picnic blanket, picnic goodies/treats and tea, coffee, hot chocolate and cakes will be on sale at the event.

Hazwan to check Lloyds contactless machine and transfer ownership from previous Treasurer to his name as the current Treasurer. If not ready in time, cash to be used on the night.

Children have been invited to enter a **picnic rug design competition** (on an A4 page). A winner in each year group will be chosen and then announced at the picnic.

Gruffalo evening (Fri 18th Nov) – Reception & Year 1 (craft activities), Years 2, 3, 4 (Movie night) – timing 5-7pm, Costco pizza and popcorn, BYO pillow/bean bag. Parent helpers required for both of these two groups. Can be a PG film or Universal. Ms Bima has the DVD of Peter Rabbit ‘Rascal Rebel Rabbit’ (2018). Advertise ticket sales straight after half term, include ‘Sponsor a friend’ on the website.

Elfridges (Thurs 1st & Fri 2nd Dec) – in school shopping – lots of parent helpers required with this event please, including the wrapping of most of the presents bought before the event. **Melissa** to pull together an initial timeline. **Udi** is currently working on the creative A5 flyer to go in book bags.

Christmas Fair (Fri 2nd Dec) – timing 5 – 8pm, presale tickets again so we know the numbers attending. Jacket potatoes beans & cheese to cook in the school kitchen. Laser lights, outdoor light up reindeer, snow machine, mini light tunnel – all ideas put forward for the event. **Ms Bima** to see if the band (Miss Crawford-Smith’s) might be available or Choir Club to sing, donations for Christmas goodies required, bottle tombola, sweets/trinkets, ‘hook a duck’ (check The Cave) – people responsible for getting these goods in each week. Raffle license – **Teresa** to source. Possible **School Second Hand Uniform Shop** to be made available on the evening (**Rose**) – dependent on resource that day.

Hot Chocolate Thursday (Thurs 15th Dec) – on sale after school 3.30pm, the penultimate day before the Christmas holiday break starts. Tickets on sale on the Hilltop Friends PTA website in advance, plus extra tickets sold on the driveway on the day, include ‘Sponsor a friend’ on the website. Hot chocolate to be made in the Staff Room kitchen and delivered to each class, cups labelled with each child’s name. Products to be donated by Tescos? **Tesco contact** is **Lisa Stevens**, our Community Champion.

Quiz Night (Fri 13th Jan 2023) – Hilltop Parents v Hilltop Staff, **Scott’s Fish and Chips** orders taken. Matt Screen (Toby’s Dad) to be approached about playing Quiz Master.

Class Reps – each rep helping to **co-ordinate these events**, get commitment up front from each rep.

The following have been confirmed as our **Class Reps for this year**: -

- **Bracken – Melissa**
- **Sundew – Teresa**
- **Heather – Jalila**
- **Alder – Rose & Melissa**
- **Chestnut – Karandeep**
- **Hazel – Jade**
- **Snowdrop & Primrose – Teresa**
- **Foxglove - Jen**

Two mini committees – to be set up for both (with some overlap between the groups): -

- 1.) **Elfridges**
- 2.) **Christmas Fair**

Need a plan in place for all these events, including timelines to work to. We need to let parents know with good advanced notice as we will be asking parents for money for a few events this term.

These other events include, a **Pantomime, Gingerbread Raffle, Christmas Jumper Day**.

Any Other Business

Ms Bima is very interested in us all looking at buying in a **school library software** called **Libresoft Librarian**. This is the smarter way to manage your school library through scanning all the books both in and out of the library with children each receiving their own library card. Help would be required to set this up from parent volunteers to scan all the books initially into the system.

<https://libresoft.co.uk/>

Plastic covers to go on the Reading books – a request for **Hilltop Friends PTA** to help contribute to fund these remaining covers.

Outdoor Canopy – still to be investigated, one that provides both shade and rain cover for outside learning spaces ensuring these can be used throughout the year and aren't just weather dependent.

NEXT HILLTOP FRIENDS PTA MEETING – DATE IS TBC.