

HIGHDOWN SCHOOL AND SIXTH FORM CENTRE PTA
Minutes of the Annual General Meeting
held Monday 26 September 2022, 7pm



Present

Laura Harmsworth	Chair
Hayley Rumble	Treasurer
Alex Humphreys	Committee
Alisa Scott	Committee
Andy Franks	Teacher Liaison
Sean Scott	Parent
Rebecca Sherbird	Parent
Rachael Grenz	Parent
Kary Edwards	Parent

Minutes

Alex Humphreys

Meeting opened at 7pm

1. There were no apologies.
2. Minutes of the Annual General Meeting held 27 September 2021 were circulated and reviewed prior to the meeting and summarised by the Chair. The minutes were accepted as a true and fair record of the meeting.
3. Matters Arising from the minutes
 - The decision to alter the fund review process to encourage greater parent engagement was not put into practise. It was agreed this should have been done. Prior to the committee's Fund Review meeting, funding requests will be available for all parents to consider with comments to be submitted to the PTA committee ahead of the review. Once all requests have been received parents will be directed to the information via the PTA Facebook page, website, and newsletter. A committee member will be required to send the information to publicity@higdown.reading.sch.uk
4. The Chair's report was circulated at the meeting. The report was summarised and can be reviewed on request. Points of note included
 - Thanks, and welcome to Andy Franks; new Teacher Liaison.
 - The role of the PTA, according to its constitution was highlighted.
 - Ways to help the PTA were highlighted to new members, including fund matching. Attendees were encouraged to determine if their employers offer fund matching.
 - Benefits of the PTA were highlighted.
 - Plans for the coming year were agreed.

5. The Treasurer's Report for the financial year ending 31 August 2022 was circulated prior to the meeting. The report was summarised and can be reviewed on request. Points of note included

- The bank balance on 31 August 2022 was £8089.95.
- Match funding proved particularly profitable raising £3049.86
- Second-hand uniform sales raised £900; the 50th Anniversary event £572.93
- A total of £9138.95 was raised by the PTA this academic year; £6729 was paid from the PTA to the school.

A member queried if the PTA is required to maintain a particular sum in the account. The treasurer advised there is no legal or Charity Commission guidelines to do so, but it has always been practise to maintain a balance of c£3000.

Hayley Rumble will be stepping down from her role as Treasurer at the end of this academic year.

6. Attendees voted to fill the four required committee roles. Laura Harmsworth (Chair), Alisa Scott (Vice Chair), Hayley Rumble (Honorary Treasurer) and Alex Humphreys (Honorary Secretary) will fulfil these roles for the 2022/2023 academic year. All roles require the individuals to become trustees and sign appropriate Charities Commission declaration.

The constitution states that the role of Chair cannot be held by the same person for longer than three years; a new chair will therefore be required from September 2023. It was noted that two other committee members may no longer be parents at the school from September 2023 and a recruitment drive is therefore appropriate. An additional roller banner will be purchased by the PTA. Mr Franks noted that it can be held in school and displayed at all school events where the PTA does not usually have a presence. Dates of Excellence Evenings will be circulated to the PTA so that they can attend to increase profile and recruitment.

7. Events this academic year were agreed as a disco for years 7 and 8 to be held on Friday 21 October along with a Quiz Night on Friday 11 November. A meeting to arrange the disco and quiz will be held on Tuesday 27 September at 7.30pm via *Zoom*. All were encouraged to attend. Events will be advertised on Facebook, in the newsletter and via Class Charts.

8. Thanks were made to the Chair for her ongoing commitment to the role.

9. The next Annual General Meeting will be held on Monday 25 September 2022 at 7.30pm

The meeting closed at 7.45pm
