

**HIGHDOWN SCHOOL AND SIXTH FORM CENTRE PTA**  
**Minutes of the Annual General Meeting**  
**held Monday 23 September 2024, 7pm**



**Present**

Alisa Scott	Vice Chair	Steve Ruffles	Parent
Emma Neal	Treasurer		
Katy Edwards	Communications Officer	<b>Apologies</b>	
Eleanor Morris	Secretary	Joanna Morris	Chair
Joe Lester	Teacher Liaison	Nicole Packer	Parent
Sean Scott	Parent	Joan Forteath	Parent
David Frew	Parent	Marc Baker	Parent
Aline Cadeddu	Parent		
Laura Harmsworth	Parent		

**Minutes**

Eleanor Morris	Secretary
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*Meeting opened at 7pm*

**Ordinary Business**

- 1] **Apologies** were received and accepted as above.
- 2] **Minutes of the Annual General Meeting** held 25th September 2023 were reviewed at the meeting and summarised by the Chair. The minutes were accepted as a true and fair record of the meeting. The Treasurer's Report had a subsequent update.
- 3] **Matters arising from the Minutes;** none declared.
- 4] **Chair's Report for 2023/2024**  
Alisa read the report from the current Chair who was unable to attend due to unforeseen circumstances. The report was summarised and can be reviewed on request. Points of note included:
  - Honored to be Chair and grateful to the team whose work has allowed the school to purchase items that they wouldn't normally be able to fund.
  - The events held this year included one quiz, a Disco and attendance at a number of school events. The committee had decided not to go ahead with the school disco this year due to challenges with safeguarding children last year.
  - Joanna Morris confirmed she would be stepping down as Chair, with immediate effect, but would remain on the committee.
  - The Chair noted her support of the fireworks event, and noted particular thanks to the school, PTA and Emma for making this possible.
  - Thanks to Joe Lester as our school liaison, Emma's work sorting the bank account arrangements and doing a fantastic job as Treasurer. Thanks to Alisa for organising so many events effectively with checklists and to Katy and Nell for their help with events and communication. Alina has also provided excellent support with managing sales of secondhand uniform.
  - A huge thank you to all the volunteers not on the committee, but without whose help, the PTA would not have been able to hold the events.
  - A new working name for the PTA was agreed this year; 'Friends of Highdown' to note supporters do not need to be on Committee but can help with PTA functions and events.

- Lastly, the outgoing Chair proposed Alisa as Chair and Katy as Vice Chair both appointments were seconded and agreed.
- The committee thanked the outgoing Chair for her hard work and enthusiasm over the year.

#### 5] **Treasurer's Report for the year ending 31/08/2024**

The Treasurer's Report for the financial year which ran 1 September 2023 - 31 August 2024 was circulated at the meeting. The report was summarised and can be reviewed on request. Points of note included

- The balance of the account on 1<sup>st</sup> September 2024 was £12,619.64.
- This year the association made a profit of £9389.81.
- The committee donated £4568.95 to Highdown for departmental fund requests with an additional £1,562.00 donated for the summer term, which unfortunately was not released until 2<sup>nd</sup> September so will fall into the 2024-2025 accounts, meaning that available funds in the account for the new year are £11,057.64.
- In addition four gazebos were purchased for the school for use at sporting and other school events at a cost of £443.96.
- The second-hand sales have provided a good income for the PTA, raising £1,227.00 this year and supported parents in recycling school uniform.

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 practice to maintain a balance of c£9,000.

The remote raffle and School Lottery from Parentkind have also generated income.

#### 6] **New Constitution: Already exists we need to submit to the Charity Commission.**

Laura Harmsworth (previous Chair) had submitted a new constitution in 2020, which the Charity Commission did not upload, which led to issues with the bank account being re-established. The new Constitution will require ratifying and may need an EGM. **ACTION: Laura to confirm previous dialogue with the Charity Commission with the new Chair in order to register the new constitution and finalise banking arrangements.**

#### 7] Election of Officers and Trustees of the Committee:

**Chair** - Alisa Scott

**Vice Chair** - Katy Edwards

**Honorary Secretary** - Eleanor Morris

**Honorary Treasurer** - Emma Neal (for this year only). Steve and David would consider picking this up / shadowing with a view to considering the role of Treasurer next year.

A point to note was that if the amount raised is over £9,000 then accounts will require auditing and sending to the Charity Commission.

#### **Any Other Business**

- 10% of Fundraising from Highdown School £380.94 dated 2/9/24 which Emma will pay in to the account
- Big ticket items for fundraising would be of interest. Next steps agreed were for Mr Lester to ask the teachers for a long list which the PTA would then select from.

9. The next Annual General Meeting will be held on Monday 22 September 2025 at 7pm

*The meeting closed at 7.47pm*