

HIGHDOWN SCHOOL AND SIXTH FORM CENTRE PTA
Minutes of the Annual General Meeting
held 27 September 2021, 7.30pm



Present

Laura Harmsworth	Chair
Angelica Wright	Treasurer
Hayley Rumble	Committee
Alex Humphreys	Committee
Alisa Scott	Committee
Daniel Burnell	Teacher Liaison
Sean Scott	Parent
Anna Callender	Parent
Annabel Johnson	Parent
Anna Waite	Parent
Nick Heaven	Parent

Minutes

Alex Humphreys

Meeting opened at 7.30pm

1. Apologies were received and accepted from Nicole Packer.
2. Minutes of the Annual General Meeting held 28 September 2020 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. There were no matters arising from the minutes.
4. The Chair's report was circulated to the meeting. The report was summarised and can be reviewed on request. Points of note included
 - The new procedure for fund allocation has been running for a year. The termly requests from staff are reviewed by the committee and a total of £2000 allocated accordingly. This process has been considered a success and will continue.
 - Despite challenges to fundraising due to the pandemic, a few events were able to take place such as Christmas tree sales and the Art Auction.
 - The Chair thanked several people for their help throughout the year.
5. The Treasurer's Report for the financial year ending 31 August 2021 was circulated prior to the meeting. The report was summarised and can be reviewed on request. Points of note included
 - At the beginning of the school year, funds totalled approximately £10,000.
 - Match funding proved particularly profitable, adding approximately £2200 to the funds raised by the Art Auction

- Funds were also raised via a Christmas tree sale, *Easy Fundraising*, private and commercial donations and second-hand uniform sales. Total income for the year totalled £4115.
- A total of £8270 were paid from the PTA to the school in line with the previously agreed procedure. This sum included funds agreed in during the 2019/2020 school year that were not paid out.

Angelica Wright stood down from the role and thanks were given both for her report and commitment to the role.

6. The Chair advised that four committee members are required by the constitution. Those present nominated and voted for the positions which will be held for the 2021/2022 academic year by Laura Harmsworth (Chair), Alisa Scott (Vice Chair), Hayley Rumble (Honorary Treasurer) and Alex Humphreys (Honorary Secretary). All roles require the individuals to become trustees and sign appropriate Charities Commission declaration
7. The Chair advised those present that an Extraordinary General Meeting was called and held on 16 November 2020 to put in place a constitution as required by the Charities Commission. Once the constitution was submitted it subsequently became apparent that a constitution had been in place since 1988 which cannot be overridden.
8. Events this academic year were agreed as a disco for years 7 and 8 to be held on Friday 22 October along with a Quiz Night on Friday 12 November. Daniel Burnell advised that this year is Highdown's 50th Birthday and encouraged those present to consider fundraising events that could run alongside those at school to celebrate the landmark. A meeting to arrange the disco and quiz will be held on Tuesday 5 October at 6.30pm in school. All were encouraged to attend. Events will be advertised on Facebook, in the newsletter and via Class Charts.
9. In recognition of a greater number of parents engaged with the PTA the process for allocating funds was discussed. It was agreed that all interested parties would be offered sight of all requests prior to the fund review with comments to be sent to the meeting. These comments along with the requests themselves will be considered during each funding review. The decision to allocate funds remains with the four committee members. The next funding review will be held on Monday 15 November 2021.
10. Thanks were made to the Chair for her ongoing commitment to the role.
11. The next Annual General Meeting will be held on Monday 26 September 2022 at 7pm.

The meeting closed at 8pm
