

FHS AGM - Minutes

Date: 26th September 2024

Time: 7.45pm

Location: The Hog, Horsley

Attendees: Lisa Garment, Rebecca Hocking, Tara Moore, Rosa Barratt, James Turner, Tanya Wallington, Leonie Ranscombe, Ann Harrisonbyls, Phil Hawkins, Anna Marsh

Apologies: Ameer Chambers, Claire Perla, Amy (Y1 Ted's mum), Kate (Y1 Laurie's mum), Emily (Yr1 Lucy's mum).

Acceptance of minutes of the last meeting – signed off by BH & TM

Committee update from LG: **Background for new parents**

The Friends of Horsley School is a registered charity (no. 1149604). The accounts are filed annually at the end of the school year (must be done by Aug each year).

We have a Parentkind account which provides our PTA insurance, this is due for renewal in January each year at a cost of £153 per annum (this may increase year on year). It covers public liability and events insurance specific to PTA groups – so it's important that it stays up to date.

At the start of each term we transfer the money we've raised to the school, maintaining a buffer of £1,000 in the FHS account which helps fund bigger events such as fireworks each year.

2022/23/24 School Year

A new FHS team was formed following on from the natural progression of parents standing down from their roles as their children leave the school. This meant the treasurer role was shared between myself and Martin M (previous treasurer) while we managed a steady paced handover in the last school year – I'd definitely suggest doing this with all roles in the future so that any new members of the team get a chance to be involved both at events and behind the scenes and gain a working knowledge of FHS (this should take any ambiguity out of the roles). The charity account is held with Llyods and requires two signatories (so two treasurers would make sense as a shared role or treasurer/secretary take on the role).

Overview of Amount Transferred 2023/2024

We've made payments totalling **£3638** to the school during the 2023/2024 period.

Please let me know if you have any questions or would like more information and detail, full breakdown can be added to the Drive/website (full funds statement available to all and passed around at the meeting).

Moving Forward:

The following is set up for our use:

- Paypal Giving Fund, including Gift Aid registration
- gofundme
- eBay for Charity
- Ticket Tailor
- Payroll Giving eg with Charitable Giving
- Facebook Donations (to correct, previously tested but available as part of PGF)
- Paypal Give at Checkout (eg in the app)
- Zettle
- Lloyds Online for Business Banking

FHS is naturally transitioning as the current committee members have held their roles for 2 years and would like to step down.

Roles to fill: Chair, Secretary, Treasurer (can share and handover during the course of the year)

New Roles voted in at the AGM:

Chair: BH, TW (Voted)

Secretary: AM, RB (Voted)

Treasurer: LG (to handover), PH, JT (voted)

LG will update the charity commission and school with roles.

Google shared drive LG to download and pass to secretary for a new shared drive to allow access allround.

Can we have feedback from school about how funds are being used

- Looking forward can we assess how we transfer funds (any legalities)

Can we nominate a representative from each class to communicate with parents via whats app groups? Point to discuss (please volunteer if you think this could be you!)

Monsters Ball –

Food for parents as well

TW suggested a bar (RH happy to do it)

RH talk to LH change to 3 in 1 (supporting the school and 3 in 1)

Clear message that children remain responsibility of parents (parents must stay)

Fireworks –

Logo change for FHS, artwork provided by LR (thank you so much for your efforts) and committee voted logo 3

New banner – it will be reusable and last for 5 years – design to be confirmed by RH

Calvin (olivers dad) to provide QR ticketing for prepaid tickets

Can we have a band for milling around – RH to ask around

Potential to join forces with the hog/tipputs for drinks tokens

Pimp your hot drink in the café section

AH to see if she can get Halloumi for the BBQ for a veggie option (recruit a halloumi person for serving with pulled pork)

RH to send advertising for horses mouth/nailsworth news/facebook pages

LG to get banking stripe online payment gateway for ticket sales

AM speak to Uly brewery about donating or discount for ales

RH playlist for fireworks

Shout out for popcorn and candyfloss helpers and general help

Can we do pay your way with tickets sales or round up costs? Do we have families that need help – want to be accessible to all, work with school for tickets to be available

Start time 5pm

RH to confirm run time for evening

Fundraising/FHS targets for year ahead:

RH to approach Gary Price for clear idea about what FHS is fundraising

Visual totaliser in school

PTA noticeboard for meeting minutes and event advertising/updates

Facebook page updated (log in details – LG will find out)

RH to speak to sausage man re BBQ or Hayloft farm

Events Ideas:

Black Tie event with promises auction and local company donations

Movie night in 3 in 1

More events needed – can we have a presence at school (check calendar for events and speak to school)

Ideas – sponsored walk into Jan/dog show

Annual 10k race children 5k race

School campout

Coin trail (to go ahead) – LG to organise with school

Games Day/morning - Ask children to bring in a small game on last day of term for £1 (potential school council involvement)

Silent Disco – valentines day?

Christmas Grotto/fayre (to go ahead) – RH to approach school

Book 3 in 1

Stalls/games/craft table – charge to parents (prepaid)

Can we do it on the last morning of school?

Mulled wine mince pies

AOB

FHS presence at celebration assemblies

Check date for upcoming refreshment needed at school events

Parent helpers

Meeting closed: 10.25pm

Next FHS catch up meeting set for:

Weds 20th November 2024 7.45pm at The Hog