

FRIENDS OF HERONSGATE

AGM MEETING MINUTES

Wednesday 18th October 2023 at 5.30pm to 6.30pm - Staff Room

Head: Mrs Jane Edwards
Chair - Lina Qawasmi
Treasurer - Caroline Gregory
Secretary – Venessa Shepherd
Wendy Saidi
Julie Knight
6 people in attendance

Item	Decision	Action
1. Welcome and Apologies	Lina welcome everyone to our AGM. Apologies were given from Sara Attard, Valerie Dzopko and Grace Leonard, via WhatsApp group.	
2. Minutes of the last AGM	Lina commented that she took on the position of Chair from Zoe Austin last year. Lina then went through the AGM minutes from October 2022.	
3. Matters Arising from the previous AGM	We need more volunteers as we still don't have enough people to cover events. If this continues, we will have to close the PTA, and the children will miss out on fun events and the school will miss out on money we raise by having these events.	
4. Chairs Report	Lina commented on the Halloween disco, Break the rules day, Uniform Sale, Summer Disco and Year 6 Prom.	
5. Treasurer's Report	Caroline went through income and expenditure for 2022/23 and gave a copy to Venessa in the meeting for information, click here to view . Lina gave Caroline outstanding receipts in the meeting. Currently in the bank we have £9,020.	
6. Election of New Committee Members	<ul style="list-style-type: none">• Chair – Currently Lina Qawasmi. Lina has confirmed that she also wants to step down due to her new business being busy.• Vice Chair – Vacant position – Mariann Gacsi resigned 26.09.2023 due to personal reasons. Mariann has called Venessa to say that if the PTA is still going in future, she would love to come back and start volunteering again.• Treasurer – Currently Caroline Gregory. Caroline wants to step down this year as last year was too pressured, with helping at all the events and not having enough volunteers. Also work is busy too.	

Election of New Committee Members - continued

- **Secretary** – Currently Venessa Shepherd – stepping down in July 2024. Venessa confirmed that she will stay on as Secretary if we get more members to fill the key roles. She will leave once her daughter moves up to secondary school.

We agreed that we cannot continue if we cannot fill the key roles of Chair and Treasurer.

We feel we need another event to advertise the PTA to the parents/carers. A letter is to be drafted by Venessa and sent to Mrs Edwards, so that Natalie White can get this sent out, to let them know that support is needed and that we will have an information event in future regarding this.

VS/NW

7. Fundraising for 2023/2024

- **Christmas Disco - Wednesday 13th December 2023**

Lina will contact DJ Gary with timings confirmed for the disco, to be available from 5pm to 8pm.

LQ

Years 3 and 4 - 5pm to 6pm

Years 5 and 6 - 6.30pm to 8pm

We currently have 390 children. All refreshments need to be bought as there is no stock in the shed. Wendy will buy drinks, biscuits, chocolates and cups. Lina will buy the popcorn and sweets.

WS/LQ

We need lots of volunteers for this event, so far all attending tonight's meeting say they can come. Also Grace WhatsAppd to say she can help and wants to make some cakes or biscuits if needed.

**VS/LQ/WS
/CG/JK/GL**

Wendy will look at Amazon re getting plastic cups.

WS

- **Summer Fete - 2024**

This is on hold until we know the future of the PTA.

8. Any other business

- **Stage Rail**

Mrs Edwards informed us that when they were looking through some of the stuff in the hall, they found a rail that they can use, so we don't need to get a quote for getting one anymore.

- **Book Budget**

Mrs Edwards expressed that more reading stock would be appreciated, for books in the classroom. Mrs Edwards will speak to Mr Rowlands, regarding this and come back to Caroline.

JE

- **Book Swap**

Julie asked if children could gift a book and receive a random book in return. Mrs Edwards and members present, thought this was a great idea. Anything to encourage the children to read more is always good!

- **Christmas Tombola**

Julie has volunteered to help sell chocolates along with Wendy. We still have raffle tickets. We need 8 boxes of chocolates which Wendy will buy.

JK/WS

Any other business - continued

- **Christmas Tombola - continued**

Julie mentioned she would like to donate wrapping paper for wrapping the chocolates. JK

Each chocolate will be sold at 50p per chocolate. Julie is happy to help with putting the raffle tickets on prizes. JK

Lina will let Julie know when she has bought the prizes. LQ

Mrs Edwards will ask teachers to help with giving prizes out to pupils. JE

Lina will get £200 worth of prizes. We also need donation prizes. LQ/ALL

- **Mufti Day (Non-uniform Day) - Friday 24th November 2023**

Mrs Edwards confirmed this date. We could look at having a theme for the day. We need some good ideas that do not cost, otherwise this will be a normal non-uniform day.

The money raised from this date will go towards our Christmas disco budget.

9. Date of Next Meeting

To be advised by WhatsApp

LQ

18/10/2023

Income & Expenditure 2022/2023

Events	Income	Expenditure	Net	Previous Years Profit
Multi Day	0.00	0.00	0.00	658.08
School Dinner	803.52	(477.79)	325.73	463.78
Halloween	817.39	(378.29)	439.09	0.00
Christmas	0.00	0.00	0.00	0.00
Spring	471.20	(561.22)	(90.02)	0.00
Summer	0.00	0.00	0.00	1,470.67
Summer Fete	0.00	(58.93)	(58.93)	171.02
Class room games	105.00	(107.53)	(2.53)	263.81
Ice pop sales	263.69	(259.27)	4.42	268.09
Christmas Tombola	225.62	0.00	225.62	318.48
Summer Tombola	0.00	0.00	0.00	129.79
Cakes Sales	262.60	(126.82)	135.78	91.06
Easter Chicks	414.25	(70.00)	344.25	43.36
Uniform sale	43.79	(15.00)	28.79	
Book Sale				

Discs break downs 2022/23

	Ticket Sales	Refreshments
Spooky	£442.77	£366.75
Christmas	£483.86	£333.53
Spring		
Summer	£193.71	£277.49

Discs break downs 2021/22

	Ticket Sales	Refreshments
Spooky	£555.60	£456.05
Christmas		
Spring		
Summer		

3,407.47 (2,044.95) 1,472.52 4,066.53

Event Income/Expenditure

School Activities	0.00	50.00	50.00
Break the rules day	694.43	0.00	694.43
Memberships	0.00	148.00	148.00
Bank	0.00	0.00	0.00
Lawyers	584.18	(506.34)	(506.34)
Dentists	0.00	0.00	584.18
Admin Costs	0.00	(6.39)	(6.39)
Bank Interest	0.00	0.00	0.00

£9,020 in bank

1,278.61 (314.64) 963.97

4,786.08 (2,349.59) 2,436.49

Other Income/Expenditure

Total Income/Expenditure