



PARENT TEACHER ASSOCIATION

Holy Trinity C of E School Cuckfield

AGM Meeting Minutes

Tuesday 24th January 2023 – 7:30pm

Holy Trinity School, Cuckfield / Online

No.	Agenda Item & Notes
1.	<p>Welcome, note attendance and apologies:</p> <p>In attendance (in person) Sophie Lightoller - Co-Chair Emma Hughes - Vice Co-Chair Amy Hughes – Vice Co-Chair Louise Henderson - Co-Secretary Alice Brown - Co-Treasurer Ann MacGregor – Head Laura Bibby – Trustee Laura Dunbar - Trustee</p> <p>Online Kat Finley - Co-Secretary Fiona Halsey Andrew Henderson Alisa Body Charlotte Gardner Catherine Craig-Davis Gemma Stone Jo De Bry Nick & Kate Bendall Stephanie Kalber Tamsin Howells Tom Lightoller Vix Koch Kim Jibson Paulina Hechenleitner – Trustee Charlie Kat Field</p> <p>Apologies Jen Plenty</p>
2.	<p>Approve minutes from the last meeting</p> <p>Approved.</p>
3.	<p>Chair's Report – Sophie Lightoller</p> <ul style="list-style-type: none">- Note of thanks to all attendees.- Note of thanks to outgoing PTA exec committee for their support and guidance over the last year. Thanks also to the wider PTA committee, class reps, staff and all parents and carers for their help, support and encouragement.- Note of thanks to Nicky O'Connor and Abby Moul who have stepped down from their roles. They will be missed!- The past year has seen the return of many of our favourite events and more. These events are a mix of fundraising, non-profit and experiences (see attached list).



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	<ul style="list-style-type: none">- The PTA have continued to be able to fund termly Forest school sessions for all children, led by Paulina and Mrs Dobson. This is one of the highlights for the children.- 2023 looks to be another exciting year and we have lots of ideas for future events and always welcome more.- The committee has decided to introduce an annual theme – ‘Health & Wellbeing’ to promote exercise and nutrition. Plan to work with the school to bring in external speakers and base activities & events around this theme. Please get in touch if you can help or have any ideas.
4.	Treasurer’s Report Presented by Alice Brown – Co-Treasurer See attached summary.
5.	Head Teacher’s Report <ul style="list-style-type: none">- Thanked the PTA for all their hard work and said how much the children benefit from everything that that is done.- Highlights of the year include the shopping days and trails. A joy to see the children’s faces enjoying these experiences. Ensemble Reza is such a wonderful event and the children gain so much from experiencing live music. Opera Brava is a highlight for year 5 and an experience most schools don’t have.- Reiterated how privileged our children are to have these opportunities. Arts are so important and can often get forgotten because of funding.- Big thank you to Paulina for all her effort and involvement with Forest School – such a privilege for the Children.- Very grateful for all the equipment that was purchased for the school and the books at the end of the year.- Discussed taking the older children to the theatre – Hawth, Brighton Open Air, Borde Hill & Wakehurst were all suggested.- Thanked the PTA again for all their hard work.
6.	Resignation & election of new committee members Presented by Kat Finley – Co-Secretary <ul style="list-style-type: none">- The current committee all formally resign.- Nominations for new committee are as follows: Sophie Lightoller – Chair – nominated by Kat Finley and seconded by Alice Brown 21 votes – reappointed Louise Henderson / Kat Finley – Co-Secretary – nominated by Vix Koch and seconded by Fiona Halsey 21 votes – reappointed Emma Hughes / Amy Hughes – Co-Deputy Chair – nominated by Jo De Bry and seconded by Kat Field 20 votes – reappointed Alice Brown – Treasurer – nominated by Fiona Halsey and seconded by Jo De Bry 20 votes – reappointed- Discussed the Governor Liaison Officer roles and all agreed it’s not a role we need at this stage. Fiona Halsey (Governor & Parent) agreed she will informally act in this role and work with the PTA.- Always welcome new Trustees. Please ask Louise Henderson & Kat Finley for more information.- The Committee needs to appoint an external Auditor by the end of April. Please get in touch if anyone is interested.



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7.	Allocation of other roles <ul style="list-style-type: none">- Second Hand Uniform – Alisa Body very happy to stay involved and welcomes new ideas. Steph Kalber offered help.- Christmas Shopping Day – Claire Lawrence / Nikki Mortimer
8.	AOB <ul style="list-style-type: none">- Thanked the Class Reps
9.	Date of next AGM 23 rd January 2024 – 7:30pm - Holy Trinity School & online

PTA Fundraising Activities 2022

Not for Profit	Fundraising	Funded Projects
<ul style="list-style-type: none"> • Mother's Day Shopping Event • Easter Trail • Father's Day Shopping Event • 'Coffee & Cookies' Reception parents welcome morning • Christmas Shopping Day • Second hand Uniform / Lost Property 'Pop Up' 	<ul style="list-style-type: none"> • Cuckoo Fayre (Bottle Tombola) • Cuckfield Local Stall (jam jar posies, cakes, craft activity by Paulina) • Jubilee Tea Towels • Summer Fair • Mayor's Procession 'Noah's Ark' • Cuckfield Bonfire (lunch for volunteers & refreshments stall) • Christmas Fair • Christmas Card Art Project • Bags 2 School • Cake Sales • Sports Day 'Coffee Truck' • Non-uniform day • Cuckfield Round Table 'Santa Tour' • Year 6 'Fundraiser Fridays' • Just Giving • Easy Fundraising • Amazon Smile (ending) 	<ul style="list-style-type: none"> • Year 6 Hoodies • Opera Brava - the whole school got to enjoy the performance of The Lion, The Witch & The Wardrobe by year 5. • School Books/Subscriptions • Christmas Pantomime • Ensemble Reza • Sports Day Ice Pops • £750 per year group Wishlist • £3200 Forest School (teaching, resources, maintenance) • Miss Marshall Forest School Teacher Training