

## Kings School Hove Parent Teaching Association

Registered Charity No. 1167661

### Annual General Meeting – 9<sup>th</sup> May 2025

Date	9 <sup>th</sup> May 2025
Time	8pm Kings School Hove
Attending	Sarah Price – Headteacher Amanda Roberts – Chair Hayley Kelso – Vice-Chair Sally Crawford – Treasurer Matt Lovell – Staff Representative Lisa Leaf Beverley Webb Suresh Vasnani Nikki Nestora Elif Ceylan Paul Roberts - Secretary

### Ordinary Business

		Actions
1	<b>Welcome and apologies for absence</b>	
1.1	The Chair welcomed everyone to the meeting and thanked the Headteacher and Staff Representative for remaining late at School for the meeting.  The Headteacher and members were thanked for promoting the Annual General Meeting via e-mail and WhatsApp parent groups. It was agreed this should continue.	Chair to co-ordinate the promotion of the AGM.
1.2	Apologies for absence were noted from the following members of the PTA: Celia Nicholls, Laura Thaxter and Ally Soanes	
2	<b>Minutes of Annual General Meeting 6<sup>th</sup> June 2024</b>  The minutes were agreed as an accurate record.	
3	<b>Matters Arising from the Minutes</b>	
3.1	School Lottery – The actions to promote the school lottery were outstanding. The benefits in terms of income (£1,200 generated during the last financial year) based on only 45 tickets were noted. Increasing involvement in the lottery could be a significant benefit to	Beverley Webb to redesign ad for school lottery and liaise with

	the PTA's finances. Beverley Webb agreed to redesign the advert for the school lottery and provide it your new Yr7 packs.	Headteacher on its distribution; including newsletter and new Yr7 packs.
3.2	Girl's Football Kit – This action was outstanding, with the PTA awaiting information from the PE Department.	Headteacher to liaise with PE Department.
3.3	PTA Storage – The PTA welcomed confirmation that they would be receiving additional storage space (i.e. the other half of the current cupboard) by the end of the 2025 summer term.	Headteacher to confirm once cupboard space is available.
3.4	Uniform Service – Amanda Roberts (Chair) confirmed she was happy to remain as the contact for the school uniform service. It was agreed that the next PTA Committee meeting would review the current process to ensure it was effective and efficient for volunteers and the school community.	Chair to include Uniform Service on next PTA Committee meeting agenda.
3.5	Newsletter – This action was outstanding. Hayley Kelso (Vice-Chair) agreed to take responsibility for the action. She proposed to produce a newsletter one each half-term and to investigate, prior to discussion at the next PTA Committee meeting, using social media (broadcast only) to support communication.	Hayley Kelso to develop PTA newsletter.  Chair to ensure use of social media by the PTA to be discussed at its next meeting.
3.6	Raffle – To host a raffle there were specific guidelines that needed to be followed (e.g. Planning for it to be held on a specific day). It was suggested that a raffle should target engagement with parents (avoiding potential safeguarding issues for pupils). Since parents did not attend King's Day it was agreed not to seek to hold a raffle on this day. Lisa Leaf volunteered to help support the planning of a raffle and it was agreed this should be discussed further at the next PTA Committee meeting.	Lisa Leaf to investigate and propose raffle options, with further discussion at next PTA Committee meeting.
3.7	PTA Manual – There were some handover notes within the PTA's electronic and paper-based files, but there was no progress on developing a PTA Manual. It was suggested that, as the Chair and Vice-Chair progressed their induction, it could be documented into a PTA Manual. The Chair and Vice-Chair agreed to take this action forward.	Amanda Roberts and Hayley Kelso to discuss PTA Manual.
4	<b>Chair's Report</b>	

4.1	Amanda Roberts (Chair) thanked the outgoing Chair (Suresh Vasnani) and Vice-Chair (Beverley Webb) for their contribution to the PTA. Both Hayley Kelso (Vice-Chair) and the Chair appreciated their willingness to provide advice and support.	
4.2	The Chair stressed that the PTA was not just about fundraising but should look to build community and connect with school staff.	
4.3	<p>PTA activities over the past year included:</p> <ul style="list-style-type: none"> <li>• The School Uniform Service</li> <li>• The School Lottery</li> <li>• Supporting refreshments at School Performances (i.e. Oliver and the Christmas Showcase)</li> </ul>	
5	<b>Treasurer's Report</b>	
5.1	<p>A financial report was tabled at the meeting. The Treasure highlighted:</p> <ul style="list-style-type: none"> <li>• A net income of £2,848.49 for the financial year ending 31 March 2025.</li> <li>• The main expenditure items last year were: (1) subscriptions (School Lottery, <a href="#">Parentkind</a> and Brighton &amp; Hove Council licence); (2) Support for Prom Night (Magic Mirror); (3) a remembrance tree for a member of staff.</li> <li>• For the financial year 2025-26 the PTA could plan to expend ~£5k. This was after expected (committed) expenditure of £298 Girls' football kit (PE Department); £575 on science equipment (Science Department); and £500 support for the upcoming school prom.</li> </ul>	
5.2	<p>During discussion the following points were made:</p> <ul style="list-style-type: none"> <li>• The Headteacher agreed to follow-up with the PE and Science Departments about their planned expenditure. It was noted that the girls' football kit was a specific donation to the PTA solely for that purpose.</li> <li>• The Headteacher confirmed that Bronwen Seaman (Finance Officer) had agreed to be the named point for any PTA related financial matters.</li> <li>• The Treasurer highlighted that, although the income from Easy funding was welcome, it would be useful to have access to the account. Likewise, access to the PTA Facebook page would be helpful. Both Easy funding and the Facebook page were set up by a previous school governor. The Headteacher confirmed she would investigate.</li> <li>• Whilst non-uniform day remained on the report presented, there were no plans to extend non-uniform days beyond the</li> </ul>	<p>Headteacher to follow-up with PE and Science Departments on committed funds.</p> <p>Headteacher to investigate access to Easy funding and PTA Facebook page.</p>

	<p>two currently in place (i.e. School Christmas Lunch &amp; King's Day). The current two events see donations go to specific charities and not the PTA.</p> <ul style="list-style-type: none"> <li>When filing the annual accounts there was an opportunity to update the five trustees required by the PTA's constitution. The Chair of the PTA is ex-officio a Trustee.</li> </ul>	
5.3	<p>It was agreed that:</p> <ul style="list-style-type: none"> <li>The accounts for the past year could be uploaded to the <a href="#">Charity Commission</a>.</li> <li>The Chair of the PTA should be updated on the Charity Commission website.</li> <li>Other PTA Committee members interested in <a href="#">becoming a Trustee</a> should have time to review and understand the implications.</li> </ul>	<p>Treasurer to upload accounts to Charity Commission and update Chair of PTA.</p> <p>Chair to add Trustees discussion to the next PTA Committee meeting.</p>
6	<b>PTA Planning</b>	
6.1	<p>The Chair confirmed that there would be a PTA Committee meeting prior to the end of the summer term. The meeting would be focused on the planning of PTA activities during 2025-26. The Headteacher agreed to provide a copy of the 2025-26 school calendar, which would shortly be finalised, to the Chair of the PTA prior to the PTA Committee meeting.</p>	<p>Headteacher to pass a copy of the 2025-26 school calendar to Amanda Roberts (PTA Chair).</p>
6.2	<p>Attendees were asked to consider ideas for events that the PTA could host. The aim was to run at least one big event per term.</p>	
6.3	<p>The school had an alcohol license that could be used for events, providing there were no children present. Given this, one event for the upcoming year could be a pub quiz for parents hosted at the school.</p>	
6.4	<p>During discussion, the following events that the PTA could support were identified:</p> <ul style="list-style-type: none"> <li><b>Colour run</b> – This was not run during the current academic year and would now clash with summer exams. However, it could be planned for 2025-26. Whilst September was seen as the easiest time from the school's perspective to host the event, it was a challenging time to engage parents.</li> <li><b>School Showcases/Productions</b> – Providing refreshments at the school showcases was a valuable contributor to PTA funds. It was noted that the upcoming School Showcase on the 13<sup>th</sup> June would not be a fundraiser for the PTA with all proceeds going to support Harry Clapham a Kings pupil who suffered a serious spinal injury last summer.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Sports Day</b> – The provision of water and fruit to support the Sports Day last year was greatly appreciated. Volunteers to help on the day would also be welcomed. Lisa Leaf and Nikki Nestora expressed interest in volunteering for Sports Day on 14<sup>th</sup> July 2025 and agreed to investigate how donations for last year's Sports Day from local businesses were secured (i.e. water and the fresh fruit).</li> <li>• <b>Induction Day</b> – Supporting the induction day on the 4<sup>th</sup> July by providing refreshments and the uniform service continues to be very valuable to the school community.</li> </ul>	Lisa Leaf and Nikki Nestora to investigate how donations for last year's Sports Day were secured.
7	<b>PTA Purpose</b>	
7.1	The meeting discussed the purpose of the PTA. It was agreed that its main purpose was to support community (e.g. relationships between parents and between the parents and the school as well as practical services such as the uniform service). The subsidiary purpose was to raise funds to enhance the students' experience of the school. It was agreed that future communications and decision making should be tested against this stated purpose of the PTA.	
8	<b>AOB</b>	
8.1	The outgoing Chair (Suresh Vasnani) thanked members of the PTA for their support during his time at Chair.	
9	<b>Next PTA Committee Meeting</b>	
9.1	The Chair agreed to arrange the date for the next PTA Committee meeting and would send out some proposed dates to the PTA WhatsApp group.	Chair to send out some dates for the next PTA Committee meeting via WhatsApp.