

**Minutes of Annual General Meeting of the Friends of Hinguar**  
**held 29<sup>th</sup> September 2021**  
**1930 George Suite, Hinguar School**



**Attendance:**

Appointment	Attending	Apologies
Chair	Mrs K Eyre	
Secretary	Mrs L Balmer	
Treasurer	Mrs S Greenaway	
	Mrs B Jackaman	
	Mrs A Gorman	
	Mrs D Walne	
Head Teacher	Mrs A Waite	
Deputy Head Teacher	Mrs C Attard	

Item No.	Subject	Owner	Update	Action
1	Apologies	Secretary	None.	
2	Welcome	Chair	Welcome Address, House-keeping and Covid safety.	
3	AGM 2020	Secretary	The minutes of AGM 2020 were circulated prior to this meeting. They are accepted as a true record.	All
4	Treasurer's Report	Treasurer	<p>The last Treasure's Report is dated 17<sup>th</sup> October 2020. At the time of this report the FOH Bank Account stood in credit to the value of <b>£5,105.82</b>. The accounts have been independently examined ahead of this meeting by Mrs E MCDONNELL and has been documented for the FOH records. The breakdown of the activities, profit (shown in green) and expenditure (shown in red) from September 2020 to date are as follows:</p> <ul style="list-style-type: none"> <li>• Halloween Competition generated a profit of £18.50.</li> <li>• Story Books were purchased for all the children, nursery and school as a Christmas present from FOH at a cost of £242.03.</li> <li>• Secret Santa presents for the children to buy is an annual event, the expenditure was £413.99. The total amount raised was £586.40 making a £172.41 profit. Special thanks to Mrs S Greenaway for ensuring this took place!</li> </ul>	

			<ul style="list-style-type: none"> <li>• <b>Lottery Licence</b> £20 paid to Southend Council for the Lottery Licence to enable FOH to sell raffle tickets prior to an event. This is a yearly fee.</li> <li>• <b>Christmas Raffle</b> There was a significant effort from the Committee to make this a success, due to not being able to hold any of the normal Christmas events due to Covid. The outgoings for FOH were £79.14 to purchase the tickets. The total profit for this event was £572.86</li> <li>• <b>Facemasks</b> A big thank you for Mrs L BALMER for making these and donating £109.00 to FOH.</li> <li>• <b>Christmas Tote bags and Craft Boxes</b> generated a profit of £30.</li> <li>• <b>Online Christmas Pantomime</b> this was purchased at a cost of £150 and was well received. It was enjoyed at school and home.</li> <li>• <b>Christmas Tree</b> FOH purchased a real Christmas Tree which was donated to the school for the enjoyment of the teachers and children at a cost to FOH of £30.</li> <li>• <b>Parent Kind Insurance</b> £116.00 was paid to Parent Kind for 'insurance' so we may provide fund raising event with coverage. This is an annual fee.</li> <li>• <b>Donation</b> of £2,350 was made to the school form FOH to help purchase subscriptions for magazines, maths resources and wet play equipment. Mrs Waite has confirmed that the money has been spent on those items. No receipts were viewed.</li> <li>• <b>Donation</b> from Mrs A POWELL (the Flower Farmer) for donating £45 from her Christmas Wreath Sales.</li> <li>• <b>Donation</b> from a parent's company for £100.</li> <li>• <b>Easter Chocolate Lollies</b> were purchased for all the children as a present from FOH at a cost of £28.73.</li> <li>• <b>Easter Competition</b> generated a profit of £13.</li> <li>• <b>Father's Day</b> presents for the children to buy is an annual event, the expenditure was £293.33. The total amount raised was £498 making a £204.67 profit.</li> <li>• <b>Uniform Sales</b> have generated a profit of £322.00. Parents are thanked for their continued donations and support.</li> <li>• <b>Ambition Day</b> The children were invited to dress up in an outfit depicting what they would like to be when they are older. This made a profit of £122.</li> <li>• <b>Non-Uniform Day</b> generated £132.30.</li> </ul>	
--	--	--	---	--

			<ul style="list-style-type: none"> <li>• <b>Year 6 Leavers gifts</b> This is something that FOH do each year. FOH paid a total of £320.19 broken down as follows: £79 Personalised Pens, £150 donation to the Year 6 Leavers Disco, £74.70 on Maths Sets and £16.49 on last day decorations.</li> <li>• <b>Nursery Leavers</b> FOH paid for little packets of seeds to be given to Nursery Leavers and Yr6 Leavers at a cost of £21.30</li> <li>• <b>Club 100</b> makes a significant profit for FOH and is kindly organised and run by Mrs C HAY, our special thanks to Mrs Hay for this. The total money raised was £628.80 with a total profit to FOH of £350.</li> <li>• <b>Mrs Willis</b> a leaving present was purchased for Mrs Willis from FOH at a cost of £35.95</li> <li>• <b>(Mrs OAKLEY</b> kindly donated all her sponsorship for a walk she did to FOH. These amounts have not yet been checked and will be updated in due course.)</li> </ul> <p>The FOH bank account stands at £2917.37 in credit with £1429.70 in petty cash giving a grand total of <b>£4,317.07</b></p> <p><b>Year Commencement Totals (for comparison only).</b>  2016 – 2017 £2,339.59  2017 – 2018 £5,213.81  2018 – 2019 £5,064.45  2019 – 2020 £5,105.82  2020 – 2021 £4,317.07</p> <p>The Treasurer also confirmed that Mrs Eyre and Mrs Balmer are signatories on the FOH Barclays Account.</p> <p>The Chair acknowledged the significant funds raised as compared to previous years as an 'EXCELLENT' achievement given the difficulties COVID has presented.</p>	
5	2021/2022 Fundraising	Chair	<ul style="list-style-type: none"> <li>▪ Regular Uniform Sales</li> <li>▪ Christmas Gift Fair</li> <li>▪ Children's Christmas Fair</li> <li>▪ Christmas Raffle</li> <li>▪ Secret Santa</li> <li>▪ Summer Fete</li> <li>▪ Seasonal Competitions, Halloween, Easter etc. Mrs Waite confirmed support for printing.</li> <li>▪ Club 100</li> </ul>	All

			<ul style="list-style-type: none"> <li>▪ Mother's Day/Father's Day</li> <li>▪ Non-Uniform Day/Ambition Day</li> </ul> <p>The committee discussed these events and accepted this was a good framework of events for 2021/2022.</p>	
6	School 'Wish List'	Head Teacher	<p>1). Now Press Play</p> <p>'An award-winning immersive audio resource engaging primary school children in the curriculum through sound, story and movement.'</p> <p>Now Press Play is an annual subscription, school will receive:</p> <ul style="list-style-type: none"> <li>• EYFS, KS1 &amp; KS2 Curriculum Experiences</li> <li>• Class set of Wireless Headphones, Transmitter and Tablet</li> <li>• Teacher Resource Packs</li> <li>• Curriculum Fitting</li> <li>• Training and Support</li> <li>• Can be used as a whole class activity or with smaller groups for intervention work. It is a fun and inclusive way for children to engage with the curriculum.</li> </ul> <p>Approximate Cost of the package is: £2,000 per year, however it is hoped that after initial investment support from FOH this cost will be met by the school itself in future years.</p> <p>FOH agreed this is a worthwhile investment, Mrs Waite and Mrs Attard will continue to investigate. It was agreed that this purchase could be supported by FOH.</p> <p>2). £500 requested towards a £10,000 Book Bid. If the school can contribute some funding this may help to secure the additional funds needed from SECAT. £500 donation agreed to the school for this purpose.</p> <p>3). Sensory Room. The school had previously asked via the School Newsletter for donations towards a Sensory Room, unfortunately none were received. It was agreed FOH would fund this project, however no budget was set. Mrs Waite will task Mrs White (SENCO) to produce a wish list and on its receipt FOH will review and assess what funds can be committed. FOH are willing to source the items and help set up the room.</p>	<p>Mrs Waite/ Mrs Attard</p> <p>Mrs Eyre</p> <p>Mrs Waite/ Mrs White</p>

7	Election	Chair	<ul style="list-style-type: none"> <li>Chair – Mrs Eyre, Proposed Mrs Balmer, Seconded Mrs Gorman</li> <li>Secretary – Proposed Mrs Eyre, Seconded Mrs Jackaman</li> <li>Treasurer – Proposed Mrs Eyre, Seconded Mrs Walne</li> </ul> <p>All members present voted unanimously for Committee Officers to remain in role.</p> <p>Assistant Chair, Mrs Walne has offered her services to the Chair, this will be a much busier year with many more 'in-person events'. This was agreed by the committee as helpful and Mrs Eyre will liaise with Mrs Walne and the committee as required.</p>	
8	AOB	All	<ol style="list-style-type: none"> <li><b>FOH FB Page</b>, DW checked and only 4 new joiners since start of term yet new Reception and Nursery intake. <ul style="list-style-type: none"> <li>Targeted marketing to be designed to capture this audience. Coffee morning, leaflet home, What's App, leaflet at nursery door, QR Code, revamp FOH outside display board.</li> </ul> </li> <li><b>Christmas Cards</b>, general discussion, agreed that Mrs Hay who ran a very popular Christmas Card making session in a previous year should be approached and asked if she might be able to do the same. DW will contact.</li> <li><b>Non-Uniform Days</b>, Ambition Day was very popular due to a theme, Crazy Hair seemed popular among the committee TBC, date agreed 11<sup>th</sup> February 2022.</li> <li><b>PANTO</b>, online Panto was very popular, however in previous years children have enjoyed a 'real life' performance. KE and AG will investigate live and online Panto options.</li> <li><b>Power Sockets</b>, number in Hall TBC for Gift Fair. KE</li> <li><b>FOH Volunteer recruitment</b>, with many upcoming events we need more helpers. We have confirmed contacts on each year groups' What's App - we shall request helpers. Also discussed a flyer or QR code at school pick up, TBD.</li> <li><b>Queens Jubilee</b>, Thursday 26<sup>th</sup> May 2022. <ul style="list-style-type: none"> <li>DISCO</li> <li>Commemorative coin/medal</li> <li>Red/White/Blue</li> </ul> </li> </ol>	<p>KE</p> <p>DW</p> <p>KE/AG</p> <p>KE</p>

			<ul style="list-style-type: none"> <li>• Non-Uniform</li> </ul> <p>8. <b>Key Cards</b>, return all to school, 2/3 will be made available to committee members when entering school.</p> <p>9. <b>DISCO Fundraisers</b>, we have someone who is able to DJ for FREE.</p> <ul style="list-style-type: none"> <li>• New Year Disco</li> <li>• Valentines</li> <li>• Discussion regarding cost/charge TBD at later committee meeting.</li> </ul> <p>10. <b>Ink Cartridge Recycling</b> Point in Reception. AG to research.</p> <p>11. <b>Constitution and FOH Page</b>, LB to liaise with Mrs Hamblin (school office) to ensure these are updated.</p> <p>12. <b>Christmas Gift Fair</b>,</p> <ul style="list-style-type: none"> <li>• 22 Potentials Stalls to date</li> <li>• Risk Assessment</li> <li>• Raffle on the night</li> <li>• A discussion regarding the trading and consumption of alcohol. Mrs Waite and KE to discuss.</li> </ul> <p>13. <b>Colour Hampers</b>, gift amnesty, request donations. TBD</p> <p>14. <b>Wrapping paper Donations</b></p> <p>15. <b>Leaflets</b>, A parents who has previously supported design and production to be approached again.</p>	<p>All</p> <p>AG</p> <p>LB</p> <p>KE</p> <p>KE</p>
9	Date of Next Meeting	All	<p>Christmas Events Planning Meeting: Monday 11<sup>th</sup> October 2021, Teachers do not have to attend.</p> <p>LB will liaise with Head/Deputy Head regarding a meeting end of October, start of November.</p>	<p>LB</p>