

**Minutes of the Annual General Meeting of
the Friends of Hinguar held 2nd November 2022
1900 Music Room, Hinguar Primary School & Nursery**

Registered Charity No. 1169420



Attendance:

Appointment	Attending	Apologies
Chair	Mrs K Eyre	
Treasurer	Mrs S Greenway	
Secretary	Mrs L Balmer	
Head Teacher	Mrs A Waite	
Deputy Head Teacher		Mrs C Attard
	Mrs A Gorman	
	Mrs N Boxcer (Nee Hart)	
	Mr A Balmer	
	Miss L Eakins	
	Miss S Burgess	
		Dr L Smith
	C Hay	
	J Hollidge	
	L Melville	
	A Solly	

Item No.	Subject	Owner	Update	Action
1	Apologies	Secretary	Mrs C Attard and Dr L Smith sent their apologies.	
2	Welcome	Chair	Welcome address.	
3	AGM 2021	Secretary	The minutes of AGM 2021 were circulated prior to this meeting. They were accepted as a true record.	All
4	AGM 2021	Secretary	No matters arose.	All
5	Chair's Report	Chair	The Chair, Mrs Eyre gave an overview of activities and events organised by Friends of Hinguar during the 2021/22 academic year. Events included:	

Halloween Competition



Christmas Grand Raffle



Panto - Aladdin



Christmas Tree



Santa's Grotto & Elfridges



Christmas Cards



Easter Competition



Raise £20.22 for 2022



Queen's Platinum Jubilee Party



SUMMER FAIR!



Year 6 Leavers

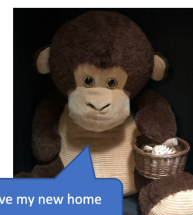
The two major projects that Friends of Hinguar supported this year were:

The 'Panda Room' – Sensory Space:

Sensory Room

The Panda Room is now ready and open.

Thank you to our 'Friends of Hinguar' and families, for part funding and donating equipment for our new sensory room. The room is fully equipped to support children to be able to learn, to take time to self-regulate, to support their wellbeing and happiness.



I love my new home

Pupil Voice:



Mrs Waite also contributed, explaining how the room was used on a daily basis by children across the school.

Now Press Play:

Please follow the link to a promotional video about Now Press Play to find out more:

https://youtu.be/edkh-SHzs_E

			<p>Bring the curriculum to life with 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>The meeting heard how this has been utilised by children across the school, an example from Seahorse Class was used to summarise:</p> <p><u><i>“Space, People who help us, The Beach – Seahorse Class</i></u></p> <p><i>Each child had their own set of headphones and listened to an interactive story. The children listened to a space story, and later in the day listened to a story about a trip to the beach. This story led into our Road Safety topic, after the story we discussed how to cross a road safely, and who could help us to cross a road.”</i></p> <p>Mrs Waite explained what the system comprises: 34 headsets; a tablet; and the learning and support package. Mrs Waite explained how new topics are regularly added keeping up with the National Curriculum. This month had been Black History month and children used Now Press Play to explore this topic.</p>	
6	Treasurer's Report	Treasurer	<p>The last Treasure's Report is dated 1st October 2022. At the time of this report the FOH Account stood in credit to the value of £8034.89.</p> <p>The accounts were independently examined ahead of this meeting by Mrs E McDonnell and were documented for the FOH records.</p> <p>The full Treasurer's Report is available at Annex A.</p> <p>Mrs Greenway gave an overview and highlighted some of the specific events that had generated income for Friends of Hinguar. It was also stated that not all events are designed to achieve profit, but instead to achieve the charity purpose: to engage with children, parents and staff and enrich the education experience. The aim is to benefit all children of the school.</p> <p>In summary:</p> <p>2021/22 balance at the start of the academic year: £4317.07</p>	

			<p>What we have funded:</p> <ul style="list-style-type: none"> ▪ Now Press Play - £2191 ▪ Sensory Room items - £299.80 ▪ Platinum Jubilee pin badges - £170.76 ▪ Competitions with prizes and certificates ▪ Christmas Crackers for Christmas Dinner Day - £80.73 ▪ Christmas Panto – balance £534.00 ▪ Year 6 Leavers Gift and Disco donation - £405.00 ▪ Associated Expenses - £257.82 <p>Summary of Money Received <i>(Not an exhaustive list)</i>:</p> <ul style="list-style-type: none"> ▪ Regular Uniform Sales - £252.22 ▪ Adult Christmas Gift Fair - £718.04 ▪ Cauliflower Christmas Cards - £274.00 ▪ Grand Christmas Raffle - £699.38 ▪ Secret Santa Stall - £538.99 ▪ Santa's Grotto & Elfridges - £84.64 ▪ Raise £20.22 for 2022 - £916.40 ▪ Seasonal Competitions - £44.00 ▪ Club 100 - £350 ▪ Mother's Day - £208.72 ▪ Father's Day - £107.57 ▪ Non-Uniform Day - £179.50 ▪ Asda Foundation - £550 ▪ Donations - £631.99 <p>Year Commencement Totals (for comparison only).</p> <p>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 2021 – 2022 £8,034.89</p> <p>It was acknowledged by all present that this had been an excellent year of fundraising.</p>	
7	2022/2023 Fundraising & Events	Chair	<ul style="list-style-type: none"> ▪ Regular Uniform Sales ▪ Club 100 ▪ Christmas Cards ▪ Adult Christmas Gift Fair ▪ Children's Christmas Fair ▪ Grand Christmas Raffle ▪ Secret Santa Stall 	

			<ul style="list-style-type: none"> ▪ Raise £20.23 for 2023 ▪ Seasonal Competitions, Halloween, Easter, etc ▪ Mother's Day/Father's Day ▪ Non-Uniform Day ▪ Summer Fair ▪ Amazon Smile <p>The meeting accepted this was a good framework of events for 2022/23.</p>	
8	Wish List	Head Teacher	<p>1. Now Press Play This requires annual funding. SECAT negotiated a 5% discount, making the cost this year £1896.20. It was discussed whether this system could be rolled out at a cheaper cost. Mrs Waite confirmed that the discount secured was significant and this year's cost was less than the previous year. The meeting unanimously agreed to fund Now Press Play.</p> <p>2. The Garden Project Mrs Waite requested £496.26 to fund the Garden Project. This money had already been secured by Friends of Hinguar through the ASDA 'Green Token' scheme. This cheque will be received from the ASDA foundation in the coming week. The funding will be used to purchase child-sized gardening equipment, such as spades, other hand tools, seeds and pots, etc.</p> <p>3. Science Resources Science is a focus across SECAT for the 2022/23 academic year. The school's current science resources need replacing. £620.28 was requested for the renewal of science resources. The meeting unanimously agreed to fund the procurement of science resources.</p> <p>4. Panda Room The Panda Room/Sensory Room needs some new or additional items, the costings for these items have not yet been presented by Mrs White, however, these will be similar to that of 2021/22. This should be discussed at the next committee meeting.</p>	<p>All</p> <p>All</p> <p>All</p> <p>All</p>
9	Constitution	Secretary	Background: The Parentkind Model Constitution was accepted in Sep 2016 for Friends of Hinguar to fast-track establishment as a charity. Since then, Parentkind	

			<p>has updated its model constitution, however, our existing constitution remains valid.</p> <p>Parentkind is a membership association for PTAs in schools and from whom Friends of Hinguar purchases its insurance. It is suggested we implement some specific policies as recommended by Parentkind for funding requests, privacy, social media, conflict of interest etc.</p> <p>It was also suggested that we update supporting policies for governance of FOH based on the 2015 document.</p> <p>The committee will work on these documents over the coming period.</p>											
10	Elections	Chair	<ul style="list-style-type: none">▪ Chair – Mrs Gorman. Seconded Mrs Greenway▪ Deputy Chair – Mrs Boxcer (Née Hart). Seconded Miss Burgess▪ Treasurer – Mr Balmer. Seconded Mrs Greenway▪ Secretary –Mrs Balmer requested to remain. Seconded Mrs Gorman▪ Headteacher – <i>ex-officio</i> committee member position was proposed and agreed by those present. <p>All members present agreed to the new committee structure and the appointment of 4 trustees to the charity.</p>											
11	Planned Expenditure 2022/2023	Secretary	<p>Running costs for Friends of Hinguar were presented to the meeting. 2021/22 expenditure was considered and increased by 10-20% to account for rising inflation and the cost of living to achieve the following expenditure plan.</p> <p>Recommendation - the Friends of Hinguar account should not dip below approx. £3000 to ensure there are always 6 months running costs available to the charity.</p> <p>Upfront Costs:</p> <table><tr><td>Adult Christmas Gift Fair</td><td>£250</td></tr><tr><td>Children’s Christmas Fair</td><td>£700</td></tr><tr><td>Grand Christmas Raffle</td><td>£110</td></tr><tr><td>Secret Santa Stall</td><td>£500</td></tr><tr><td>Seasonal Competitions</td><td>£20</td></tr></table>	Adult Christmas Gift Fair	£250	Children’s Christmas Fair	£700	Grand Christmas Raffle	£110	Secret Santa Stall	£500	Seasonal Competitions	£20	Treas
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12	AOB	All	<p>1) Preloved Uniform – C Hay suggested we set up an online shop. It was discussed that it could be too time consuming to list and manage on an ongoing basis given the significant inventory. Alternatively, a proforma could be created to request uniform items for parents who cannot attend a sale in person.</p> <p>2) C Hay gave an update on Club 100, describing more about what it is and how parents get involved. It was agreed this needs greater promotion. Treasurer will liaise with Mrs Hay.</p> <p>3) C Hay asked about how Year 6 money might be spent this year, what sort of items were a 'leaving gift'. K Eyre described the journal each child received and Mrs Balmer described the personalised pen with velvet pouch. More details were also given of the items specifically funded/arrange for the Year 6 disco. The committee asked Mrs Hay (as a year 6 parent) to give us some ideas on suitable gifts for 2023 for future discussion.</p> <p>4) It was reported that a number of parents would be happy to help at the Children's Christmas Fair. The Secretary will collate volunteers. Mrs Waite has already received a request for staff volunteers.</p> <p>5) WhatsApp was briefly mentioned and how this could be used to rally volunteers.</p> <p>6) Following on from Fundraising 2021/2022, it was notated that only a small amount had been raised from Amazon Smile. It was agreed this needed great promotion across the year groups. A Solly, suggested a scheme called Easy</p>	<p>AB</p> <p>CH</p> <p>LB</p> <p>All</p>												

			<p>Fundraising which she has been using for a significant period and has generated a lot of money for her netball team. This is to be explored further by the committee. Another initiative suggested was Giving Tree.</p> <p>7) J Hollidge (Chair of Governors) offered her support should we need guidance on creation of policy documents.</p> <p>8) J Hollidge - would like to do hands on visiting during Governors Week and can book out 1 week per term to do this e.g. to help and engage with FOH and events etc. J Hollidge stated that Governors want to be involved in school and FOH activities and we can count on their support. She gave an overview of the Governors Meetings and invited us to attend to present an update on our work.</p> <p>9) C Hay gave an overview of a rewards card used by another charity and offered to investigate it's or a similar scheme's application to Friends of Hinguar.</p> <p>10) A request was made for a quality trainer/football boot sale.</p> <p>11) Mrs Waite passed on her and the staffs thanks to the Friends of Hinguar Committee and specifically to Mrs Eyre and Mrs Greenway for their dedicated service, the room responded with a round of applause.</p>	
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Annex A to Minutes of AGM
Dated 2nd November 2022 of the
Friends of Hinguar, Registered Charity No. 1169420

Friends of Hinguar Treasures Report
1st October 2022

The last treasurers report was dated the 29th September 2021

At the time of the last report the FOH Bank Account and petty cash stood in credit to the value of **£4,317.07**

The accounts have been audited since the last AGM by Mrs MCDONNELL and has been documented for the FOH records.

The breakdown of the activities and expenditure from September 2021 to 31st July 2022 are as follows:

Halloween Competition was set for the children making a profit of £35.00

Adult Xmas Fair We spent £176.46 putting on this event and made a profit £718.04

Winter Coat stall – Coats were donated to the school. These were sold at a Car boot sale in Leigh on Sea and after school and raised £106.30

Santa Grotto a total of £84.64 profit

Secret Santa presents for the children to buy is a regular event The total amount raised was £538.99 profit

Lottery Licence £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.

Alcohol Licence Fee £21 paid to Southend Council for each event selling alcohol (Adult Xmas Fair and Summer Fair)

Christmas Raffle The total profit for this event was £699.38 (Raffle tickets cost £74.82)

ASDA We applied for a grant to assist with the Jubilee Celebrations and received a cheque for £550

Online Christmas Pantomime this was purchased for the children of the school from FOH at a cost of £534.00. A deposit of £150 has been paid for the Xmas 2022 production

Xmas Crackers FOH donated the Xmas Crackers for the Children's Christmas Dinner at a cost of £80.73

Cauliflower Cards – Commission £274.00

Parent Kind Insurance £121.00 was paid to Parent Kind to enable us to be covered by Insurance for the events we lay on and the constitution we abide by. This is a yearly fee.

Incoming Money Donation £19 Club 100 payment donations.

Incoming Money Donation £250 from Mrs GORMAN and the Charities Trust

Incoming Money Donation £92.99 Hunt ROACH – Summer Fair Flyers

Incoming Money Donation £20 – Ms PHILLIPS for Xmas Wrapping Paper

Incoming Money Donation £250 Veliax Ltd

Jubilee / Jubilee Party FOH purchased Pin Badges for all the pupils and teachers and put on the Jubilee party for the children. The ASDA grant of £550 was spent on this with FOH donating another £170.76

Easter Competition was set for the children making a profit of £9

Fathers Day presents for the children to buy is a regular event and the outgoings for FOH were £271.68. Making a £107.57 profit.

Mothers Day presents for the children to buy is a regular event and the outgoings for FOH were £223.53. Making a £208.72 profit.

Uniform Sales Throughout the year Mrs BALMER has kindly looked after all the donated uniform which is given to FOH to sell. The sales of this uniform have made FOH a profit of £252.22

02/02/2022 Day The children raised money via sponsorship to make £20.22 on 02/02/2022 – This made a profit of £916.40

Non Uniform Day This is a regular event put on by FOH. Total profit of £179.50

Year 6 Leavers gifts This is something that FOH do on a yearly basis. FOH paid out a total of £405.00 broken down as follows: £47 Personalised pens, £156.95 Books, £24.99 Selfie Board, £105 Disco Lights and £71.25 Food.

Club 100 This has become a yearly event which makes an easy profit for FOH and is kindly organised and run by Mrs HAY. The total money raised was £628.80 with a total profit to FOH of £350

Amazon Smile - £5

Summer Fair This is a yearly event put on by FOH. We spent an initial £2,594.21 putting on this event and made a total profit of £4,048.03

Outgoing Money Donation £299.80 Sensory Room

Outgoing Money Donation £2191.00 Press and Play

The FOH bank account stands at £7,761.15 in credit with £273.74 in petty cash giving a grand total of **£8,034.89**

Mrs Sandy Greenway

Treasurer

Year Totals

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
2021 – 2022	£8,034.89