

**Minutes of the Annual General Meeting of  
the Friends of Hinguar held 5<sup>th</sup> October 2023  
1900 George Suite, Hinguar Primary School & Nursery**

**Registered Charity No. 1169420**



**Attendance:**

<b>Appointment</b>	<b>Attending</b>	<b>Apologies</b>
Chair	Mrs A Gorman	
Deputy Chair	Mrs N Boxcer	
Treasurer	Mr A Balmer	
Secretary	Mrs L Balmer	
Head Teacher	Mrs A Waite	
	Miss D Butler	
	Mrs J Renshaw	
	Mr P Renshaw	
	Dr L Smith	
	L Melville	
	A Solly	
	S Coombes	
	S Rudd	
		Mrs J Hollidge
		Mrs K Eyre

<b>Item No.</b>	<b>Subject</b>	<b>Owner</b>	<b>Update</b>	<b>Action</b>
1	Apologies	Secretary	Mrs K Eyre and Mrs J Hollidge (Chair of Governors) send apologies.	
2	Welcome	Chair	Welcome Address	
3	AGM 2022	Secretary	The minutes of AGM 2022 were circulated prior to this meeting, having been available on the school website since Nov 2022. They were accepted as a true record.	All
4	AGM 2022	Secretary	Matters arising - nil.	All
5	Chair's Report	Chair	<p>The Chair, Mrs Gorman gave an overview of activities and events organised by Friends of Hinguar for the 2022/2023 academic year.</p> <ul style="list-style-type: none"> <li>2022/2023 had been an amazing year despite our initial global economic concerns.</li> <li>We welcomed back our first Christmas Fair which was a great success and excelled our</li> </ul>	

			<p>fundraising expectations making just over £1100 in profit.</p> <ul style="list-style-type: none"><li>▪ We have provided fantastic learning resources and enrichment events such as the Christmas pantomime and magic show, Easter egg hunt and discos.</li><li>▪ We put on an amazing quiz night for our FOH parents, guardians and teachers which was enjoyed by all who attended.</li><li>▪ Finally, our commitment to sustainability through our pre-loved uniform initiative has gone from strength to strength, raising almost £1000 this year alone.</li></ul> <p><b>Events/Activities included:</b> Halloween Competition Gift Fair Children’s Christmas Fair with Colour Hamper Raffle Christmas Tree Panto – Dick Whittington Magic Show and Party Santa’s Grotto and Elfridges Cauliflower Cards Grand Christmas Raffle Christmas Crackers Raise £20.23 for 2023 Regular Uniform Sales In-school Easter event with Easter eggs Quiz night Commemorative King’s Coronation Pins King’s Coronation tree planting Quiz night School disco Hinguar Summer Fair SECAT Summer Fair</p> <p><b>What FOH has funded:</b></p> <p>One major project was funded this year, which was also funded in the previous year.</p> <p><b>Now Press Play, bring the curriculum to life.</b></p> <ul style="list-style-type: none"><li>▪ An award-winning immersive audio resource, engaging primary school children in the curriculum through sound, story and movement.</li></ul> <p>The meeting heard how this had been utilised by children across the school, and an example from Seahorse Class was used to summarise.</p>	
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			<p><b>Teacher Wish Lists</b> Each teacher was given £150 to spend on what they really needed or would like for the class rooms. This included lasting items, such as bean bags, storage, learning toys or consumables for specific projects and teaching.</p> <p><b>Celebrations</b> Children received Easter eggs, Christmas crackers and Coronation commemorative pins.</p> <p><b>Sensory Equipment</b> To provide ongoing support to SEN needs at the school.</p> <p><b>The Garden Project</b> This funding was received by ASDA Green Token Scheme.</p> <p><b>Cookery Equipment</b></p> <p><b>Science Supplies</b></p>	
6	Treasurer's Report	Treasurer	<p>The last Treasurer's Report is dated 1<sup>st</sup> October 2022. At the time of this report the FOH Account stood in credit to the value of £4317.07 .</p> <p>The accounts have been independently examined ahead of this meeting by Mr D Holford and has been documented for the FOH records.</p> <p>The full Treasurer's Report is available at Annex B.</p> <p>Mr Balmer 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 charitable purpose, to engage with children, parents and staff and enrich the education experience. The aim is to benefit <b>all</b> children of the school.</p> <p><b>In summary:</b></p> <p>Balance at the start of the Financial Year: £8,035 and we have funded £6,387 of items/events/activities.</p> <p>What we have funded - £6,387</p> <ul style="list-style-type: none"> <li>▪ Now Press Play - £1,896</li> <li>▪ Teachers' &amp; Nursery Wishlist Items - £1,559</li> <li>▪ Science Equipment - £620</li> </ul>	

			<ul style="list-style-type: none"> <li>▪ King's Coronation Pin Badges - £384</li> <li>▪ Easter Egg Hunt – £248</li> <li>▪ Competitions with prizes and certificates</li> <li>▪ Christmas Tree – (£0 – donation secured)</li> <li>▪ Christmas Crackers for Christmas Lunch - £87</li> <li>▪ Christmas Panto &amp; Nursery Magic Show - £581</li> <li>▪ Year 6 Leavers Gift and Disco donation - £501</li> <li>▪ Garden Project (donation from ASDA) - £500</li> </ul> <p>Summary of Money Received <i>(not an exhaustive list)</i>:</p> <ul style="list-style-type: none"> <li>▪ Regular Uniform Sales - £912</li> <li>▪ Christmas Events - £2,994</li> <li>▪ Raise £20.23 for 2023 - £548</li> <li>▪ Quiz Night - £442</li> <li>▪ Mother's Day - £192</li> <li>▪ Father's Day - £100</li> <li>▪ School Disco - £427</li> <li>▪ Summer Fair - £3,259</li> <li>▪ SECAT Fair - £387</li> <li>▪ easyfundraising - £116</li> <li>▪ Asda - £500</li> </ul> <p>The Treasurer stated that figures do not show stock holding or purchased property, such as uniform storage, beverage stock, mother's/father's day, Elfridges and Christmas (Secret Santa) items purchased at reduced cost in half price/reduced price sales.</p> <p>Of the money gained this year, 85% had been given back to the school to directly benefit its pupils.</p> <p><b>Year Commencement Totals</b> (for comparison only), see Graph 1, Annex B.</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  2022 – 2023    £11,187.00</p> <p>It was acknowledged by all present that this had been an excellent year of fundraising.</p> <p>Mr Balmer presented the Planned Routine Expenditure Plan 2023/2024 based on previous year totals and adjusted for the rise in inflation.</p> <p>This plan gives the cost frame work for each event Friends of Hinguar provides. See Table 1, Annex B.</p>	
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			Mr Balmer Proposed the Financial Plan - Mrs Waite Seconded the plan and the meeting agreed the plan for 2023/2024.	
7	2023/2024 Fundraising & Events	Chair	<ul style="list-style-type: none"> <li>▪ Regular Uniform Sales</li> <li>▪ Christmas Cards</li> <li>▪ Christmas Market</li> <li>▪ Children's Christmas Fair</li> <li>▪ Grand Christmas Raffle</li> <li>▪ Secret Santa Stall</li> <li>▪ Raise £20.24 for 2024</li> <li>▪ Seasonal Competitions, Halloween, Easter, etc.</li> <li>▪ Mother's Day/Father's Day</li> <li>▪ School Disco</li> <li>▪ Quiz Night</li> <li>▪ Summer Fair</li> <li>▪ Easyfundraising</li> </ul> <p>The meeting accepted this was a good framework of events for 2023/2024.</p> <p>A list of proposed events with agreed and provisional dates is available at Annex A. This will be updated in due course.</p> <p>Question from the audience – L Melville asked: does FOH secure funding from other sources i.e., seek grants for specific items or projects. Mrs Balmer stated the ASDA Green Token Scheme as an example; however, this scheme is currently suspended. Mrs Boxcer and Mrs Gorman stated that FOH would like to secure more grants and that Mrs Boxcer had been actively investigating the schemes available. Mrs Balmer stated that depending on the item for funding, this might dictate who needed to seek the funding either the school or FOH. Mrs Waite was asked what proportion of children at Hinguar receive Pupil Premium or SEN support, approximately 3-4 children per class receive Pupil Premium and a smaller number receive SEN support. L Melville asked about specific funding schemes, to which Mrs Waite responded that the school, simply was not eligible.</p> <p>Mrs Balmer and Mr Balmer stated that as a Charity FOH should be mindful of the Charitable Limits set in place. At present FOH can submit an end of year financial report. When the gross income of the Charity (not net gain) exceeds £25,000 per year the Charity will need a</p>	

			<p>higher level of account scrutiny. This year FOH generated approx. £17,000 gross, Mrs Balmer stated if you increase the number of events and additional grants you may generate £25,000. Dr Smith asked for details of these limits, Mr Balmer stated that it is available on the Charities Commission website to which FOH has access.</p>	
8	'Wish List'	Head Teacher	<p><b>1). Now Press Play</b> This has been funded by SECAT so does not require funding from FOH this year.</p> <p><b>2). Sensory garden</b> It had been suggested by FOH and in consultation with Mrs Waite to fund items for a Sensory Garden. Since this request, Forest School has been identified with a more urgent need for basic equipment such as Tarpaulins, knives, rope, wood etc.</p> <p>Mrs Waite mentioned that the school may be able to make purchases which FOH can reimburse and these would be less VAT, details to be confirmed.</p> <p><b>3). Forest School Supplies</b> Forest School is a new addition to Hinguar this September. Mrs Waite stated the need for supplies and that this was a higher priority at present than the Sensory Garden. Supplies and funding were discussed by the meeting, and the meeting suggested that the school or FOH seek donations of specific items. In the mean-time it was agreed Forest School was a highly beneficial activity and worthy of funding from FOH. The meeting agreed £2,000 to help set up Forest School. It was stated that £2,000 was a maximum initial amount and any further requests would be discussed in the new year once requirements are understood. Agreeing this amount would give immediate flexibility to purchase some much-needed items, likewise there is no requirement to spend all the money if it is not needed. The Sensory Garden remains an enduring project and FOH still want to achieve this. Items for the Sensory Garden will still be investigated and costed as these will compliment Forest School and the schools' outdoor provisions.</p> <p><b>4). Teacher's Wish List</b> These were popular last year and teachers were able to buy much needed 'specific' items for their class rooms.</p>	

			<p>The meeting agreed each class teacher would receive £100. There are 9 classes including 2 within nursery so a total of £900 was agreed.</p> <p><b>5). Resource Renewal</b></p> <p>Mrs Waite stated that specific subjects are lacking in quality resources, books and learning materials are needed. Last year FOH funded Science and Cookery equipment. Geography and History equipment are identified as needing additional investment for 2023/24. Based on last year's spend, £1500 was agreed for subject resources including (but not limited to) Geography and History. Mrs Waite to confirm what is required.</p>	AW
9	Constitution	Secretary	<p>Background: The Parentkind Model Constitution was accepted in Sep 2016 for Friends of Hinguar to fast-track establishment as a charity, since then Parentkind have updated their model constitution, however ours remains valid.</p> <p>Parentkind is a membership association for PTAs in schools and from who Friends of Hinguar purchases its insurance. It is suggested we implement some specific policies as recommended by Parentkind.</p> <p>It is also suggested that we update supporting policies for governance of FOH based on the 2015 document (the original constitution) as this contained some useful and specific items to FOH.</p> <p>We as a committee will work on these documents over the coming period.</p>	
10	Elections	Chair	<p>Mrs Gorman presented that the Chair role be a Co-Chaired position this year as opposed to a Chair and Deputy.</p> <ul style="list-style-type: none"> <li>▪ Co-Chair – Mrs A Gorman, Proposed Mrs N Boxcer, Seconded S Rudd, meeting agreed.</li> <li>▪ Co-Chair – Mrs N Boxcer, Proposed Mrs A Gorman, Seconded Mr A Balmer, meeting agreed.</li> <li>▪ Treasurer – Mrs J Renshaw, Proposal in writing by M Turner, Seconded S Rudd, meeting agreed.</li> <li>▪ Secretary – Miss D Butler, Proposed Mrs Balmer, Seconded Dr Smith, meeting agreed.</li> </ul>	

			<ul style="list-style-type: none"> <li>Head Teacher – Ex Officio Member, retained and agreed by the meeting.</li> </ul> <p>All members present agreed to the new committee structure and the appointment of 4 Trustees to the Charity.</p> <p>The new Treasurer, Mrs J Renshaw introduced herself with a little background, her child being new to the school and being employed as an accounting assistant. The new Secretary Miss D Butler introduced herself, conveying her enthusiasm to be involved especially with outdoor and sustainable initiatives.</p> <p>Mrs Waite thanked Mr and Mrs Balmer for their efforts over the previous year(s), as did the Co-Chair Mrs Gorman and those present at the meeting.</p>	
11	Special Business	All	<p>1). 'Class List' or 'PTA Events' platform. Mrs Balmer and Mrs Gorman presented the idea that FOH would investigate and consider using an online ordering/purchasing platform. The platforms, for example PTA Events (widely used by PTA's) has a high level of technical support and takes a fee of around 2.95%. It simply allows parents to access an FOH site/app and purchase 'disco tickets' etc. It works similarly to Sum Up - for which we also pay a small commission. It was noted, last year £3,000 was generated through electronic payments. FOH had a Class List account set up in 2016, but all account information will need updating if selected.</p>	
12	AOB		<p>1). S Rudd requested another parent event. FOH have planned a Quiz Night next year, but also hope to have a Bingo night. Unfortunately, the diary was very busy in the run up to Christmas and at present it has been difficult to schedule. The Co-Chairs are keen to see it happen and FOH will try and secure a date. Dr Smith commented that she would like to do more parent events including a Summer Ball.</p> <p>2). Co-Chair, Mrs Boxcer stated she would like to have a welcome event for new parents to the school in October 2024. This would need to be planned and agreed before the summer holidays so it can be scheduled for the new school year.</p> <p>3). Forest School was discussed and the current availability of a teacher. Miss D Butler, Secretary asked would there remain only one teacher? How much does</p>	



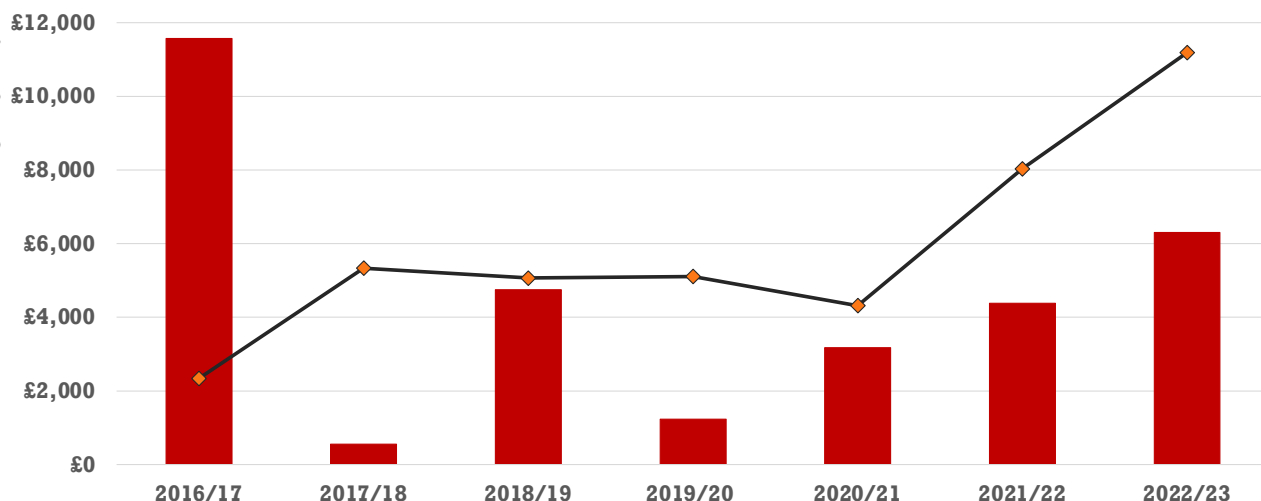
			it cost to train a Forest School teacher, is this something FOH could fund? Mrs Waite stated training costs approximately £1,000. Beach School was also mentioned, as this is something the children used to do.	
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**Annex B to Minutes of AGM**  
**Dated 5<sup>th</sup> October 2023 of the**  
**Friends of Hinguar, Registered Charity No. 1169420**

**Friends of Hinguar Treasures Report**  
**5<sup>th</sup> October 2023**

**Graph 1**

**End of Year Balance and  
Direct Benefit to Hinguar**



Beginning	End	Gross Revenue	Expenditure	Operating Gain/Loss	Benefit to Hinguar pupils	
£8,035	£11,187	£16,830	£9,318	£7,511	£6,387	85%

**Table 1**

**6. Planned Routine Expenditure 2023/24**

	22/23 Plan	22/23 Spend	Difference	23/24 Plan
Adult Christmas Gift Fair	£250	£ 197.68	£ (52.32)	£250
Children's Christmas Fair	£700	£ 517.81	£ (182.19)	£700
Grand Christmas Raffle	£110	£ 100.74	£ (9.26)	£110
Secret Santa Stall	£500	£ 384.42	£ (115.58)	£500
Panto/Magic Show	£0	£ 581.16	£ 581.16	£800
Seasonal Competitions, Halloween, Easter, etc	£20	£ 6.15	£ (13.85)	£50
Mother's Day/Father's Day	£600	£ 633.41	£ 33.41	£600
Easter Eggs	£0	£ 249.14	£ 249.14	£300
Quiz Night	£0	£ 457.45	£ 457.45	£450
School Disco	£0	£ 363.49	£ 363.49	£350
Year 6 Leaving Gifts & Disco	£475	£ 501.11	£ 26.11	£520
Licences, Insurance, Publicity	£300	£ 255.91	£ (44.09)	£300
Summer Fair	£3,000	£ 3,535.62	£ 535.62	£3,700
<b>Total</b>	<b>£5,955</b>	<b>£ 7,784.09</b>	<b>£ 1,829.09</b>	<b>£8,630</b>
6-month operating costs	£2,978			<b>£4,315</b>

**Table 2**

Year to date	Income	Expenditure	Profit/Loss	Notes
Uniform Sale	£ 912.17	£ -	£ 912.17	
Children's Xmas Fair	£ 1,621.55	£ 517.81	£ 1,103.74	
Christmas Gift Fair	£ 865.46	£ 197.68	£ 667.78	
Grand Xmas Raffle	£ 727.50	£ 100.74	£ 626.76	
Secret Santa	£ 686.07	£ 384.42	£ 301.65	
Cauliflower Cards	£ 294.50	£ -	£ 294.50	<b>Xmas fundraising sub-Total</b> £ 2,994.43
Xmas Pantomime	£ -	£ 581.16	£ (581.16)	Added magic show for nursery; deposit paid 21/22
Annual Fundraiser	£ 569.82	£ 21.60	£ 548.22	£20.23 for 2023
Easter	£ -	£ 249.14	£ (249.14)	
Parent Event Night	£ 900.13	£ 457.45	£ 442.68	Includes stock to Summer Fair
Mothers' Day	£ 488.86	£ 296.48	£ 192.38	
Fathers' Day	£ 437.50	£ 336.93	£ 100.57	£200 of 2024 stock already purchased
Summer Fair	£ 6,795.58	£ 3,535.62	£ 3,259.96	
School Disco	£ 791.07	£ 363.49	£ 427.58	
Year 6 Gift	£ -	£ 312.20	£ (312.20)	
Year 6 Disco	£ -	£ 188.91	£ (188.91)	
SECAT Fair	£ 387.38	£ -	£ 387.38	
Club 100 - Lottery	£ 288.00	£ 40.00	£ 248.00	
Donations Rec'd/to Sch	£ 705.00	£ 4,967.71	£ (4,262.71)	"Benefit" figures in <b>RED</b>
Operating Expense	£ -	£ 255.91	£ (255.91)	Insurance, licences, wrapping, stationery
Property	£ -	£ 456.52	£ (456.52)	SumUp; uniform storage
Misc Payment	£ 43.86	£ 99.28	£ (55.42)	Xmas crackers, bunting, Amazon Smile
easyfundraising	£ 116.58	£ -	£ 116.58	£229 balance remaining - future payout

**ANNEX A - Proposed Calendar of Events 2023/2024****Registered Charity No. 1169420****Updated 27 September 2023**

Event	Proposed Date	Details
2023		
AGM	Thursday 5 October 7pm	
Preloved Uniform Sales	1 Each Half Term	One to be held each Half Term. - Include Christmas Jumper sales in run up to Christmas.
Parent/Guardian Coffee Mornings	1 Each Term, where a guest speaker is available.	13 Oct 2023 – Child development and puberty.
Parent Event Evening - Bingo		Date not yet confirmed. Mrs Waite has requested some date options.
Autumn Disco		To be discussed.
Halloween Craft Competition	Over October Half Term 23-27 October	
Cauliflower Cards – Christmas Cards	Agreed with Mrs Waite: -WC 6 Nov -Complete in class by Fri 10 November -All returned from home by Wed 15 November -Send off Fri 17 November	Mrs Waite will make teaching staff aware of this schedule.  <i>Liaise with Mrs Hay</i>
Class Colour Hamper Donation Week	Mon 20 to Fri 24 November	
Hinguar Christmas Market	Thursday 23 November	
Non-Uniform Day	1 December, Christmas Fair Day	Children can wear non-uniform in exchange for donations to Class Colour Hampers.
Christmas Tree	End November/Start December	
Children's Christmas Fair	1 December	Use of George Suite agreed.
Christmas Raffle	Draw Date Mon 11 December	Coincide with Secret Santa Stall.
Secret Santa Stall	3 days: 11,12,14 December Mon, Tues, Thurs	(Cash Only)
Children's Christmas Lunch/Jumper Day	Wed 13 December	FOH to provide Christmas Crackers
Pantomime/Magic Show	Mon 18 December	Magic Show and Panto confirmed.

2024		
Raise £20.24 for 2024	19 – 23 February Half Term	
Mother's Day Stall (Sun 10 Mar)	3 days: Mon – Wed 4 – 6 March	(Cash Only)
Quiz Night	Suggested to be held in March (1 year on from 2023).	Discuss dates with Mrs Waite
Easter Craft Competition	Easter Holiday 28 March – 15 April	Check nearer the time this doesn't clash with any school Easter event.
Easter Disco	Before Easter Holidays	Ascertain a suitable date in consultation with Mrs Waite.
Easter Eggs		Children loved this last year.
Father's Day Stall (Sun 16 Jun)	3 days: Mon – Wed 10 – 12 June Mon-Wed	(Cash Only)
Summer Fair	Sat 29 June, 6 or 13 July	
Year 6 Leavers Assembly/Gift	Thurs 18 July 2pm	Gift
Year 6 Disco	Thurs 18 July 6:30 – 8pm	Donation
Last day for children in school Friday 19 July		