

**Minutes of the EGM**  
**Meeting of the Friends of Hinguar**  
**Thursday 18<sup>th</sup> April 2024 at 13:45**

**Registered Charity Number 1169420**  
 Location: Hinguar Primary School and Nursery



**Attendance:**

<b>Appointment</b>	<b>Attending</b>	<b>Apologies</b>
Co- Chair	Mrs A Gorman	
Co-Chair	Mrs N Boxcer	
Treasurer	Mrs J Renshaw	
Secretary	Miss D Butler	
Head Teacher	Mrs A Waite	
	Mrs K Eyre	
	Dr L Smith	
	Ms S Rudd	
	Mrs J Hollidge	
		Mrs L Balmer
		Mr A Balmer
		Miss S Burgess

<b>Item No.</b>	<b>Subject</b>	<b>Owner</b>	<b>Update</b>	<b>Action</b>
1.	Welcome	Co-Chair	Welcome.	
2.	Apologies	Co-Chair	Mrs L Balmer, Mr A Balmer and Miss S Burgess send their apologies.	
3.	Actions	Co-Chair	<p>NB gave an overview of the reason for the EGM and points of discussion today further to what has been raised during our committee meetings:</p> <ol style="list-style-type: none"> <li>1. Discuss and agree the changes that have been made to our Operating Instructions which supports/works alongside our agreed constitution.</li> <li>2. Discuss and agree a format in which FOH funds are raised and spent.</li> <li>3. Discuss and agree the possibility of a single class trip with the aim to provide the same/similar to subsequent years.</li> </ol>	

			<p><b>1. Operating Manual:</b></p> <ul style="list-style-type: none"> <li>- AG explained that the Operating Instructions were agreed in principle at the AGM held in 2023. However, since then we have reviewed this document and voted in a committee meeting on some amendments. AG requesting these are formally agreed in this meeting today.</li> <li>- AG clarified the following amendments for the unplanned expenditure limits: £100 – one member £200 – after checking with a trustee (or another trustee) £500 – after checking with the Treasurer</li> <li>- AG explained these revised limits will give more flexibility and scope if for example we needed to purchase additional beverages for an event. With the increase to cost of goods it is felt the extra allowance may now be needed. AG and NB also added that we may have unplanned events this allowance could be used for, and also for adhoc purchases that the School may need us to make.</li> <li>- AG also explained that any request for spending above £2500.00 would need to be approved at a general meeting such as this EGM. All parents would be invited to vote on a decision and 21 days notice of the meeting would be given.</li> </ul> <p><b>2. Format of Spending for FOH funds:</b></p> <ul style="list-style-type: none"> <li>- NB presented that previously our spend of FOH funds have always been a year behind. This means that any Year 6 parents and children would not benefit from funds contributed in the last year of attendance at Hinguar.</li> <li>- FOH have contacted Parentkind for guidance and they have responded advising that any funds raised within the year should be spent within that year, so members can see where their money is going. Parentkind also advised that if you are saving for a larger project, you could then have 'restricted funds' but use the</li> </ul>	
--	--	--	---	--

			<p>remainder to benefit the children immediately.</p> <ul style="list-style-type: none"> <li>- NB explained that we would like to reconfigure how we raise and reinvest these funds back to the school. The aim is to start the next financial year in September with just enough to cover 6 months operating costs, this figure would be reviewed just ahead of the AGM 2024 based on expenditure this year. At the 2024 AGM we would make plans for events and vote on objectives we would like to achieve/give back to the school by the end of that financial year.</li> <li>- NB said that when we sought advice from Parentkind who felt that the current figure of £4k for operating costs is quite a lot in comparison to other schools.</li> <li>- NB explained that our goal is to spend the funds raised at the earliest opportunity, meaning that all that have contributed will reap the awards as soon as possible. For example, if in October we decide there are 3 things that we need to fund, as soon as we have sufficient funds for the first item we will purchase it, rather than wait until the following year. We believe that this setup will create a greater sense of achievement by all parties as people will see where their money is going quicker. We would like the children to be the driving force on what the money we raise is spent on.</li> </ul> <p><b>3. Single Class Trip</b></p> <ul style="list-style-type: none"> <li>- AG explained that we are aiming to provide more enrichment to our pupils and it was suggested by a member that a trip to a West End theatre production would provide an amazing experience, and for some a once in a lifetime opportunity. We feel it would be an experience FOH would love to provide for the children.</li> <li>- AG gave the following detail to support this proposition: <ul style="list-style-type: none"> <li>• To be provided to Year 6 children with the goal that each year every Year 6 Class</li> </ul> </li> </ul>	
--	--	--	--	--

			<p>will get to enjoy this benefit. This would be built in to our Operating model to ensure it is maintained.</p> <ul style="list-style-type: none"> <li>• Costs: <ul style="list-style-type: none"> <li>- Coach £650 - £695</li> <li>- Ticket prices approximately £25 per ticket and one adult ticket free of charge for every 10 tickets purchased. Price will differ depending on seat selection.</li> </ul> </li> <li>• Will help the school reach enrichment targets.</li> <li>• Can be very inspirational for the children to show that there can be a career in arts.</li> <li>• Could this be deemed unfair to only include one year. However, this would be mitigated by providing to Year 6 and as each child reaches that year in their journey through Hinguar, this opportunity would be available for them.</li> </ul> <p>- JH raised a point that a priority is also diversity and if any of the particular productions have diverse material then this priority could be met.</p>	
4	Treasurers Report	Treasurer	<p><b>4. Treasurers Report</b></p> <ul style="list-style-type: none"> <li>- JR provided detailed table for forecast of Year to Date Expenditure vs Actual. An overview of the data is the 23/24 plan was an anticipated spend of £4315 so far. However, our actual spend is £3645.73. Therefore, we have already saved money.</li> <li>- SR congratulated this saving saying that she felt in these economic times this is quite an achievement to come in under budget.</li> <li>- JR explained that by changing how we raise and spend our money and based on the spend year to date, we project we will end our financial year with more money in the bank than the suggested 6 month operating costs.</li> </ul>	

			<ul style="list-style-type: none"> <li>- Current total balance held £12,942.39 (Petty cash and Bank balance combined).</li> <li>- Suggested 6-month operating costs noted as £4000.00 with contingency included.</li> <li>- Projected profit £3650 (Conservative estimate).</li> <li>- Planned expenditure is £1250.00 (year 6 leavers gift and aprons).</li> <li>- Projected end of Year balance circa £11.3k (available to spend) + £4k operating costs.</li> </ul>	
5	Vote	Co-Chair	<p><b>5. Time to Vote</b></p> <ul style="list-style-type: none"> <li>- Vote was taken for points</li> <li>1. Unanimous</li> <li>2. Unanimous</li> <li>3. Unanimous</li> </ul>	
6	AOB	All	<p><b>6. AOB</b></p> <ul style="list-style-type: none"> <li>- AW raised that unfortunately the Gazebos are no longer useable and cannot be repaired. The school does not have the funds to replace these. AW has asked whether FOH could fund the replacement of these for the school and for our own use.</li> <li>- Would need to purchase 4 Gazebos.</li> <li>- DB asked whether FOH could fund 50% of the cost. AW said that they possibly could do this but there are very limited school funds available due to high energy costs.</li> <li>- AW will forward details of gazebo company to AG. AW will also review and provide proposal with costings.</li> <li>- Committee to review request and vote at next meeting.</li> </ul>	

**D Butler**  
Secretary