



## FRIENDS OF HILDENBOROUGH PTA

### **Hildenborough CE Primary School Friends of Hildenborough PTA AGM 27th October 2025 7.30pm**

#### Present:

Ruth Ardery (Head Teacher), Stephanie Keefe (Chair), Kelly Blackburn (Secretary), Katherine Chewter (Treasurer), Krystal Bain (Vice Chair), Lauren Barber, Avarnia Grace, Emily Hook, Jess Crawshaw, Larry Ridges, Kelly Roberts, Sarah White, Catherine Hunt, Mili Alam, Emma Sanchez-Walker, Sarah Buckland, Guy Buckton

#### Online:

Mike Woodham, Rachel Forward, Caroline Stone, John Cheeseman, Sayyid Alan, Natalia Krzewska Zou, Oli Crawshaw

#### Apologies:

Sarah Lamey

### **1. Welcome, Introductions, and Apologies**

The Chair welcomed everyone to the meeting and noted the apologies received.

### **2. Confirmation of Minutes from Previous AGM**

The minutes from the 2024 AGM were reviewed and unanimously agreed as a true and accurate record.

### **3. Chair's Annual Report**

The Chair thanked everyone for their support throughout 2024/25, during which the PTA successfully raised **over £16,000** for the school.

The PTA delivered a wide range of popular and well-supported community events, including the **Quiz Night** and **Wreath Making** evenings for adults, as well as **School Discos**, the **Headteacher for a Day** raffle, **Break the Rules Days**, and seasonal **Fairs**. Additional initiatives included the **Christmas Card sales project** and management of the **clothes recycling bank**.

Funds raised were used to support numerous school activities and clubs, including the award-winning **Gardening Club**, the **Craft Club**, and **Year 6 leavers' events**. The PTA also provided refreshments at school performances, welcome coffee mornings, and the Year 5/6 show.

The Chair acknowledged the achievements of the outgoing PTA team, who implemented several successful systems such as **online payments**, **digital volunteer sign-ups**, **WhatsApp coordination**, and **QR code payment options**, in response to the removal of local banking support. Increased focus was also placed on **digital marketing and communications**, easing the workload for volunteers and improving engagement.

The PTA continues to promote initiatives such as **Easyfundraising** (many parents have set this up as an easy free effortless way of receiving income) and two parents have been able to attain **Matched Funding** from their employer (something we would like to encourage other parents to check and see if their employer might be able to do the same for the year ahead).

#### **4. Treasurer's Annual Report**

The Treasurer presented the financial summary for the 2024/25 year.

A total of **£16,508.97** in net funds was raised — an increase from **£15,577.80** in the previous year.

##### **Main sources of income included:**

- **Christmas Fair:** £3,497.15
- **Summer Fair:** £3,833.95
- **School Discos:** £2,400+
- **Colour Run:** £2,000+
- **Wreath Making Workshop:** £800
- **Quiz Night:** £700
- **Break the Rules Day:** £446
- **Headteacher for a Day:** £481
- **Cake Sales and Frozen Fridays:** additional income throughout the year

These activities, supported by families and volunteers, contributed to another strong fundraising year.

##### **Expenditure highlights included:**

- **Gardening Club:** £136
- **Year 6 Yearbooks and Trip:** supported
- **Craft Club:** £255
- **Contribution towards classroom iPads:** £11,630

A **carry-forward balance of £5,233.12** was reported, with **£2,000** held as the mandatory reserve. This provides a stable financial foundation for the year ahead. The PTA have already agreed to use some of these funds to contribute towards an Art History Wall but Ruth and one of the Governors are actively looking at grants at the moment so we do not have a confirmed amount for this.

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The Treasurer noted that **bank charges** are now being applied to the account due to reclassification from a charity account to a community account. The incoming Treasurer will review this and explore possible alternatives.

#### **5. Election of Officers**

The following officers stepped down from their roles:

- **Chair:** Stephanie Keefe
- **Treasurer:** Katherine Chewter
- **Secretary:** Kelly Blackburn
- **Vice Chair:** Krystal Bain (remains a Committee Member)

**Newly elected officers:**

- **Chair:** Larry Ridges
- **Treasurer:** Emily Hook (with support from Avarnia Grace)
- **Secretary:** Jess Crawshaw
- **Committee Members:** Krystal Bain and Sarah Buckland

**Additional roles:**

- **Raffle Prize Coordination (Fairs):** Sarah White (to step down end of academic year)
- **Craft Club Lead:** Avarnia Grace

**Vacant positions:**

- **Communications Lead** – Online marketing, Facebook, WhatsApp, online store/events
- **Events Lead** – Support for events planning and management

The Chair invited volunteers to express interest in any of the vacant roles, either immediately or by shadowing current members with a view to succession later in the year. This remains open as does becoming a Committee Member.

**6. Head Teacher's Comments**

The Head Teacher expressed sincere thanks to the PTA for another successful year, recognising their hard work, energy, and dedication.

She commended the wide variety of events that have brought joy and enrichment to pupils — including the **seasonal fairs, discos, raffles, Headteacher for a Day, Break the Rules Day, Book Day Molly Bars**, and numerous **Christmas activities**.

The Head Teacher highlighted the PTA's focus on community building and acknowledged the volunteers' ongoing efforts to keep children at the heart of everything they do.

A special note of appreciation was extended to **Steph, Kat, Kelly, and Krystal** for their commitment and leadership over recent years.

**7. Matters Arising – Proposed Events, Expenditures, and Projects**

The new Chair, **Larry Ridges**, thanked the outgoing committee for their contribution and reaffirmed his enthusiasm for building on their success.

**Key objectives for the year ahead:**

- Support the school and wider community
- Maintain financial transparency and sustainability
- Deliver meaningful, inclusive events for children, parents, and teachers

## **Key initiatives discussed:**

### **1. Celebrating Families**

Events will focus on recognising and involving parents, grandparents, and carers to strengthen community ties.

### **2. Communication**

- Clearer updates on funds raised and spending
- A progress tracker for major projects
- Regular volunteer recognition
- Establishment of a dedicated PTA WhatsApp community

### **3. Events for 2025**

A balanced calendar featuring returning favourites and new ideas:

- **Seasonal Fairs (Winter, Spring, Summer)**
- **Year Group Specials (Years 1–6)**
- **School Discos**
- **Quiz Night**
- **Community Presence at local events**
- **New additions:** Colour Run and Movie Nights
- **Your Ideas Matter:** encouraging suggestions from parents, carers, teachers, and pupils

### **4. Financial Priorities and Sustainability**

Commitment to cost-effective, environmentally responsible event planning and prudent use of PTA funds.

### **5. Next Steps and Feedback**

Larry invited ongoing feedback and ideas from attendees, emphasising the importance of collaboration to ensure the PTA's continued success.

## **8. Any Other Business**

No additional items were raised.

**Meeting closed at 8:02 pm.**