

**Friends of Highfield Primary School
Parent Teacher Association
Registered Charity No. 1181520**

ANNUAL GENERAL MEETING

7 February 2025

To be held at the School at 5pm

Online link: <https://meet.google.com/npn-jbiw-qyr>

AGENDA

Ordinary Business

- 1] Apologies for absence

Attendees:

Mr Wilson – Headteacher

PTA Members: Robbie (Chair), Adnan (Treasurer), Lay-Ee, Denise, Laura, Alexis (Events).

Other attendees: Sally, Cristina, Jane, Tim, Caroline, Fran.

FOH PTA Member Esra (Secretary) gave apologies.

- 2] Welcome and introduction to the AGM

- 3] Headteacher's message

Mr Wilson gave a short update, noting he has been impressed by the events and how they bring the schools' families together, and also that the amounts raised are making a real difference and supporting equity of opportunity – such as making a contribution to the Year 6 trip. Mr Wilson also noted the very inclusive ethos of the PTA, and the impact of smaller, quick wins like the new basketball hoops.

Looking ahead to 2025, Mr Wilson advised he would be keen for the PTA to support both smaller items that can be delivered quickly, and bigger projects that will stay for many years.

Action agreed for the PTA to meet with Mr Wilson to go through items the school would be keen for the PTA to support.

- 4] Minutes of the Annual General Meeting held on 31st January 2024

The minutes were discussed and no comments raised on the meeting note from the January 2024 AGM.

- 5] Matters arising from the Minutes

There were no matters arising from the previous AGM minutes.

6] Chair's Report for 2024

Presented the Chair's Report – key highlights:

- Organized and ran over 20 events, from coffee mornings to the summer fete to doughnut sales to Father Christmas and Easter Eggs
- Attended 3 School 'new reception parents welcome sessions' to let new parents know who we are and what we do
- Ran 2 open ideas sessions held for new activities and fundraising
- Estimated 125+ roles delivered by school volunteers across the events and 1 local celebrity
- 7 PTA Members
- £19k raised and banked to benefit the school, with £8k allocated to the school in 23-24 financial year
- So far in 24-25, £4k external donation funding secured for the school plus over £3.5k raised through autumn and Christmas events, with allocations to the school for 24-25 being planned and agreed currently

It was noted as we have more people in the PTA this year, we've been able to run more events and contribute to school life. Robbie thanked everyone who has volunteered their time, the previous PTA team, in particular Caroline and Kirsty for their support, and the current PTA team for all the effort they have put in across 2024.

Key priorities for 2025 were noted as targeting more events so we can raise more funds, getting more people involved to make it possible to run more events, engaging local businesses and the local community, and continuing to support all years in the school.

7] Treasurer's Report for the year 1st October 2023 – 30th September 2024

Presented the Treasurer's Report – key highlights:

- Approx £10k net increase in funds in 2023-24
- Key fundraising events were summer fete (c£6k), Easter Egg Hunt (c£1.3k), Quiz night (£1.2k), 2023 Christmas Fete (£900)
- Key expenditures were Chromebooks, early Years/Dali Class support, Christmas gifts to the children, Year 6 trip
- So far for 2024-25 the PTA has increased the contribution to the year 6 trip and bought new basketball hoops, and has agreed to support an upgrade to the Dali playground area using funding secured via corporate donation, new microphones/sound equipment, and to ring fence a sum each year to build into a larger pot to pay for a big ticket item.
- Adnan also noted the PTA bank balance was up to date, and the PTA is up to date with all invoices.

8] Election of Officers and Trustees of the Committee

Chair – Robbie confirmed Chair.

Secretary – Esra confirmed she is stepping down, so role is vacant.

Treasurer – Adnan confirmed Treasurer.

Other Officer(s) – Lay-Ee, Denise, Laura and Alexis confirmed focusing on Events.

Committee members – no other member roles currently.

Special Business

9] 2025 look ahead – targets and campaigns

There was discussion on 2025 focus areas/opportunity areas:

- PTA is organizing a talk around use of phones for healthier, happier childhoods – smartphone free childhood event organized for 1st April.
- Keen to connect with other PTAs and collaborate for mutual benefit.
- How the PTA could get involved to help make the street in front of the school safer – a sub-group is being set up to engage with Enfield Council on this.
- How the PTA can re-frame the asks for people to get involved, and work more closely with the Class Reps to boost people's involvement.
- What rewards can be agreed with Mr Wilson (eg more golden time) to keep a positive link between participation in PTA activities and benefits for the school children.
- See if classes in particular Years want to get together and organize events.

Any Other Business

10] Other business

No other business.