

**Heymann Parent Association  
Annual General Meeting  
Tuesday 18th October 2016, 6pm, KS2**

**Present:**

Anna Stavrinides	Chair
Katy Freeborough	Vice Chair
Nick Heard	Treasurer
Marijke van Eerd	Secretary
Claire Saxon-Owen	Active Committee member
Annette Lee	Active Committee member
Laura Gray	Active Committee member
Natalie Braber	Active Committee member
Janine Patrickson	Committee member
Kath Salisbury	Committee member
Julie Hickling	Committee member
Jean Panagamuwa	Committee member
Helen Tindle	Parent
Tracy Cruickshank	Deputy Head Teacher

**Apologies:**

Lynda Noble	Head Teacher
Elaine Robson	Active Committee member
Preeti Patel	Committee members
Jennie Hullis	Committee member
Nivita Sharma	Active Committee member
Nicky Cooper	Committee member
Amanda Nash	Teacher

**The meeting was chaired by Anna Stavrinides**

**Anna** welcomed all parents and teachers present to the AGM and thanked them for attending. The number of people present and contactable by email was sufficient to elect the committee for 2016/17. The last AGM was held last year on **Thursday 15th October 2015**. **AS** explained the voting regulations and introduced the committee members present at the meeting.

**Vote of thanks**

Anna said a word of thanks to Katy, Elaine and Marijke for playing an active part on the committee. She handed them a token of thanks from the committee. Marijke and Katy will continue as committee members and will still be involved in the event for some years to come.

**Proxy vote sent in by Nivita Sharma, Preeti Patel, Amanda Nash and Nichola Cooper**

**ELECTION OF COMMITTEE MEMBERS**

**Chairperson: Anna Stavrinides**

Proposed by Katy Freeborough

Seconded by Marijke van Eerd

**Vice-Chairperson: Laura Gray**

Proposed by Anna Stavrinides  
Seconded by Claire Saxton-Owen

**Honorary Treasurer: Nick Heard**

Proposed by Annette Lee  
Seconded by Julie Hickling

**Honorary Secretary: Jean Panagamuwa**

Proposed by Marijke van Eerd  
Seconded by Anna Stavrinides

**Re-elected Active Committee members for the forthcoming year:**

Annette Lee  
Claire Saxton-Owen  
Natalie Braber  
Nivita Sharman

Anna asked if the committee are happy with having the 4 active committee members as named above or whether they felt there is a need to have more. There is no requirement to have more than 4 people as active committee members. The people present were happy with the current four active committee members and all four were happy to continue in their role.

Elaine would like to step down from her position as active committee member. This means that we won't have a teacher as active committee members but this is not a requirement. Amanda, Lynda and Tracy are happy to attend meetings but as they are senior staff members of the school they can't be active committee members due to a conflict of interests.

Tracy said that Heymann staff are very happy to be involved but would probably not want to come to committee meetings as they already do a lot for the school.

Laura suggested that it would be nice for a teacher to represent KS1 and KS2 at the meetings – if one of the regular meeting goers cannot attend from either could they find a deputy for the night? Also if anyone particularly wishes to request for money for a project perhaps they could attend that month's meeting to request it directly from the HSA. This would allow them to raise requests at meetings and the committee can be directly involved. Tracy will feed this back to the teachers.

**Bank signatories:**

Marijke, Katy, Jennie will need to come off the signatories list and Anna, Laura and Nick will need to make sure they are signatories for this year.

**Independent Examiner:**

We don't need an independent examiner as our turnover at Heymann is small and doesn't require anyone to examine our financial affairs.

Financial report and accounts of activities since the last AGM

Nick handed out the financial report to the committee members. This document will be available to read in the KS1 and KS2 office. The document summarises the events held at Heymann and the monies raised in the past school year.

Last year we raised a lot more money than in the year before. The spending is mostly saved for big events. This year we have contributed to the garden development and other smaller events.

From July we have approximately £2000 to carry over.

### **Fund Requests**

There has been another request for funds for the green area at KS2. The chicken coops have been painted and will be moved to the side of the school. The garden area will need continued funding. Lynda Noble mentioned that the willows need to be trimmed at KS2 and will get a quote\* to see how much it would be to have the willow trimmed and have some of the branches made into garden area. Katy mentioned that it would have to have a benefit for the children when the branches are made into a tunnel. If the quote would be for the trimming of trees alone, it would not directly benefit the children so this would not be for the HSA to fund.

There has also been a request from Annabel Pett at KS1 as the 'rhyme rocket' (CBeebies) is coming to KS1. They have received money from parents but they need to top it up as there are not quite enough funds. They are currently short of £220, after asking £2.50 voluntary donation from parents. There is no profit for the school at all. On average the school will get 2/3 of the voluntary contributions for events they organise. The committee is happy to pay towards this event and if Tracy collects any more money towards the end of the week she will let the committee know so this amount can be reduced.

AED at KS1 has been stolen twice and returned each time, but Kevin is looking at getting the cage sorted out with a keypad. The money raised by Marijke's CPR last year has been added to the budget, but this should be ring fenced so that it is not mixed with HSA money and we can pay for the keypad out of this money.

Tracy mentioned that the KS1 grounds are being well used now and some areas are in need of tidying up. The bush area outside reception and opposite is not looking very good and is causing a problem for the site. Tracy would like to look at possibly astroturf the area so that it can be used more by the children. The other option would be to create a digging area for the children. Katy suggested that we have had the trim trail and garden at KS2 so it would be fair that KS1 gets improved too. Tracy won't get any costings until more information is available and will keep the committee informed.

Marijke asked about the bicycle racks that are lying behind the building in KS2 and there is suggestion that this will be sorted in the near future. Anna will chase this up with Lynda.

**The AGM was brought to a close and the newly agreed committee continued with a brief committee meeting.**