



Herne Association of Families and Staff (HAFS)
AGM and Meeting

Monday 27th November 2023

Minutes

Members Present: - Lucy Susans (Vice-Chair), Kate Duthie, Helen Dennis, Susan Macleod, Georgina Jenkins, Gemma Moore, Jo Ball, Anna McGirk, Christopher McGurk, Clare Morphew, Lisa Ashbrook and Gillian Young.

Apologies: Roz Orchard, Becky Higgs, Peter Castle, Sue Sayers, Amy Buckle. Anna, Tim A, Sarah Brett, Rosie Kibble, Robynn Hyde, Pauline Heath, Patrick Perex-Lopez, Amy, Andrea Forster, Wendy, Laura, Kate, Trudy Baxendale, Leanne Salotto, Laura, Donna Kisogloo, Kirsten Blissett, Amy Windsor, Gemma Booty, Gemma, Lucy Neil, Holly Ashton, Vikki M, Emma Baker, Sarah, Hannah Jolly and Heln O'Reilly.

The AGM Agenda

- **Welcome and Introductions:**

Lucy welcomed everyone to the meeting and thanked everyone for coming. Introductions were made by attendees.

- **Minutes of previous AGM:**

Minutes from the previous AGM dated 31st January 2023 are available on the Herne website should anyone wish to access these.

- **Chair's Report:**

HAFS Activities, Achievements & Performance 2023

The committee are pleased with another successful year, following the revival of the PTA in 2021.

Fundraising activities have included: festive fundraising week for Christmas including a Santa Dash, seasonal cake and ice-cream sales; year group discos; non-uniform days; Mother's and Father's Day gift; Year 6 Leavers' Hoodies; in-school competitions; selling refreshments at

school run events; a rainbow hamper raffle (with many other contributions from the local community) a colour run and a larger scale event- Hernefest.

'Hernefest' was the first event the committee had run on this scale. It received great feedback from staff and families. Children who were due to join the school from the infants were also invited and this provided them with some familiarity of the junior school before they joined in September. As well as volunteers from the school many members of the community from outside of the school came to the event including cake stalls, music acts, ice-cream van, local sports group, fire engines, eco refill shop and a local art group.

Whilst the primary purpose of these fundraisers was to raise money for resources and for additional provision for the school, the committee are mindful of creating positive experiences for the whole school community through school community liaisons.

We have also held events to encourage interaction and involvement with the school for families for example Carol Singing evening. During Hernefest, families from different cultures and countries were offered a stall to share items, foods and traditions and talk about their culture/country.

The committee are extremely pleased with the charity's performance this year. We have received much positive feedback from staff, families and pupils regarding HAFS activities and we are encouraged by the profit made this year and the amount we have been able to donate to the school.

The school have benefitted from funds in several ways as outlined in the finance review. We continue to work towards fundraising targets to further provide identified resources for the school in conjunction with the school leadership team.

- **Presentation of Financial Reports:**

Thanks were given to Judy Chesney who has stepped down from the role as Co-Treasurer for HAFS. Thanks are also extended to Susan Macleod who will also be stepping down. Both Judy and Susan have brought a wealth of experience and support to HAFS. A comprehensive handover will take place with the newly elected treasurers including matching reports for auditing purposes and presenting reports to the Governors committee in January 2024.

HAFS financial report was presented by Susan Macleod (see attachment). Current account balance is £7647.97. Donations to Herne Junior School in June and July 2023 included Rainbow Theatre, Adventure Play instalment, Nurture Room, Sensory Areas around the school, wet play toys and two Gazebos.

- **Constitution Amendments:**

No changes to the constitution were discussed at this meeting. The constitution has been changed in last 12 months to state the committee shall have the power to co-opt a maximum of ten officers.

- **Election of Committee Members:**

Thanks and appreciation were voiced for the departing Co-Chairs Roz Orchard and Becky Higgs who are stepping down from HAFS after 2 very successful years.

Election results as follows: Officers were nominated, seconded and the rest of the committee in attendance voted in person. An additional 24 votes were included from a virtual online majority vote.

Co-Chairs: Georgina Jenkins and Gemma Moore (nominated by Lucy Susans)

Co-Vice Chairs: Lucy Susans and Helen Dennis

Co-Treasurers: Kate Duthie, Anna McGurk and Christopher McGurk.

Co-Secretaries: Gillian Young and Jo Ball.

Authority:

This Resolution must be passed at a Meeting of the board or relevant management committee of Herne association of families and staff.

We resolve that:

- *if we add or remove Authorised Signatories in the "Add or Remove Authorised Signatories" section on the "About your request" page of this form, the Bank will update our mandate accordingly for the accounts we specify in this form's "About your business" section.*
- *If we change the Signing Rules in the "Change the Signing Rules on the Mandate" section on the "About your request" page of this form, the Bank will update our mandate accordingly for the accounts we specify in this form's "About your business" section.*
- *and the current mandate will continue as amended.*

We agreed that Kate Duthie, Anna McGirk and Christopher McGurk would be bank signatories and that those resolutions were passed.

Herne Association of Families and Staff (HAFS)
Meeting

Monday 27th November 2023

Minutes

<p>Approval of minutes of the last meeting: All minutes are available on the Herne website HAFS tab.</p> <p>Confirmation of new HAFS committee members:</p> <p>Co-Chairs: Georgina Jenkins and Gemma Moore (nominated by Lucy Susans) Co-Vice Chairs: Lucy Susans and Helen Dennis Co-Treasurers: Kate Duthie, Anna McGurk and Christopher McGurk. Co-Secretaries: Gillian Young and Jo Ball.</p>		
<p>Actions from previous meeting:</p> <ul style="list-style-type: none"> - All events were to be discussed with Sue Sayers to ensure they are spread out across the year and do not clash with school events. - Check stock of face painting for discos - Staff wish list was going to be discussed with Susan 	<p>Co-Chairs and Co-vice chairs</p> <p>RO/BH</p> <p>AB</p>	
<p>Update on future events 2023:-</p> <ul style="list-style-type: none"> - Music evening. It was suggested that providing refreshments for parents watching would be a nice idea. Date to be confirmed during Summer Term - Santa Dash w/c 4th December 2023. HAFS would be incredibly grateful for further volunteers to help co-ordinate this event. Year 6 students may also be considered with further discussion with school. - Christmas Cake Sale 4th December 2023. These are always a very lucrative way to raise money for HAFS. - Christmas Discos 6th/7th December 2023. Volunteers are recruited for these events which include quiet/chill areas. - Carols around the Tree 14th December 2023. Consideration was given whether to provide mince pies this year due to the minimal uptake last year. Consideration for adult sweet cones, popcorn, candy floss or gingerbread men/biscuits. HAFS would be incredibly grateful for further volunteers to help co-ordinate this event. 	<p>CM</p> <p>HD</p> <p>LS</p> <p>RO/BH</p> <p>CM/KD</p>	
<p>Future events 2024 (subject to change)</p> <ul style="list-style-type: none"> - Christmas Week 	<p>All</p>	

<p>Christmas week commences with break the rules day on Monday and cake sale. Paper sponsorship forms to be printed for each child to encourage fundraising. The week finale will be Friday lunchtime Christmas songs in the playground.</p> <ul style="list-style-type: none"> - Colour Run (date to be confirmed) HAFS to consider paint cost and ordering quantity. - Mothers Day March 2024. Details to follow. - Rainbow Raffle March 2024. Date to be confirmed. Hampers to as environmentally friendly as possible with recyclable packaging. - Fathers Day June 2024. Details to follow - Hernefest. Date to be confirmed with school. Potentially looking at June 2024. Friday is recommended date. Consideration of each class to run a stall. Year 5 and 6 students to be considered for supporting HAFS including ice cream sales. - Termly cake sales. Dates to be considered. - Termly discos. Dates to be considered. Alternatives to be considered. - Quiz night. Dates to be considered. - Sponsored event. To be confirmed. <p>Further event ideas included silent discos and themed indoor cinema evenings.</p>	<p>KB</p> <p>KD, LS and HD</p>	
<p>Headteacher /Staff Wishlist: -</p> <ul style="list-style-type: none"> - Urn for mulled wine and hot drinks for events held by school and HAFS. - Gazebo with sides - HAFS donated 2 last year and consideration will make to purchase additional ones for events. - Library revamp. - Rainbow theatre experience. These are always very popular events. HAFS are currently waiting to hear from Susan.S regarding what this may be this year and how HAFS can contribute. - Revisit graffiti wall suggestion - Donation of £500 for each year group which could be used to help towards subsidising school trips - Jo Ball volunteered to help contribute to planning the nurture room previously funding by HAFS. 	<p>SS/P</p> <p>All</p> <p>JB</p>	
<p>AOB</p> <p>Googledrive RO to remove committee members who are stepping down and to add new committee members.</p>	<p>RO</p>	

<p>PTA Events For discussion at a future meeting.</p> <p>Please be aware that HAFS will fully support anyone wishing to run a competition or initiative. Any ideas would be welcome for discussion with the Chairs. We would recommend working in teams of 2+ per project.</p>	<p>BH/ All</p> <p>All</p>	
<p>Next Planned Meeting: -</p> <p>A separate meeting will be held with old and new committee members for an official handover. Date to be confirmed.</p> <p>Date: Monday 5th February 2024 at 7.00pm</p> <p>Venue: Herne School</p>	<p>All</p>	