



PARENT TEACHER ASSOCIATION

Holy Trinity C of E School Cuckfield

AGM Meeting Minutes

Tuesday 21st January 2025 – 7:30pm

Holy Trinity School, Cuckfield / Online

No.	Agenda Item & Notes				
1.	Welcome, note attendance and apologies: <table><tr><th>In attendance (in person)</th><th>Online</th></tr><tr><td>Sophie Lightoller – Chair Jen Brown – Vice Chair Emma Hughes – Treasurer Louise Henderson - Co-Secretary Kat Finley - Co-Secretary Ann MacGregor – Head Alice Brown Natalia Moore Madeleine Penny Victoria Asterley Megan Hadfield Jennifer Chard Susanne Wright Nicole Wearing Kirsty Langley Paulina Hechenleitner Ollie Hechenleitner</td><td>Ben Eustace Mel Roberts Emma Symington Fi Halsey Aaron Arnold Maria Maciesza Kate Bendall Abigail Harley Caz Craig-Davies Sarah Thomas George Haworth Apologies Laura Dunbar – Trustee</td></tr></table>	In attendance (in person)	Online	Sophie Lightoller – Chair Jen Brown – Vice Chair Emma Hughes – Treasurer Louise Henderson - Co-Secretary Kat Finley - Co-Secretary Ann MacGregor – Head Alice Brown Natalia Moore Madeleine Penny Victoria Asterley Megan Hadfield Jennifer Chard Susanne Wright Nicole Wearing Kirsty Langley Paulina Hechenleitner Ollie Hechenleitner	Ben Eustace Mel Roberts Emma Symington Fi Halsey Aaron Arnold Maria Maciesza Kate Bendall Abigail Harley Caz Craig-Davies Sarah Thomas George Haworth Apologies Laura Dunbar – Trustee
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2.	Approve minutes from the last meeting Approved.				
3.	Chairs Report – Sophie Lightoller <ul style="list-style-type: none">- Note of thanks to everyone for joining this evening and welcomed those joining remotely.- The past year has seen a fantastic number of events at school. It is important to remember that the PTA stands solely to provide and enhance the experiences of our children, and we could not do this without your support.- Thanks to the wider PTA committee, class reps, Mrs MacGregor, staff and all parents and carers for their help, support and encouragement.- After 3 fantastic years the current committee will be standing down, but the majority are delighted to remain as trustees. A huge thanks to all those who have helped, it has been enjoyable to be part of such a great team and a special mention must go to Lou Henderson who is just incredible and instrumental to everything that goes on.				

	<ul style="list-style-type: none"> - The past year has seen some exciting and successful new events, the Circus in day, which included circus performance and workshops in the big top and continuing the theme we had live performers at the summer fair are two standouts as well as a continuation of many of our favourites. These events are a mix of fundraising, non profit and funded experiences for our children and their families. - It is worth highlighting these events and some of the people that, together with the PTA, that contribute to making them happen. <p>Referred to the Table of Fundraising and Funded events in the AGM Presentation.</p> <ul style="list-style-type: none"> - The PTA have continued to be able to fund termly Forest school sessions for <u>all</u> children. Forest School is led by the truly inspirational Paulina and Mrs Dobson. Miss Marshall has joined the team as she has completed her training; Mrs Murray is also training as a forest school lead. Forest School is one of the highlights for all our children and we are both proud and grateful to be able to provide this. - 2025 looks to be another exciting year and we all wish the incoming PTA team the very best. <p>Please do get in touch with any of the team if you have any questions, ideas, frustrations or just would like to know more about the PTA.</p>
4.	<p>Treasurer's Report Presented by Emma Hughes –Treasurer See Summary</p>
5.	<p>Head Teacher's Report</p> <ul style="list-style-type: none"> - Thanked the PTA for all their hard work and said how much the children benefit from everything that that has been done by the PTA. - The children's faces light up when they are doing the shopping days - The Circus Day was a huge success and was an opportunity that they otherwise wouldn't have had. - The Colour Run was a favourite and so much fun was had by all - It's all the little things like the hedgehog and author visits that mean so much - Thanked the outgoing PTA for their commitment, dedication, loyalty and smiles! It means so much to everyone. - Wished the new team the best of luck and thanks them for their commitment to the School.
6.	<p>Resignation & election of new committee members Presented by Kat Finley – Co-Secretary</p> <ul style="list-style-type: none"> - Formally acknowledged the resignation of Sophie Lightoller, Jen Brown, Emma Hughes, Louise Henderson and Kat Finley from their positions as Chair, Vice Chair, Treasurer, Co-Secretary and Co-Secretary of Holy Trinity CE Primary School PTA Cuckfield, effective immediately. - Thanked them for their dedication, time, and invaluable contributions to the PTA's work over the past 3 years. Their efforts have greatly contributed to enhancing the education of the children at our school in line with the PTA's purpose and aims. - <p><i>Appointment of New Officers and Trustees:</i></p> <p>In accordance with the PTA's constitution, the appointment of new officers are proposed and we are confident that these individuals will bring their expertise, passion, and commitment to furthering the purposes of the PTA, and we wish them every fortune in</p>

	<p>their endeavours and look forward to working together with them as a team of parents and staff to achieve our goals.</p> <p>Motions</p> <ul style="list-style-type: none"> - Everyone in the room accepts the resignations of Sophie Lightoller, Jen Brown, Emma Hughes, Louise Henderson and Kat Finley.
6.	<p>Resignation & election of new committee members</p> <p>Presented by Kat Finley – Co-Secretary</p> <ul style="list-style-type: none"> - Formally acknowledged the resignation of Sophie Lightoller, Jen Brown, Emma Hughes, Louise Henderson and Kat Finley from their positions as Chair, Vice Chair, Treasurer, Co-Secretary and Co-Secretary of Holy Trinity CE Primary School PTA Cuckfield, effective immediately. - Thanked them for their dedication, time, and invaluable contributions to the PTA's work over the past 3 years. Their efforts have greatly contributed to enhancing the education of the children at our school in line with the PTA's purpose and aims. <p>Appointment of New Officers and Trustees: In accordance with the PTA's constitution, the appointment of new officers are proposed and we are confident that these individuals will bring their expertise, passion, and commitment to furthering the purposes of the PTA, and we wish them every fortune in their endeavours and look forward to working together with them as a team of parents and staff to achieve our goals.</p> <p>Motions</p> <ul style="list-style-type: none"> - Everyone in the room accepts the resignations of Sophie Lightoller, Jen Brown, Emma Hughes, Louise Henderson and Kat Finley. <p>Motion passed. The following are proposed for the appointment of the new officers into the positions</p> <p><u>Chairperson</u> Victoria Asterley as Co</p> <p>seconded by SL Majority voted in. Duly elected.</p> <p><u>Chairperson</u> Megan Hadfield as Co</p> <p>seconded by LH Majority voted in. Duly elected.</p> <p><u>Vice-Chairperson</u> Jennifer Chard as Co-Vice</p> <p>seconded by VA Majority voted in. Duly elected.</p> <p><u>Vice-Chairperson</u> Madeleine Penny as Co</p> <p>seconded by MH Majority voted in. Duly elected.</p> <p><u>Treasurer</u> Susanne Wright as Co</p> <p>seconded by SL Majority voted in. Duly elected.</p> <p><u>Treasurer</u> Nicole Wearing as Co</p> <p>seconded by LH Majority voted in. Duly elected.</p> <p><u>Secretary</u> Kirsty Langley as Co</p> <p>seconded by VA Majority voted in. Duly elected.</p> <p><u>Secretary</u> Natalia Moore as Co</p> <p>seconded by MH Majority voted in. Duly elected.</p> <p>Motion passed.</p> <p>Trustees</p> <ul style="list-style-type: none"> - Kat explained the role of Trustees.

	<ul style="list-style-type: none"> - In accordance with the PTA's constitution, the officers appointed by the previous motion will automatically become Trustees of the PTA. - We then moved on to the resignation, re- appointment of existing trustees and the appointment of new trustees. <p>The current list of PTA Trustees is: Sophie Lightoller, Jennifer Brown, Kat Finley, Emma Hughes, Louise Henderson, Madeleine Penny Laura Bibby, Laura Dunbar, Paolina Hechenleitner, Abi Harley, Lucy Watts, Alice Brown.</p> <p>Resignation confirmed: Laura Dunbar, Kat Finley</p> <p>Remain as Trustees confirmed: Louise Henderson, Alice Brown, Sophie Lightoller, Jen Brown, Emma Hughes, Abi Harley</p> <ul style="list-style-type: none"> - In addition, if any attendee members of this AGM or other members of the PTA absent from this meeting wish to become Trustees, please advise the new Committee. For those that wish to consider the role of Trustee before requesting to join, please read guidance on the Charity Commission website.
7.	AOB
8.	Date of next AGM 20 th January 2026 – 7:30pm - Holy Trinity School & online

PTA FUNDRAISING ACTIVITIES 2024

Not for Profit	Fundraising	Funded Projects
<ul style="list-style-type: none"> • Mother's Day Shopping Event • Easter Trail • Father's Day Shopping Event • Coffee & Cakes - Reception parents welcome morning • Christmas Shopping Day • Second-hand uniform / lost property 'pop up' 	<ul style="list-style-type: none"> • Mayor's Procession – 'Favourite Books' • Cuckfield Bonfire – lunch for volunteers & refreshment/candyfloss stall • Christmas Fair • Christmas card art project • Bags 2 School collections • Cake sales • Cuckoo Fayre (Bottle Tombola) Cancelled but bottles used at Summer Fair • Sports Day 'Coffee Truck' • Non-uniform days • Year 6 fundraiser Fridays • Year 6 Spring Ball • Just Giving • Easy Fundraising • The Colour Run • Clearance Sales • End of term Ice Cream van • Summer Fair 	<ul style="list-style-type: none"> • Year 6 Hoodies • All the resources for the new sensory room and new & replacement resources for the old sensory room. • Opera Brava (the whole school got to enjoy the performance of 'The Lion, The Witch & The Wardrobe') • School Books (Year 3) • Circus in a Day – including a performance and circus skills workshops in the big top • Visit from a Hedgehog Sanctuary (Year 1) • Christmas Pantomime – Cinderella • Summer Fair 'Circus Skills' & performance • Christmas Fair snow machine & Elf entertainer • £750 per year group (£5250 total) wishlist • £3200 forest school (teaching, resources, maintenance • Wooden benches for the whole school • PSHE resources & books

HOLY TRINITY CE PRIMARY SCHOOL PTA

**AUDITED REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

REGISTERED CHARITY NUMBER: 1088779

HOLY TRINITY CE PRIMARY SCHOOL PTA

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HOLY TRINITY CE PRIMARY SCHOOL PTA

CHARITY INFORMATION

BOARD OF TRUSTEES

Sophie Lightoller	Chair
Jen Brown	Co-Vice Chair
Emma Hughes	Treasurer
Alice Brown	Treasurer
Kat Finlay	Co-Secretary
Louise Henderson	Co-Secretary

ADDRESS

Glebe Road
Cuckfield
Haywards Heath
West Sussex
RH17 5BE

CHARITY COMMISSION NUMBER 1088779

INDEPENDENT EXAMINER

Nicola Easthope

BANKERS

Barclays Bank Plc
The Old Bank, High Street, Lewes BN7 2JP

Lloyds Bank
99/101 South Road, Haywards Heath, RH16 4ND

HOLY TRINITY CE PRIMARY SCHOOL PTA

REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2024

The Board of Trustees present their report and the financial statements for the year ended 31 August 2024.

OBJECTIVES AND ACTIVITIES

The objectives of the PTA are to advance the education of pupils in the school by:

- 1 Developing effective relationships between the staff, parents and others associated with the school;
- 2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

ACHIEVEMENTS AND PERFORMANCE

In the year ended 31 August 2024 £33,505 of income was raised of which £27,158 was used to fund purchases and projects in the affiliated school. The most financially significant of these purchases were essential classroom equipment i.e. books, sandpit etc, 2 forest school sessions per year group and a third member of staff being trained in forest school, stationary, activities and treats for the children. As at the year ended 31 August 2024 the Charity had a healthy cash balance of £52,669 in anticipation of pre-allocated funding for the following financial year and long-term funding requirements including the School's 5 year rolling IT budget and outdoor equipment.

FINANCIAL REVIEW

The Charity's financial statements are set out in page 5

STRUCTURE, GOVERNANCE AND MANAGEMENT

Holy Trinity CE Primary School PTA is a charity registered with the Charity Commission for England and Wales.

The Charity is governed by its constitution, the current version of which was adopted on 4 November 2008 and amended on 15th September 2009.

The PTA members elect the Trustees at the Annual General Meeting.

Meetings of the PTA take place at least three times a year.

The Treasurer is required to prepare financial statements annually to select suitable accounting policies and apply them consistently as well as making judgements and estimates that are reasonable and prudent.

REFERENCE AND ADMINISTRATIVE DETAILS

Name of Charity: Holy Trinity CE Primary School PTA

Registered charity number: 1088779

Address of principal office:

Holy Trinity C of E Primary School, Glebe Rd, Cuckfield, Haywards Heath RH17 5BE.

Approved by the Council Members and signed on their behalf by:

Sophie Lightoller - Chair

Dated:




**HOLY TRINITY CE PRIMARY SCHOOL PTA
STATEMENT OF FINANCIAL POSITION
AT 31 AUGUST 2024**

£	Note	2024 £	2023 £
CURRENT ASSETS			
Debtors and prepayments		-	-
Cash at bank and in hand		52,669	46,322
		<u>52,669</u>	<u>46,322</u>
CURRENT LIABILITIES			
Creditors: amounts falling due within one year		-	-
NET ASSETS		<u>52,669</u>	<u>46,322</u>
FUNDS OF THE CHARITY			
Unrestricted Funds		12,669	12,322
Designated Funds		40,000	34,000
		<u>52,669</u>	<u>46,322</u>
Approved by the Board of Trustees on and signed on its behalf by:			

Sophie Lightoller - Chair

Dated:



Independent Examiners Report

Year Ending 31 August 2024

Holy Trinity CE Primary School PTA (the “Charity”)

1. Executive Summary and Objectives

This independent examination was requested by the PTA and trustees of Holy Trinity CE Primary School PTA, so that all related parties can be assured that the Charity is acting on the best interests of the school and that financial records are being kept accurately and up to date.

I can confirm that I am undertaking these checks as an independent examiner. I am not linked or involved with the school in any way and therefore could not influence nor benefit from the Charity.

This is for the period 01/09/2023 to 31/08/2024

I will be reviewing the financial accounts held by the PTA and trustees, looking for accuracy, efficiency and making sure that transactions are accounted for correctly with supporting documents.

Methodology:

- Review undertaken of process and procedures, bank statements, receipts and financial reporting
 - Sampling of Bank statements and transactions
 - Checks between financial reports and statements
-

Findings and Recommendations

- I can see that recommendations from last years examination have been taken into account (such as the net profitability for each event etc). All these make reviewing the financials much easier with clearer visibility.
- **Petty Cash** – This remains at the same value as last year and still higher than normal for a ‘petty cash’ pot. While dealing with cash and banking is not as easy as it used to be (bank closures), it might be worth considering not having such a large amount held on site.

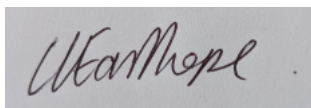
- **Supporting Documents/Receipts** – You were able to provide everything requested and have a clear way of logging and approving receipts and payments. To make sure records are always saved and available to all trustees (any new trustees that might change year on year) it might be worth saving everything to a local file or workbook. Always having these documents is required and IF anything were to happen, there will be access for all trustees for previous years.
 - **Budgeting** – Budgeting is always a good way to work out your financials for the year, quarter or just each event. Knowing what you have available, what you spent on last years events and how much you want or need to make, can be a good start to getting the best profitability.

Budgeting can also benefit your bank balance with bank interest. If you know a large amount of funds will not be required for a term/year, it could be worth moving this in and out of higher interest accounts to get the most out of your money.
 - **Financial Controls** – You provided a detailed explanation of some of your accounting procedures for making payments and collecting cash. Although not a requirement or essential part of any Accounts file, it could be worth adding these to the end of your spreadsheet for future examiners or trustees.
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4. Conclusion / Examiners Statement

I have completed my examination. Based on the procedural explanations and evidence obtained, I can confirm that I have no areas of concern and that adequate process' and controls are in place to enable a clear understanding of the accounts.

Signed:



Name: Nicola Easthope

Finance Assistant/Management Accountant – qualified through experience (15 yrs)

Address: 25 Chestnut Road, Ashford, Surrey, TW15 1DD

Date: 18th June 2025