



AGM & COMMITTEE MEETING – 11 November 2025

Chair: Russ Moore (incoming Chair)

Attendees: Chris Hillman (outgoing EPA Chair), Scott Foster (EPA Treasurer), Charlotte Welland (EPA Secretary), Sian Baker (EPA Year Rep Coordinator), Suzie Butcher (EPA Shop Coordinator), Claire Brighton (Bursar), Sheina Wright (Head of Prep), Pippa Gilbey (Year 11 rep) and Claire Godfrey-Bellis (Year 4 rep)

Apologies: Cliff Canning (Headmaster), Leah Goodey (Deputy Head Pastoral), Kelly Reid (EPA Event Coordinator), Carlina (Year 8 rep), Michelle (Year 6 rep) and Ama (Reception rep)


AGM Minutes

		Action points	Lead
1.	Welcome, Introductions & Apologies		
2.	Chair's Annual Report Chris Hillman is stepping down as Chair as of this meeting. He thanked the Committee, school and parent volunteers for all their support. The school, parents and EPA Committee members would like to say a huge thank you to Chris for his leadership during his tenure and the resulting progress made by the EPA. See Appendix I for Chair's Report.		
3.	Election of Committee Members Russ Moore was voted in as Chair and will become a trustee of the EPA. Scott Foster remains Treasurer, Charlotte Welland as Secretary, Sian Baker as Year Rep Coordinator and Suzie Butcher as Shop Coordinator.	All documents uploaded to the Charity Commission's website.	CH
4.	Treasurer's Report – 2024/5 Accounts £44,500 in account at present. After Prep play structure paid, balanced will be approx. £20,000. For the year running from July 2024 to July 2025, net profits for key activities: Uniform Shop - £8,668 Fireworks - £4,275 Christmas Fair - £2,168 Losses include Burns Night refunds and to payment for band. Net profit - £13,722 (consistent with previous years). Funding requests fulfilled: cricket bowling machines, microphones and Easter eggs. Financially, the EPA is in a strong position for this year.		

5.	<p>Shop Coordinator's Report</p> <p>A big thank you to the shop volunteer team.</p> <p>The Prep School pop-up shop last term was very successful and another pop-up shop is planned w/c 17 November.</p> <p>The shop took £4,800 over two days during the Summer holidays.</p> <p>This term, the shop has taken just under £5,000 and paid out £4,000 to parents for items donated. Lots of items handed in since Summer and still being sorted to sell.</p> <p>Two people have stepped down shop volunteers, so the EPA is looking for additional volunteers to join the team.</p>	EPA reps to send a request for volunteers to parents.	SB
6.	<p>Parent Rep Coordinator's Report</p> <p>Thank you to all the reps – some new for this year but many have stayed on in their roles.</p> <p>Sian has been approached by a range of parents who would like to be involved in the EPA in some capacity.</p> <p>Relationships between Prep teachers and reps has been beneficial with reps helping with additional reminders following school communications e.g. don't forget wellies for a school trip.</p> <p>An extended thanks to the volunteers who supported Fireworks.</p>		
7.	<p>Questions & Challenges</p> <p>No questions and challenges raised.</p>		

Committee Minutes

		Action points	Lead
1.	<p>Fireworks Update</p> <p>Another fantastic event. Thanks to the school and the EPA Committee and parent volunteers. The Maintenance Team were highly praised.</p> <p>Fireworks figures are being finalised.</p>		
2.	<p>Christmas Fair – Friday 28 November</p> <p>Sian Baker leading with Kelly Read. Fair will run from 11am to 4:30pm.</p> <p>Lots of requests for stalls received - currently requests are on hold while we work out the number of stalls we can accommodate. The Embley Library is still under development but there may be a way of using this space. The alternative is using the Chapel, with stalls along the gravel/edge of Headmaster's Lawn. Questions were raised about the student toilets in the Chapel. Food will be the same as previous years.</p> <p>Arrange communications to parents asking for items for hampers for raffle prizes.</p>	<p>School to look into options for Chapel student toilets during the Christmas Fair.</p> <p>EPA to review communication</p>	<p>CW/LG</p> <p>SG/CW</p>

		from last year and school to send to Prep parents.	
3.	<p>Other events</p> <p><u>Prep play equipment</u> Sheina Gibb said how much the children are enjoying the new play structure which was built over October half term, and school shared some photos of the structure.</p> <p>Agreed to aim for an official launch event in Spring. School to consider launch dates – possibly involving a family picnic or colour run.</p>  <p><u>Saturday Easter Egg hunt</u> Another idea was proposed for a family Easter Egg hunt. To be discussed further at the next Committee meeting.</p>	School to consider launch event dates.	SG/CW
4.	<p>Funding requests</p> <p>The EPA continue to encourage funding requests from across the community. The EPA would love to see five to six funding requests per meeting.</p> <p>The EPA confirmed it is happy to receive funding requests between formal EPA Committee meetings. If EPA funding requests could be submitted to the EPA before Monday 1 December then these requests will be considered and decisions made before Christmas.</p>	Communicate funding request submission deadline and coordinate requests.	CW/LG
5.	<p>Date of Next Meeting TBC</p>	Review possible dates and communicate to Committee.	CW

EPA Chair Report 24-25

This has been another progressive year for the EPA, where we have maintained a strong stream of income from several sources especially the Fireworks Night, Christmas Fair and the Uniform Shop. This has allowed us to dedicate more funds to some fulfilling requests including a playground for prep school.

There continues to be challenges ensuring parent engagement with EPA events, most likely related to the wide catchment area of the school. Focusing on family - centred events rather than parent - focused events would be the most likely means to maintain engagement. The Burn's night was unfortunately cancelled, but all the other events had strong levels of engagement.

After two years of being the Chair of the EPA, I am standing down at the Autumn AGM. The pressures of a busy operationally focused military role, and my approaching deployment to Germany has resulted in not being able to dedicate as much time as I wish I could.

I must thank the members of the EPA committee from the bottom of my heart for all their support and help over the last few years. As a group I am proud we have reinvigorated the EPA, built strong relationships with the school and most importantly funded multiple requests for the pupils at the school. These requests have helped improve the student's experience and made a positive impact upon the children. Watching the school's drama production of Guys and Dolls was a particular highlight, where the microphones we funded helped to deliver an amazing performance.

I wish the incoming Chair all the best for the future.

C M HILLMAN

ending 5 July 2025

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