



AGM Minutes

AGM, Thursday 18th Sept 2025, 7.30pm, Southover School

1. Welcome & Apologies

Attendees: Carolyn Sparks, Noel Fadden (Head), Zoe Short (Deputy Head), Hannah Fielding, Kate Land, Richard Horton, Amy Egan, Alex Moisieiev, Jo Carter

Apologies: Laura Tulloch, Shelley Motley

Carolyn welcomed everyone to the meeting, and gave an introduction to the Southover PTA; what it does and how it does it. The aim of Southover PTA is to enhance the learning environment for the pupils of the school, through fundraising and community events.

2. Approval of minutes from last AGM and the last Friends' meeting

Carolyn approved the minutes from the last meeting and the last AGM. No items were noted for further action.

3. Annual reports

a. Head's Report

Mr Fadden said he felt that the school benefitted greatly from the work of the PTA. As well as the fundraising side, he thought the "fun raising" side had a very positive impact on the parent community. The PTA created events that people wanted to come to, and it was nice to see parents socialising at the discos and fairs.

The funds mean the school can stretch beyond their budget, and satisfy teacher requests which they couldn't otherwise. These requests go towards supporting vibrant learning and exciting lessons.

What the PTA does is beneficial, essential and very welcome. Pre-loved was an essential service many find useful, while Frozen Fridays were simple but effective. He thanked the PTA committee and all the volunteers. He and Ms Short are pleased to support the PTA.

b. Chair's Report

Here is Carolyn's report in full:

"This past year has actually been really successful for the PTA financially and building the school community wise. Our keystone events – the fairs, discos, Christmas design project, and pre-loved sales – once again provided us with a strong financial foundation. Alongside these, we added extra sparkle with our "fun for fun(d)'s sake" events such as Family Games Night, Christmas Jumper and cake sales, and Frozen Fridays. These not only boosted our fundraising but also strengthened our sense of community and connection across the school.

We also had the added bonus, whilst been swallowed up by pool replacement parts, of the Netflix employee match funding from a parent who has now unfortunately moved on.

I would like to say what a privilege it has been to serve my first year as Chair. When I took on the role, I'll admit I was a little unsure – it's been shared by two people for so long, and I've always thought of myself more as the "monkey" than the "organ grinder"! But stepping outside my comfort zone has been rewarding, and I'm so glad I did, but not sure I'll ever take to public speaking! Thanks to the support of such an amazing team, the last academic year has whilst at times a little overwhelming as I found my feel enjoyable, and full of laughter.

*Our **class reps** in particular have been brilliant – supportive of each other, and the WhatsApp group often hilariously funny.*

*A special thank you goes to **Freya**, who has worked wonders as Christmas Grotto organiser. With her daughter moving on, this will be her last year, and we are so grateful for everything she has done and how beautiful she makes everything look.*

*Huge thanks also to **Katy, Marissa, and Helen** for bringing extra zing to our much-loved Summer Fair. I've helped at every fair since 2017, and I can honestly say I've never seen a set-up and pack-down run as smoothly as this year's – it was a triumph of teamwork.*

*Another thank you to **Annie & Leela** on Preloved who are now my little team on preloved ensuring this year we made a whopping £1058 for the school and recycled all that uniform.*

To the core team:

***Kate** – I'm sad (though happy for you!) that you are stepping down as Secretary. You have brought clarity, structure, and humour to the role, and your thoughtful handover will make life so much easier for your successor.*

***Hannah** – Congratulations on completing your first year as Treasurer! You inherited a challenge, at times this year I know you felt like you were wading through mud, but you've worked tirelessly to start to bring real clarity to our finances.*

*I also want to thank **Mrs Short**, our teacher liaison, for bridging the gap between staff and PTA. Please keep asking big things of us – we love ambitious projects and want to see every penny of our healthy balance put to good use this year.*

*And of course, a heartfelt thank you to **all the parent volunteers** who quietly step in whenever needed. You are the lifeblood of the PTA, and we couldn't do it without you.*

This year we didn't have a major school funding project, but we fulfilled every teacher's wish list request – and that is no small thing. Hannah will shortly share the details of how much we raised and how it has been spent, and we'll also share that fundraising and expenditure sheet with all parents via the newsletter.

*Looking ahead, the future feels exciting. We're ready to rise to new challenges, fulfil wish lists, and hopefully tackle some bigger projects too. Personally, I'm eager to explore new ways of enriching the children's school experience. One highlight already booked is a special visit from **Zack George – "Steel" from Gladiators – in February 2026**. He'll lead an inspiring*

assembly on confidence, resilience, health, and will highlight to the children what makes each of us unique. I believe this will be a truly memorable experience for the whole school.

Lastly, I want to say another thank you and goodbye to Kate who is stepping down this year. Kate, you have honestly revolutionised the secretary's role. You are efficient, approachable, you work fast when we, or the school office, needs information, and you do it all with the best sense of humor and an impressive never-ending thirst for alcohol at all meetings and events! You will be handing over the secretary role in such a healthy place and we are all so grateful for the work you have put in to improving the admin processes of this charity. I know your connection with the school runs deep, and as an ex-student and soon to be ex secretary to Southover School. I just wanted to say 'The Girl Done Good!'

Please accept this gift from us to thank you for the years you have volunteered in this role."

Carolyn then presented Kate with a gift on behalf of the PTA. Kate said she had enjoyed her role, and it had been inspiring to work with Carolyn and the team and to see what a small dedicated group could achieve.

c. Treasurer's Report – see attached

Hannah presented her report, and highlighted the proceed from hat sales, recycling, and regular donations. The balance of the PTA account was healthy, at over £40k, albeit there had been a lot of "one off" swimming pool costs this year that had taken a large dent out of the swimming pool fund. Pool this year had required a dosing machine and a new pump. These sort of costs were only expected once in a while, but it had made a large contribution to the outgoing total.

We discussed the updated totals, and noted that the Netflix income should be treated as a one off. This left funds raised at around ~£15k which was in line with previous years. Recycling down a bit as Astra are now paying less per kg. Pool donations were actually up, even though suggested donation had decreased, so it was agreed that it had been a good decision to reduce the suggested donation this year.

There was a discussion about the challenges of knowing how much the pool cost each year, as utility bills came in much later and there were sporadic large costs. Also discussed the long-term plan for upgrading the pool, with solar panels, plumbing for a toilet, an awning for shade, and new changing rooms. Jo Carter talked about Eco grants that might be available, and other options like heat pumps if solar panels were not possible. With a toilet, and possibly a classroom at the site, the space could be used a lot more – for lunch club, etc. Mr Fadden said the field could be rented out if there was a toilet. Carolyn said a lot of work was needed to come up with a detailed achievable plan, before one could bring in external providers to quote. It was too speculative at the moment, and it was hard to find the time, while also chair. There were challenges with the land and permissions, requiring conversations with the nursery and church. Jo Carter expressed interest in forming/joining a pool upgrade team.

4. Election of PTA Committee officers, and Trustees

The PTA Committee are trustees of the charity, and have control of the association, its property, and funds. Committee members/trustees need to be elected at the AGM, and will hold office to the next AGM.

Short statements about each applicant were circulated, and Richard Horton, as a new committee member, read out his statement and talked about his background and motivation in applying for the secretary role. He has a lot of experience as a volunteer and fundraiser, and is particularly interested in eye health, literacy and reading, dyslexia, and girls football. He also wanted to encourage more dads to be involved with the PTA.

It was unanimously agreed, by all those present, that the following people are elected to the PTA committee and are trustees of the charity for 2024/25:

Chair: Carolyn Sparks

Treasurer: Hannah Fielding

Secretary: Richard Horton

**** Kate: Update the Charity Commission with new committee, and handover to Richard ****

- **Supporting Roles and Class Reps**

We briefly reviewed the list of active volunteers we have, including the Class Reps. We noted two vacancies:

- Father Christmas Grotto rep.
- Gazebo rep/team.

**** Richard: Ask around for a Gazebo head lead ****

5. Agree Event Dates for the Diary

The following dates were agreed:

What	When	Notes
Term 1		
Book Sale	Friday 19 th September 2025	
Reception Phonics morning	Friday 3 rd October 2025	Carolyn to serve tea, introduce PTA
Pre-loved	Thursday 16 th October 2025	Note same day as below
Heritage Day	Thursday 16 th October 2025	With Diversity Council (UN World Food Day)
Goodies & Ghouls Disco	Friday 17 th October 2025	Ed to DJ
Term 2		
Christmas Jumper Sale	Thursday 27 th November 2025	
Christmas Fair	Friday 5 th December 2025	
Pre-loved	Thursday 18 th December 2025	

Term 3		
Family Fun Night	Friday 23 rd January 2026	See notes.
Steel Gladiators Visit	Monday 9 th February 2026	
Pre-loved	Thursday 12 th February 2026	
Term 4		
Glow Disco	Friday 20 th March 2026	
Pre-loved	Thursday 26 th March 2026	
Term 5		
Laser Tag/Bouncy Day	Saturday 18 th April	New event. See notes.
Pre-loved	Thursday 21 st May 2026	
Term 6		
Frozen Fridays	All Fridays Term 6	
Summer Fair	Saturday 20 th June 2026	Avoid Sussex Day (16 th June) and local festivals.

Briefly discussed the plan for Heritage Day – parents to let Ms Short know if they want a table. Bring world food to share, one table each, snacky finger food, and no hot plates would be needed. PTA to help with tables. Jo Carter said she could bring suitable bunting. Laura Tulloch to be involved, to promote her school recipe book, and gather recipes from families.

Also discussed the Halloween disco. This year it will be ONE disco, slightly longer, 6pm – 7.30pm. And Ed will DJ with friends. Carolyn will bring back the fancy dress competition.

Also discussed Family Fun Night, and what form that will take this year. Possibly hire Preacher (the usual DJ) who does entertaining games. With food. In hall.

We also discussed having an event in April, using the Laser Tag item that had to be cancelled at the summer fair. Carolyn didn't want to risk it being too hot again. We've had to cancel the large item at the last two fairs. Talked about having an afternoon on the field with Laser Tag and bouncy castles, on a Sat in April. People to pre-book a slot. Often no event that half term, so good to add something into the calendar that wasn't too complicated.

Carolyn said she was keen to find new ideas for events. Also might bring back the tea-towels. Discussed the option of pre-ordering, so not to have to buy stock that isn't sold (which has happened before). A mum was researching tea-towel options.

**** Kate: Share dates with Patina – find out if they will do cake sales at pre-loved and popcorn at discos ****

**** Richard: Ask the Office/Jo Roadway to add these to the school calendar ****

7. Teacher Requests

- **Small world construction toys (R/KS1)**

PTA approved a cost of £340 for more cars, babies, etc. for R/KS1

- **Digital visualisers (KS2)**

These are portable camera-like devices that can be used to show samples of work, etc. on the white board in the class rooms. 6 requested for KS2. PTA approved a cost of £300.

- **Photographic equipments (Y5/6)**

The students would like one high-quality camera or 3 simpler cameras (not sure yet) in order to do photography, record events, snap their work, etc. PTA approved a cost of £150 for camera(s).

- **Playground equipment (Y3/4)**

These classes would like some fun playground equipment, that they look after in their class (is not left out). PTA approved £100 for this.

Jo Carter asked about other ways the PTA funds could be spent, for example supporting Forest School. Mr Fadden said Forest School was currently funded by parent donations and school budget, but that at some point they might need to ask for PTA help.

Discussed upcoming book sale, and if the books could be used for the Father Christmas gifts but agreed it was best those were bought new/consistent sizes.

8. Next PTA Meeting

Next meeting will be: **Tuesday 11th November, 2pm, at school**

But the day/time/location to vary over the year.

9. AOB

We discussed the challenges of managing the PTA accounts, with a lot of incoming and outgoing items, from a wide range of sources. And the time required to log everything, and manage all invoices, receipts. Also noted our responsibility to have the accounts professionally audited and managed, particularly as the balance sheet had grown. It was agreed in principle that the PTA would allocate some funds to employing professional accounting services, at least once a year to audit the accounts. Hannah to investigate options.



24/25 Treasurers Report

This has been a huge fundraising year for Southover. With it being our new teams first year we have done so well. Our main events were very successful and the top up events throughout the year proving popular as well. We have had the great addition of Southover hats for sale this year and also our new bar and chef team making each event more successful.

We've had the great top ups of Astra recycling and Just giving helping us along the way which has meant we were able to really support the school with the Swimming pool this year. The pool has had to have a fair few amount of new equipment to keep it running this year which has not been cheap but luckily with our previous pool donations we have been able to support it and keep it open this year for the children.

Huge thanks as well to all parents who donate on a regular basis, we have raised £635 this year just from parents giving a little each month.

Total Raised – 10,014.85

Total - £25,339.73

Main Events Income:

Spent:

Summer Fayre - £3347.57

Swimming Pool - £ 17,330.71

Christmas Fayre - £2655.56

Playground equipment – 2277.82

Glow Disco - £1156.05

Art Week - £1000

Bank Account Totals:

Current Account: £42,051.36

Swimming Pool Reserve: £11,189.03

Totals for AGM 2025

(yellow items updated since Treasurers report written)

Income:

Employer Matched Giving (Netflix) – £14,020.77 (5054.25 Jan, 8966.52 Sept)

Glow Disco - £1,156.05

Family Quiz Night – £463.80

Halloween Disco – £1,578.30

Christmas Fayre – £2,655.56

Summer Fayre - £3,347.57

Frozen Fridays - £560

Regular Giving - £635

Xmas Design Project - £552

Preloved – £1,058.70

Clothes Bank - £241 (69.40 Nov, 85.00 Feb, 45.90 May, 40.70 July)

Hats - £558.27

Cake Sale - £350

Vinted - £99.50

Easy - £108.13

Pool Donations – £2,250.28 (835.28 additional, 1415 standard)

Total Raised – £29,634.93

Spent:

Books - £400

Lolly Stick Teachers – £123.44

Kitchens - £519.95

Oven Trolley - £800

Pool costs - £17,330.71

Art week - £1,000

Electric for pool - £2,861.25

Magic Show - £150

Playground equipment - £2,277.82

Hat Stock – £1,160.91

Total - £26,624.08