



# SPRINGHILL PARENTS' ASSOCIATION

## MEETING MINUTES

<b>DATE</b>	01/05/2025	<b>TIME</b>	7:00pm Online
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ATTENDANCE			
Chair: Rosie Malhao (RM)	Joint Chair: Bella Crawford (BC)	Treasurer: Caroline Mariner (CM)	Shadow Treasurer: Edward Szram (ES)
Secretary: Edith Ugwumba (EU)	Vavi Filonenko	Anna Niedziela	Maria Muskus Pirrone
Chris Onyenekwe	Clare Synnock-White	Sonia H	

<b>ITEM</b>	<b>PA Termly Meeting - Summer Term, online</b>
<b>POI/AGENDA</b>	
<ul style="list-style-type: none"><li>• Welcome RM welcomed all and everyone introduced themselves</li><li>• Housekeeping and Apologies for absence Attendance taken by EU, 11 in attendance and no apologies.</li><li>• Minutes and actions of last meeting on 23rd Jan 2025 Minutes presented by EU and adopted by all. Eight actions from the last meeting (05/01/2025) completed and four actions remain ongoing from the same meeting.</li><li>• Finance update for the Spring Term events CM gave a year-to-date financial update on fundraising events, as shown in the chart below. The charity bank account was about 8.5K GBP at the start of school year and is now about 22.4K. No donations have been made to school in this school year and CM said there was a need to agree on how to donate monies raised to school.</li><li>• Parent Carer Survey results RM presented survey results. See results in appendix. Suggestions to change the next meeting time/date were proposed. It was agreed to consider new meeting times in the coming school year.</li><li>• Overview of upcoming events Uniform donation days (FS/Y1) (8th &amp; 9th May) - Maria and vavi volunteered to assist with uniform collection on these dates. PA Non-uniform day for Tombola donations (22nd May) - planned for collection of donations for the summer festival tombola. Summer Festival set up (Fri 13th June, between 15:30 - 17:00) - Volunteers are needed to help set up e.g. put up marquees, gazebos, stalls, banners, bouncy castles, decorations etc. Summer Festival (Sat 14th June, between 09:30 -16:00) - RM gave an overview of the summer festival - This is the biggest event of the school year and all our kids look forward to it. There will be BBQ, refreshments, Bouncy castle, games, Grand raffle, Tombola, face painting, DJ and entertainment and external vendors. This event wont go ahead without support, we need at least 40+ helpers to run a stall and help clear up after the event.</li></ul>	

New Parent 2025 cohort (Thurs 26th June) - Maria and Anna volunteered to help out during this meeting, with Rosie, Ed and Caroline. Caroline and Ed will design and print flyers advertising ways to support fundraising for the PA for distribution at new parent's meeting (particularly lottery and stikins)

School Uniform sale (4th July) - BC will be organising the final pre-loved uniform sale of the year, ready for kids returning in the next school year.

- Any other business
- 1) Maria suggested personalising the PA through a weekly 'get to know your PA' poster, looking to start in September 2025 to engage with new parents.
- 2) Next year committee members nominations  
RM confirmed that she will step down as Chair from July 2025. Charity commission, website, school website will all need updating.

Charity job descriptions for each of the committee roles need more publicity. Facebook as downloadable files from June/July. Wanted posters could be used to promote these roles.

- 3) AGM in October 2025. Action to update constitution at AGM. Advance notice needs to be given to members ahead of the meeting. New member constitution and declaration forms will be needed to be signed.

Meeting ended at 08:05.

Date and time for next meeting - TBC

ACTIONS	OWNER
<b>Fundraiser for Log cabin:</b> BC to work on grant applications and fundraising	BC
<b>Fundraiser for Log cabin:</b> ES to discuss with Catherine (at school) on coordination of installation on school site	ES
<b>AoB from last meeting:</b> Approach Leaders's real estate for sponsorship for upcoming events	ES
<b>AoB from last meeting:</b> Sell rucksacks to raise funds for PA	ES
<b>New Parent 2025 cohort:</b> Design and print flyers advertising ways to support fundraising for the PA for distribution at new parent's meeting (particularly lottery and stikins)	CM and ES
<b>Meeting Time:</b> Consider changing the day and time of future PA meetings as per feedback in carer parent	RM
<b>AoB:</b> Discussion on PA exposure - personalise the PA core team to parents/carers on a weekly/monthly basis	Maria
<b>AoB:</b> Proofreading and advertise job roles for committee members for next year (Wanted Poster)	RM
<b>AoB:</b> Update charity commission website with new chair details	Chair
<b>AoB:</b> Update charity website, school website with new chair details	Secretary
<b>AoB:</b> Advance notice needs to be given to members ahead of the AGM meeting. New member constitution and declaration forms will be needed to be signed and logged.	Secretary



Springhill Parents and Friends Association,  
Charity number 1147247.



**THANK YOU**  
for your  
support in  
2024 - 2025

All funds raised go towards supporting educational activities and resources, and building effective relationships between staff, parents and local school community.