



SPRINGHILL PARENTS ASSOCIATION

AGM MEETING NOTES

DATE	1st October 2025	TIME	7:30pm
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ATTENDANCE		
Bella Crawford (BC) - Deputy Chair	Caroline Mariner (CM) - Treasurer	13 parents in attendance

ITEM	Welcome and Apologies for Absences
BC welcomed everyone and noted the absence of Edith Ugwumba (Secretary) and Roxy Ashworth (Headteacher), who both had given their apologies in advance of the meeting.	

ITEM	Minutes and actions of the last meeting
<ul style="list-style-type: none">Minutes of the last meeting was adopted by all presentThere were no matters arising	

ITEM	Chairperson's Report 24-25
<p>BC gave an overview of the association and its governing roles - chair, deputy chair, treasurer and secretary as well as committee members, highlighting the main goal to raise funds for the school.</p> <p>The core team of Rosie Malhao, Bella Crawford, Caroline Mariner and Edith Ugwumba were the registered committee for 2024-2025.</p> <p>There were over 14 events in the year; biggest fundraisers were the Christmas hamper, Christmas market and uniform sales. We also trialled a new Christmas event, Elfridges which opened up volunteering opportunities to parents who can't help us during the day.</p> <p>The association also successfully applied for a £10,000 grant from Nationwide, through Ed Szram, who is an employee there, to purchase play equipment intended for especial use by SEN children at the school.</p> <p>The main challenges in the past year were volunteer numbers for some of the events and the split focus of the committee needing to both govern while arranging events. BC noted to the meeting that the current committee all work full-time.</p> <p>The strategy moving on, is to involve more volunteers, asked people to shadow event organizers for future proofing and knowledge sharing. Also to fully utilise available tools and resources like the association's WhatsApp community, Google workspaces and Facebook. It was noted that increasing parent involvement through representatives on class WhatsApp groups would be beneficial too.</p> <p>The plan of events for the new year was presented and event owners/organisers gave an overview of the events as per schedule below.</p>	

ITEM	Treasurer's Report 24-25
<p>CM presented the financial report for the year.</p> <p>2024-2025 was a really positive year in terms of fundraising and we currently hold a balance of over £29,000.</p> <p>CM confirmed that the school can make spending requests, we decide if these requests are approved.</p> <p>The Treasurer's report was adopted by all present.</p> <p>CM talked to the meeting about new funding streams that were being used - passive income in terms of little input from us but resulting in a net gain as well as child enrichment. She highlighted in particular the 'No cold child' campaign, run by Fat Face, which provided low-income families with warm coats for school.</p> <p>A discussion was held about future sponsorship arrangements, following our relationship with Goadsby estate agents. The meeting did not reach a consensus about how to proceed with relationships regarding advertising private businesses.</p> <p>Future investment opportunity was to spend on better storage for donated uniforms and stop them going musty. The meeting agreed to progress the plan for a uniform shed. BC stated that she would liaise with the school to get this project started. The association will be funding this work, which will give us a space to hold events as well as better store the school uniform - a priority given increasingly squeezed household budgets.</p> <p>Everyone was encouraged to check with their employers and friends for opportunities to get matched fundraising, corporate grants, volunteering hours, and sponsorship from their employer.</p> <p>The headteacher was not present to offer ideas for future fundraising causes, although it was noted that a request had been made by email shortly before the meeting which included outdoor tools, a hut, den building equipment and picnic tables, recognising that many children at the school live in flats with limited access to outside play space. CM suggested the committee come together to convene a decision making process so that decisions were made in line with our governance processes and priorities. In 2024-2025 we funded updates to the forest area of the school which have been well received.</p>	

ITEM	Head Teacher's remarks
<p>Mrs Ashworth was not available for the meeting.</p>	

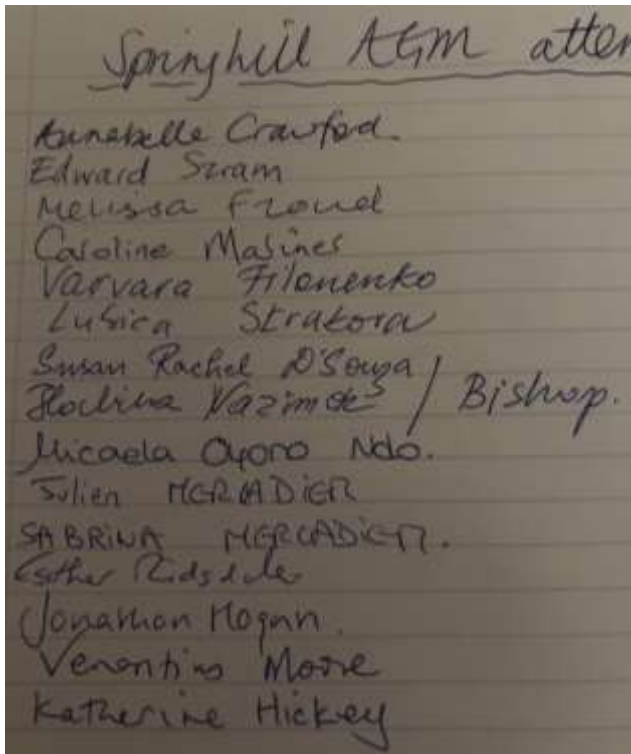
ITEM	Election of Officers and Trustees to the Committee
<p>4 positions were up for election within the Association – the chair, co-chair, treasurer and secretary</p> <p>Chair - Ed Szram proposed himself, and was seconded by Bella Crawford Deputy chair - Mel Froud proposed herself, seconded by Caroline Mariner. Secretary - Bella Crawford proposed Edith Ugwumba seconded by Caroline Mariner Treasurer - Caroline Mariner proposed herself, seconded by Bella Crawford.</p> <p>Other association roles: Bella Crawford volunteered to help with marketing and comms. Micaela Oyono Ndo said she could help. Ed Szram volunteered to continue looking at sponsorship opportunities. Sabrina Mercadier volunteered as events co-ordinator</p>	

ITEM	Special business
<p>Adoption of new constitution</p> <p>The meeting voted in favour of adopting the new constitution and it was signed by Bella Crawford in her capacity as deputy chair and chair of the meeting. It was an update of our earlier constitution of 2011, which now gives us permission to hold meetings via video call and is regarded as best practice.</p> <p>BC confirmed she would speak to the outgoing chair to update the charity commission with the changes.</p>	

ITEM	AOB
<p>ES raised the suggestion that the school and the PA make use of LinkedIn pages and Facebook groups to encourage alumni sponsorship, volunteering and fundraising - the meeting agreed it was worth exploring.</p> <p>ES suggested that the charity would need to do a further registration to get Gift Aid for donations - the meeting approved this as an idea to explore.</p> <p>BC raised the possibility of highlighting again the option to set up a standing order for those who are unable to volunteer their time.</p>	

ITEM	Dates for future meeting
<ul style="list-style-type: none"> • TBC 	

APPENDIX 1 - PARENT/CARER ATTENDANCE



Join our Facebook group: 'Springhill Catholic Primary School Parents' Association'



Springhill PA provides both social and fundraising activities. All parents and carers are welcome to join in. Please email us at springhillpa@gmail.com to join the mailing list. We'd welcome any suggestions or comments to the same email address –we also love to hear from volunteers ready to help us in upcoming fundraising events!