

**Harpenden Academy  
Friends of Harpenden Academy  
Registered Charity No. 1159562**

**ANNUAL GENERAL MEETING**

**18th October 2022  
Held via Zoom at 8:30pm**

**AGENDA**

**Ordinary Business**

**Attendees:**

Shavalyea Gilbert – Co Chair  
Jackie Clode Dickens – Co Chair  
Kirsty Hollywood – Sub secretary  
Aubrey Caulfield – Sub treasurer  
Erin Curnow – Deputy Head & Year 3 teacher  
Vimesh Gandhi  
Jane Cziborra  
Lola Conrich  
Nazia Khan-Rokaddia  
Katie Ellis  
Nicola McGeown  
Sarah Elderton  
Amir Ahmed-Badi  
Adam Badi

**Apologies**

Sophie Acton  
Annie Wilkinson-Rooney  
Sital Kajee  
Emma Hawke

NB: Apologies if any name spelled incorrectly

**Approval of previous minutes from OCT 21**

- Proposed by Aubrey
- Seconded by Kirsty
- Motion carried

**Chairs report 2021/22**

<https://static1.squarespace.com/static/5f64b54ace6e39523e518d96/t/634ef250cb06885285ac6134/1666118226009/21-22+Chairs+Report+FoHA.pdf>

## **PURPOSE**

To develop effective relationships between staff, parents, others associated with the School and wider community in order to engage with activities, and provide facilities/equipment which support the School and advance the education of the pupils.

The FoHA Core Committee comprises 6 roles:

Chair(s): Jackie Clode-Dickens & Shavalyea Gilbert

Secretary: Rebecca Cracknell

Sub-Secretary: Kirsty Hollywood

Treasurer: Emma Hawke

Sub-Treasurer: Aubrey Caufield

Event Managers: Joanna Deegan, Katharine Haines & Nicola McGeown

Our Charity Registration Number is 1159562 and the trustees registered with the Charity Commission are Jackie Clode- Dickens, Shavalyea Gilbert and Kirsty Hollywood. Rebecca Cracknell will review and update the list accordingly.

At the AGM, all positions are open for election/re-election - anyone in the school community can put themselves forward for a committee role.

## **HIGHLIGHTS**

- Successfully planned & executed a community-wide crowdfunding campaign using Charity Extra which raised close to £30k for the school
- Raised an additional xx via our normal fundraising events including Comedy Night, Christmas Disco, Christmas Trees, Pantomime & Easter Egg Hunt
- Completed the first phase of renewing the Elmer Garden
- Continued to build upon the working relationship between FoHA and the School
- Provided financial support which allowed the school to continue using Bug Club which helps to complement the school's reading initiative
- Supported the school's requests by purchasing Welcome Gifts for New Ladybirds, Mindfulness Dance Workshop, Chinese Dragon & Lion Dance Sessions as well as supported successful charity events for Harvest Festival, Macmillan Cancer Support and Poppy Appeal
- Provided financial support so that the school can continue supplement the science curriculum in the absence of Empiribox
- Continued to manage and offer an online preloved uniform shop  
Introduced a special code that can be used for pupil-premium families as well as discounts for HA Staff to attend events
- Implementation of an online funds request form for HA Staff
- Held several successful discos and contributed to a Fun Fair for the children

- Ended the school year with an amazing Summer Social after Sports Day for parents to celebrate together as a community with inflatables, bar, pizza, face painting, silent disco & football

## **LOWLIGHTS**

- Inability to secure a large number match funders for the big fundraising campaign
- Lack of urgency in reclaiming our Gift Aid funding
- Chameleon group not sending ordered cards & gifts on time for Christmas delivery

## **2021-22 EVENTS RECAP**

This year FoHA managed to run a robust events programme across the year which all led up to the pinnacle event celebrating our 10 year anniversary.

Overall, we had a successful year, with a mix of both fundraising and community-building events. We were proud to have been able to raise funds using crowdfunding, it was good to have a close to 'normal' school year and are fortunate to have the support of both the school & its parents/carers.

### **COMEDY NIGHT**

We were excited to be able to bring the immensely popular Comedy Night back in person in the first term of 2021/22. Again, the event was lead by Katharine Haines with support from other FOHA members. We ran a bar and offered food to upsell to attendees. The event ran smoothly, but some logistical issues were encountered due to restrictions on set up and break down access. A combination of ticket sales and food and drink spend, minus costs, raised a grand total of £1159.11.

### **EASTER EGG HUNT**

An established part of the annual events calendar for Harpenden, this year's Easter Egg Hunt was a huge success. Back on the Harpenden Common, the team, with support from Harpenden Cricket Club ran a seamless event. Using successful elements from the Trail (due to Covid) and incorporating that into the 'hunt' meant the event had huge appeal across age groups. The children enjoyed lots of chocolate, meeting the Easter Bunny, and refreshments, glitter tattoos and plenty of gorgeous sunshine. Special thanks to Joanna Deegan & Nicola McGeown for taking the lead

### **CHRISTMAS DISCO**

Not a specific fundraising event, the Christmas Disco was a chance for the children to celebrate and have fun with their classmates in the run up to Christmas. FOHA supported the event, led by Jess McGinty, with logistics and the ancillary offerings at the events. The kids enjoyed a DJ, loads of fun games, popcorn, glitter tattoos and glow sticks. Huge amounts of fun!!!

### **10<sup>TH</sup> BIRTHDAY CELEBRATION**

The Charity Extra campaign formed the basis of our 10th birthday celebrations

and involved a crowdfunding activation involving the whole school community. It was fantastic to see the children coming up with activities they could do to help raise funds for their 'pot' and the different family groups competed to see who could raise the largest amount. Whilst the total raised was less than we hoped, largely in part to the inability to secure the much-needed matched funding, we managed to raise around £30k, which will have a huge impact for the school and our children.

### **SPENDING**

Elmer Garden-----	£7153.29
Science Scheme-----	£926.56
Bug Club-----	£894.92
Chinese Lion Dance Workshop-----	£629.00
Ladybird Welcome Bags-----	£410.20
Queen's Jubilee-----	£416.82
Mindfulness Week Dance Workshop-----	£250.00

### ***Additional Funding***

Easyfundraising .....	£351.21
Amazon .....	£167.91
HRFC Fireworks .....	£635.00
Festival on the Field .....	£52.00
Aladdin Pantomime .....	£663.00

### **COMMUNITY LINKS**

We also received close to £30k in donations via our 10th Birthday Celebration fundraiser which included several local business sponsorships; Finatal (Gold), DVO Agency (Bronze), Allsopp (Bronze), Brightman Furniture (Bronze), Golf Course Management Services & WeTrain were a supporters of our 100 for £100 campaign. Additionally, Fizzbug & Platform Wines provided in-kind support of our birthday kickoff event.

### **MEMBERS**

Everyone in the school community is automatically a member of the FoHA. Our general meetings are open to all. The meeting schedule for 2022-23 will be added as events on Classlist and will be listed on each FoHA agenda. We do really encourage you to join the meetings so you can hear all about the latest projects. We value input from our entire community to assist us in ensuring that FoHA activities and communications represent and are accessible to everyone.

### **PLANS FOR FORTHCOMING YEAR**

As in previous years, our largest two fundraising events will be the Comedy Night & Easter Egg Hunt. We will also continue to raise money from Christmas Tree sales, HRFC Fireworks & Pantomime tickets, Easyfundraising and Amazon. We aim to focus on grant research and applications and will be looking to sign

someone up to oversee this for the year. We will also continue to working with Mrs Davies to create clear fundraising goals for the year. We look forward to adding play equipment to the Elmer Garden, contributing to the completion of a new school library and continuing to support the school with events that add value to the education of the children. As always, plans and results will be shared at our Open FoHA meetings.

### **IN SUMMARY**

It has been a busy year but we are pleased that we successfully brought the school and wider community together to raise precious funds for HA.

As a result of the generous contributions of both time and money, we have been able to make some significant purchases, which will enrich our children's experiences for years to come.

The financial challenges facing schools across the UK continue to put pressure on school budgets. This makes the work FoHA does, and the support of the community, even more important. We are so proud of our school's unique community spirit and our ability to support one another through the most challenging times. It is a strength built from every individual act of kindness, compassion and generosity shown by our entire community.

We would like to thank all our Core Committee members, volunteers and the amazing Harpenden Academy staff for all their tireless work and support.

We look forward to serving another year and building upon what we've started.

Respectfully submitted,

Jackie Clode-Dickens & Shavalyea Gilbert 2021-22 FoHA Co-Chairs

### **Treasurers report 2021/2022**

The accounting year for 2021/22 ended on 30th September 2022. Although the figures included are preliminary, the overall numbers should not materially change. FoHA's operations netted a profit of £26,216 in 2021/22 with a large proportion of revenue coming in from the CharityExtra fundraising event held in July 2022. In total £10,747 were donations with £7k going towards the Year 1 Elmer Garden. Post-pandemic we are seeing a return of the regular schedule of events in the Harpenden Academy school calendar with an extra event during 2022 to celebrate Harpenden Academy's tenth birthday. Total profit from events was £31,691 which is the highest on record for FoHA. As annual revenues were above £25k the accounts will need to go via the Charity Commission this year. 2021/22 has proven to be a record-breaking year for FoHA in Harpenden Academy's tenth year!

**There is currently £26,749 cash in the account.**

Note re Christmas trees – we have taken over sales for school Christmas Trees. Other schools publicise sale of trees. Their PTA gets £10 per tree.

### **Any questions?**

Adam questioned if we have reached the £25k threshold to be submitted via Charity Submission website we may need accounts to be independently verified. Confirmed by Jane. Adam has volunteered to do that. Thank you

### Election of CORE committee:

- **Chair** – Shavalyea & Jackie nominated by Aubrey. Both accepted the nomination.
- **Secretary** - Kirsty Hollywood nominated by Shavalyea. Kirsty accepted
- **Sub Secretary** – Amira nominated by Adam. Amira accepted
- **Treasurer** – Shavalyea nominated Aubrey. Aubrey accepted the nomination. Adam has agreed to examine the accounts and offered advice where necessary.
- **Sub Treasurer** – Jackie nominated Ben Dickens. Ben accepted the nomination

All above nominations approved by the group

Other positions: Event managers - Responsibility for coordinating organisation of one major event

- Christmas Tree sales – Shavalyea, 1,2,3 DEC – with volunteers . Anyone else to help? Jackie CD to help with route planning.
- EEH - Nicola McGeown & Sarah Elderton
- Comedy Night – Katharine Haines & Erin Curnow
- Summer Social – TUES 7 JUN – Jackie Clode-Dickens & Sarah Elderton
- Grant researcher: Goal this year is to investigate potential grants . Library development is likely to be something we could potentially get a grant for. Anyone able to volunteer to look into this?

General call for event volunteers to the wider school community. Class reps help to rally volunteers

### AOB

#### **Upcoming Events**

- Harvest Festival - Fri 21st October - **parents needed after assembly** to help collect/pack donations -no longer than 30 minutes
- Pumpkin Bash - Mon 31st October - **parents needed to help decorate** the hall on SUNDAY 30th October 1pm-3pm - Olga will lead
- Christmas Tree Collection/Delivery - Friday 2nd & Saturday 3rd December will need volunteers for collection (9:30am - 10:30am both days) & delivery (9am - 3pm both days) of trees. We will also require some help organising the trees when they are delivered to the school on Thursday 1st December - more details to come...until then BUY YOUR TREES AND SHARE WITH FRIENDS!!

#### **Save the Date**

- Comedy Night - Sat 4th February 2022
- Easter Egg Hunt - Good Friday - 7th April 2023
- Summer Social - Tuesday 7th June 2023 (same as Sports Day)Announcements:

#### **Announcements**

- Fireworks Tickets - HRFC. Sun 6 NOV. FoHA get 50% of tickets
- Christmas Tree Sales
- Cinderella Pantomime – school event. Tickets cheaper than direct sales and FoHA get donation

**Action: Got ideas? Please email [friendsofharpندنacademy@gmail.com](mailto:friendsofharpندنacademy@gmail.com)**

**NEXT FOHA GENERAL MEETINGS** - held once per term either at School or via Zoom

- Tuesday 21rd March - 8:30pm
- Tuesday 9th May - 8:30pm

Adjournment