



Charity Number: 1075048

### **HOPA Annual General Meeting**

**Held on Thursday 8<sup>th</sup> October 2020 8pm – Virtual Meeting**

#### **Attendees**

Rachael Smith

Despina Papadimitriou

Amy Botha

Rebecca Green

Mrs Sharkey

Jacqui Durlik

Marie Ovenden

Louisa Lewis

Jo Denne

Charlotte Moseley

Eloise Biasiucci

Susannah Clark

Kelly Coote

Kim Parker

Kelly Pearce

Michelle Wakefield

**Apologies:** Rachel Lowe, Sarah McGowan

#### **1. Welcome**

Rachael Smith welcomed everyone to the meeting and thanked everyone for taking the time to attend. New parents and all those who had never attended a HOPA AGM before were welcomed.

Rachael specifically thanked Team HOPA and the Eco Team for their hard work last year. It was a difficult year and although the difficulties continue, we do have some exciting things coming up despite the limitations.

This year the committee would like the focus to be around building and supporting the community. Making sure that the children don't miss out and that we still provide them with some exciting experiences.

We will run a policy this year that "no child will be left out" and that all children will be able to participate.

#### **2. Treasurer's Report 2019/120**

Jacqui presented the Treasurers report to the meeting.

##### Hermitage

2 discos took place which raised a profit of £950.

Hermitage made £96 from the uniform sales.

Co-op funds - Hermitage received £2,600.

£3,655 was raised overall for the year.

##### Oaktree

Funds were raised through the Bears at Bedtime event, 1 disco and uniform sales.

The Christmas Fair income was £8,500. A profit of £6,100 was made. Expenditure was almost £1,000 less than previous fairs.

Stampastic only raised £10.75.

Easy fundraising raised £90.

Terracycle raised £124.

Eco Bid money from the Co-Op was ring-fenced and we still have £2,500 left to spend.

#### Payments

£1,000 was paid to Hermitage for the leavers bears.

£7,211 was paid to Oaktree for IT equipment.

There is currently £26,700 in the main bank account. There is also a deposit account with 28p.

The Hermitage fund is currently £15,000.

The Oaktree fund is currently £8,600.

Because of a banking issue, the £7,000 for the IT equipment was paid to Oaktree twice. Jacqui asked Mrs Sharkey whether this will be paid back into the HOPA bank account or if Oaktree will be keeping it. **Action: Mrs Sharkey to investigate and let Rachael or Jo know whether the money will be paid back.**

The online bank account will now be in Charlotte Moseley's name. She will retain the passwords and the banking details.

#### Signatories

The existing signatories are Jacqui, Charlotte and Jo. Rachael confirmed she is happy to be added as a signatory. **Action: Jacqui to add Rachael when she removes herself.**

#### Bank Card

We are allowed a bank card on the account. This has to be under a signatory's name. The card will have their personal name on it and not "HOPA". This could be useful for paying for large items or paying for a service like a DJ. Charlotte agreed she would be happy to have a card in her name. All core committee members agreed for a card to be issued for Charlotte Mosley to use.

**Action: Jacqui/Charlotte to arrange for a bank card.**

**Action: A terms of use document should be drawn up so it is clear what the card can be used for.**

The treasurer is in charge of the Charities Commission and this needs to be noted in the Treasurers responsibilities. **Action: Jacqui to email this to Rachael so this can be updated.**

Jacqui is now ready to handover the Treasurer role to Charlotte and will arrange a handover meeting.

### **3. Headteacher Update**

#### Oaktree

Mrs Sharkey ran a well-being survey with the Oaktree staff. One recurring theme was the fact that a lot of learning takes place outside and there is a need for more outdoor equipment. Having to keep class bubbles in set areas means that equipment can't be shared and the school

therefore need more. Oaktree are currently clearing out anything that is damaged or tired before buying any new equipment. Any money raised by HOPA this year will go towards this new outside learning equipment.

#### Hermitage

Jo Denne reported on Mrs Harrup's behalf. Mrs Harrup would like to open a science lab at Hermitage this year. An outdoor shed is also required to cover the forest school equipment and keep it dry. Hermitage also a need I-Pads for the Orchard Centre. They really need to have access to one I-Pad per child. This is a big ask, but this is what the Hermitage would like to spend any HOPA funds on this year.

#### 4. Election of HOPA Committee for 2020/21

Chairman Hermitage <b>VACANT</b>	
Chairman Oaktree <b>RACHAEL SMITH</b>	Proposed by Jo Denne Seconded by Marie Ovenden All in agreement
Vice Chairman Hermitage <b>JO DENNE</b>	Proposed by Rachael Smith Seconded by Marie Ovenden All in agreement
Vice Chair Oaktree <b>VACANT</b>	
Treasurer <b>CHARLOTTE MOSELEY</b>	Proposed by Rachael Smith Seconded by Jacqui Durlik All in agreement
Secretary <b>MARIE OVENDEN</b>	Proposed by Rachael Smith Seconded by Jo Denne All in agreement
Marketing Officer <b>KELLY PEARCE</b>	Proposed by Rachael Smith Seconded by Marie Ovenden (appointed after the meeting)
Facebook Marketing Officer <b>AMY BOTHA</b>	Proposed by Rachael Smith Seconded by Charlotte Moseley All in agreement
HOPA Events Website Manager <b>KELLY PEARCE</b>	Proposed by Jo Denne Seconded by Kim Parker All in agreement
HOPA Events Co-ordinator <b>Will be filled as and when events take place</b>	
Refreshments Co-Ordinator <b>VACANT</b>	
Eco Team <b>KIM PARKER</b>	Proposed by Rachael Smith Seconded by Jo Denne All in agreement
Second Hand Uniform Sales <b>RACHEL LOWE</b>	Proposed by Rachael Smith Seconded by Marie Ovenden All in agreement
Business Relations Officer <b>VACANT</b>	

Rachael also mentioned that if anyone would like to be part of the Think Tank they should email [hopahelp@gmail.com](mailto:hopahelp@gmail.com) to get involved.

#### 5. **ECO Update** – Kim Parker

Last year we had approximately 12 people working on a rota basis. We made about £120 through the Terracycle scheme. One of our best achievements was the Christmas fair, which resulted in only 3 black bin bags going to landfill! A tremendous effort.

This year we have 8 people who want to be part of the team going forward. Terracycle have changed their collection structure and reduced the number of items we can collect. Kim stated that she would like to relaunch the recycling scheme, but we first need a shelter for the bins at the Oaktree. The bins need tidying up, new labels need printing and the bins need to be covered and secure.

DBS clearance is needed for a few of the team members. They normally work in pairs. Kim asked if it is ok if just one of them are DBS checked. Mrs Sharkey and Mrs Harrup said they were happy for anyone without a DBS check to be escorted by someone else with a DBS check. Kim said that they wouldn't need to access the bins as much due to the reduced number of items we can now recycle.

We still managed to send off £183 of recycling during lockdown. We need to communicate to parents and carers that the scheme is up and running again and be clear on what we can and can't bring in.

Kim stated that they have looked at recycling other items like CDs and DVDs, but these would not be lucrative enough.

#### 6. **Future Events**

**Scary Scarecrow and Pumpkin Trail** – We've had a good response so far. We have 26 postcodes to put on the map so far. Amy will put a reminder on Facebook tomorrow, but this is shaping up to be a healthy sized trail. We will be asking children to bring in £1 on Friday 23<sup>rd</sup> October and all children will come home with a trail map in their bags. Two Ducks and Simmons Butchers have confirmed they will sell the maps for us. Kelly has been looking at doing a digital copy and providing a QR code for this. It will be sold for £2 outside of school. There will be a vote for the best display. Katy Tanner will take photos of all the displays and then the children can vote in school for their favourite. The winning family will win a trophy for the best display.

**North Pole Walk** – Rachael has spoken to the PTAs within the Swan Trust. They would like to run a sponsored walk to the North Pole which is over 2,000 miles. The miles will be split across the schools but would basically be a Christmas themed sponsored walk for the children.

**Mufti Days** – 20<sup>th</sup> November is a crazy hair day. 27<sup>th</sup> November will be Christmas themed.

**Christmas Trail and Grotto** – This is another event which we are looking to organise.

#### **Any other proposed events**

Despina suggested an essential oils evening and will look to arrange this.

Rachael stated we have lots of ideas but we do need people to volunteer to run the events. If anyone wants to run a quiz night or a bingo night through zoom please do let us know.

Tracey Meehan said she would do a Body Shop lucky squares event with all proceeds going to HOPA. Tracey is organising this through her own website but Rachael asked if she could do a post for the HOPA Facebook group.

Rachael mentioned that there is a HOPA Facebook page and also a #TEAM HOPA Facebook page where we ask for help with small jobs that need doing. If anyone would like to be involved but not be fully committed to a committee role, this is a great way to help out.

## 7. Co-Op Bids – Jo Denne

3 years ago the Co-Op started their community bidding. One of the parents fleshed out a bid for the forest school and we got over £4,000.

We were asked to put in another bid the following year, so we bid for funds to use and dispose of compostable Vegware. We were successful again and gained £3,000. We have over £2,000 of this left.

The schools had the opportunity to bid again this year using the schools' own charity status (rather than HOPAs). A bid for literature and writing was submitted by Hermitage. We should hear if we are successful or not in October. In June 2021 HOPA and Oaktree will be able to put forward a bid as they are two separate charities.

Mrs Sharkey mentioned that their Sensory Garden needs some development at Oaktree. Mrs Sharkey said they might start to draft a bid in preparation.

## 8. Any Other Business

### Lottery for the School

Louisa Lewis stated that there is a national scheme. The top prize nationally is £25k a week. This is run by Parentkind. Louisa was not sure if there is a government scheme as well but will look into this further. Jacqui said there are 3 or 4 different lottery schemes on Parentkind. We are already members so should be able to sign up to them. **Action: Louisa to find out more about this.**

### Crowd Funding

Despina stated she is happy to look into doing some crowd funding. With this you need a specific thing that you are raising money for. If Hermitage or Oaktree have something specific, we could try and look at this. Rachael confirmed there are a few things we could raise money for via crowd funding, but we would still want the committee to focus on putting on as many events as we can.

Mrs Sharkey wants to continue the astroturf area as it is getting muddy where there is no astroturf. This is something we could do via crowd funding.