



## Hoxne Parent & Teacher Association

St Edmund's Primary School & Nursery, Hoxne

**AGM held on Monday 14<sup>th</sup> September at 3.15pm**

### **Attendees:**

Sheri Frearson  
Sally Allmey  
Charlie Hall  
Charlotte Amps  
Camilla Abercrombie  
Kirsty Wingfield  
Claire Bettinson  
Henry Huxtable

### **Apologies:**

Laura Lockwood  
Katy Whomes

### **AGM Minutes:**

Minutes of previous AGM are available on school website.

Chairperson report - None given as chairperson from previous academic year stepped down and no report submitted. Sheri thanked those that have supported the HPTA over the last year and continued help with events.

Treasures Report - None given as treasurer from previous academic year stepped down and no report submitted. Sheri noted the HPTA bank account holds £3147.71 as of 20<sup>th</sup> July 2026 and the HPTA raised £955.18p and spent £479.49 on expenses and school requests. This excludes the cost of the Panto excursion in December 2025. The financial year end will be 31<sup>st</sup> August and a report will be prepared for the next AGM.

Committee Elections – Roles have been agreed by those in attendance and are as follows: Sheri Frearson will take on the role of Chair with Laura Lockwood as Co-Chair, Kirsty Wingfield will take on the role of Treasurer, Camilla Abercrombie and Charlie Hall will be joint Secretary the school representative will be Henry Huxtable. This was unanimously agreed by those present.

Constitution – All agreed that the Constitution should be updated using current guidance from the Parent teacher association site – Parent Kind. This will be emailed to parents for any objections and signed by the HPTA and uploaded to the school website.

### **Actions:**

The Charity Commission needs to be informed of the changes to the HPTA/HSA –SF, KW

Write up a constitution document – SF, CH, CA

### **Next AGM to be held Autumn Term 26**

There followed a general HPTA meeting minuted separately below:

### **EVENTS**

Halloween Disco – this is a change from the usual Christmas Disco. A date of 22<sup>nd</sup> October has been agreed by the school. And children can bring costumes to school to change into for 3.15-5pm. Tickets will be £5 per child with a reduced rate for FSM families. Disco, food and drinks will be provided by HPTA.

Harvest Service – held on 23<sup>rd</sup> October at the church and HPTA to offer cakes and refreshments before/after the service.

Quiz night – Charlotte Amps daughters have created a quiz they would like to do with pupils and parents. Date Saturday 14<sup>th</sup> November 5.30-7pm. £2 per person with bring your own picnic. Prize cake created by Emiliee Amps. Sweet treats available to purchase.

Non uniform day – a non-uniform day on 4<sup>th</sup> December for children to bring in a chocolate donation.

Rowan Class Enterprise – The HPTA to have a stall with chocolate and teddy tombola. Friday 11<sup>th</sup> December from 2.45pm.

Panto/drama tots – Date to be confirmed but the PTA would like to continue with a whole school trip to see the Pant. Research to be done for location at either Diss or Ipswich with costs of tickets and coach. For Nursery children who do not attend a drama tots session will be provided on a suitable date.

Christmas film night – A Christmas film night after school for children to come dressed in PJs and have hot chocolate and popcorn. Film and date to be confirmed. Could children vote for the film?

Nativity Service - held on XXX at the church and HPTA to offer cakes and refreshments before/after the service.

Bingo event – This was talked about for the spring term.

Adult Caleigh – This was discussed as an adult only event. Arrangements to be made and suitable location held in the summer term.

### **BANKING**

We are now able to get into the bank account and this information will be passed to Kirsty. The names need to be changed from those who have left and Kirsty and Charlie H are happy to be signatories. Kirsty and Sheri to look at finances and get a spreadsheet created for this year.

### **PARENTKIND SUBSCRIPTION**

This has now lapsed and all attendees in the meeting agreed this can be re-instated.

### **CHARITY COMISSION**

Once signatories have changed on the bank account the information will be submitted to the charity commission so that we can get the name changed and the charity status back for the HPTA.

### **NEWSLETTER**

Laura requested that the idea was put forward for a HPTA newsletter. There was an agreement from members that parents would like to see what they are raising for each term EG: Halloween disco, Christmas movie night are going towards raising fund for the panto. This will also be a great place to have upcoming dates for the term in one place. Ideally this will go to parents termly (3 per year) and we will trial this and see if it is feasible.

### **SUGGESTIONS FROM PARENTS**

Christmas Hamper – Camilla suggested if we can have a Christmas hamper to raise funds for the HPTA. If this is possible to get donations then tickets will be available through Dec and drawn during the nativity service.

Christmas Turkey – Charlie has kindly donated a turkey for the school Christmas dinner from The forequarter. The Pantry have been informed of the schools preferences and this will be confirmed closer to the time. School Christmas lunch will be on Thursday 17<sup>th</sup> December.

Cauliflower cards and Tea towels – It was suggested to continue with the Christmas card scheme again this year and if possible to do tea towels again.

## **REQUESTS**

Reading Scheme Books - Claire Bettinson (Oak Class Teacher) has requested some funds to supply some more books towards the school reading scheme. This is for picture-based books for reception and nursery and some books that are better suited to the children interests for those still on the scheme. Provisionally agreed once more information has been received.

Yr 6 Leavers Hoodies – Sally Allmey (Rowan Class Teacher) has requested a contribution towards the yr 6 leavers hoodies. Sally mentioned that pupils will raise funds towards these from the enterprise held in December, but would the PTA contribute up to 50% if needed. Each hoody is roughly £20 and there are currently 9 pupils in yr 6. Charlotte requested if the yr 6 could have these earlier so the children get the use out of them as children grow out of them quickly – Sally would prefer they were given after SATs as a well done token. HPTA have agreed to fund up to 50%.

PE/Play Equipment – There is a small list of requests from school including equipment for early years and outside play equipment however this list is on an old email address and needs to be found. Once the information is gathered the request will be resubmitted to the HPTA.

**The next meeting will be held in Monday 9<sup>th</sup> November at 3.15pm**

### **Actions:**

Halloween disco – Poster to be created (CH), DJ sourced (CA, SF), forms created for admissions (SF)

Harvest Service – Cakes and volunteers needed (ALL)

Quiz Night – Poster (CH) Date (SF,CA)

Non-Uniform Day – Poster (CH)

Enterprise – Teddy donations and Volunteers needed (ALL)

Panto – Location, Date, Bus (ALL)

Film Night – Poster (CH) Date (SF,HH)

Nativity – Cakes and Volunteers (ALL)

Celeigh – Research and costs (LL)

Parentkind – Constitution and insurance (SF)

Charity Commission – Info to be submitted if possible (SF,KW)

Newsletter – info collated and created (ALL)

Hamper – Donations (CA/CH) check if trust lottery covers it (SF)

Turkey donation – Check with Pantry if this is possible (SF)

Cards & Tea towels – Cards through Cauliflower cards (SF) source tea towel supplier (CH/CA)

Reading Scheme Books – more information to be provided (CB,HH)

Equipment – Email to be found with requests (SF)

Agenda for meeting in November - SF

**If you have any questions or would like to support the HPTA or join the whatsapp group please contact:**

[hoxnepta@gmail.com](mailto:hoxnepta@gmail.com)