



Hoxne Parent & Teacher Association

St Edmund's Primary School & Nursery, Hoxne

AGM held on Wednesday 5th November 2025 at 3.15pm

Attendees:

Charlie Womack
Kristy Wills
Charlie Hall
Kirsty Wingfield
Sally Allmey
Hattie Dorling
Sheri Frearson

Apologies:

Nikki Jones
Fliss Thornett
Camilla Abercrombie

AGM Minutes:

Chair person report - None given as change of chairperson

Minutes of previous AGM not available

Chair

Roles have been agreed by those in attendance and are as follows: Charlie Womack will take on the role of Chair, Fliss Thornett will take on the role of treasurer, Camilla Abercrombie and Charlie Hall will be joint Secretary the school representative will be Nikki Jones. This was unanimously agreed by those present.

Finance

Due to the previous members of the HPTA no longer being a part of the school and requesting to be removed from the bank account (Jemma Thompson, Emma Chapman & Simon Lea) the new signatories will be Charlie W, Kristy W, Henry H and Dani C. This was unanimously agreed by those present. As of the last statement received by the school dated 19.09.2025 the account has £4,159.86. The financial year end will be 31st August and a report will be prepared for the next AGM.

Constitution

All agreed that 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.

Actions:

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

The Banking signatories to be changed with Lloyds bank – CW, FT, SF

Write up a constitution document – CW

Next AGM to be held Autumn Term 26

There followed a general HPTA meeting minuted separately below:

Unfortunately, the HPTA won't be able to attend the fireworks event to raise money for the school but hope to participate next year with better communication between the HPTA and the Pavillion committee.

The HPTA will be organising a school disco at the end of term. The DJ and food has been agreed along with glitter tattoos. The cost is £5 per family, and I will run from 3.15-5pm. A poster and information will be sent to families.

The Panto has been agreed, and the tickets and coach have been paid for. A letter will go out to families with further details.

The School have invited the HPTA to take part in Rowan class enterprise with there own stall and the team brainstormed ideas including a tombola, Christmas jumpers, lucky dip, pocket money gift sets.

There was a brief talk of upcoming events including a movie night and Easter event for children that will take place in the spring term.

The next meeting will be held in January on a Friday after sharing assembly (Date to be confirmed)

Actions:

Posters to be created for Enterprise and Disco – CA, CH

Letter for parents regarding the Panto – SF

Consent to be added to Arbor for Disco and Panto – SF

Agenda for meeting in January - CW

**If you have any questions or would like to support the HPTA or join the whatsApp group please contact:
office.stedmunds@consortiumtrust.org.uk**