



# PARENT TEACHER ASSOCIATION

Holy Trinity C of E School Cuckfield

## AGM Meeting Minutes

Tuesday 21st January 2025 – 7:30pm

Holy Trinity School, Cuckfield / Online

No.	Agenda Item & Notes																																				
1.	<p><b>Welcome, note attendance and apologies:</b></p> <table border="0"><tr><td><b>In attendance (in person)</b></td><td><b>Online</b></td></tr><tr><td>Sophie Lightoller – Chair</td><td>Ben Eustace</td></tr><tr><td>Jen Brown – Vice Chair</td><td>Mel Roberts</td></tr><tr><td>Emma Hughes – Treasurer</td><td>Emma Symington</td></tr><tr><td>Louise Henderson - Co-Secretary</td><td>Fi Halsey</td></tr><tr><td>Kat Finley - Co-Secretary</td><td>Aaron Arnold</td></tr><tr><td>Ann MacGregor – Head</td><td>Maria Maciesza</td></tr><tr><td>Alice Brown</td><td>Kate Bendall</td></tr><tr><td>Natalia Moore</td><td>Abigail Harley</td></tr><tr><td>Madeleine Penny</td><td>Caz Craig-Davies</td></tr><tr><td>Victoria Asterley</td><td>Sarah Thomas</td></tr><tr><td>Megan Hadfield</td><td>George Haworth</td></tr><tr><td>Jennifer Chard</td><td></td></tr><tr><td>Susanne Wright</td><td></td></tr><tr><td>Nicole Wearing</td><td></td></tr><tr><td>Kirsty Langley</td><td></td></tr><tr><td>Paulina Hechenleitner</td><td></td></tr><tr><td>Ollie Hechenleitner</td><td></td></tr></table> <p><b>Apologies</b> Laura Dunbar – Trustee</p>	<b>In attendance (in person)</b>	<b>Online</b>	Sophie Lightoller – Chair	Ben Eustace	Jen Brown – Vice Chair	Mel Roberts	Emma Hughes – Treasurer	Emma Symington	Louise Henderson - Co-Secretary	Fi Halsey	Kat Finley - Co-Secretary	Aaron Arnold	Ann MacGregor – Head	Maria Maciesza	Alice Brown	Kate Bendall	Natalia Moore	Abigail Harley	Madeleine Penny	Caz Craig-Davies	Victoria Asterley	Sarah Thomas	Megan Hadfield	George Haworth	Jennifer Chard		Susanne Wright		Nicole Wearing		Kirsty Langley		Paulina Hechenleitner		Ollie Hechenleitner	
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2.	<p><b>Approve minutes from the last meeting</b></p> <p>Approved.</p>																																				
3.	<p><b>Chairs Report – Sophie Lightoller</b></p> <ul style="list-style-type: none"><li>- Note of thanks to everyone for joining this evening and welcomed those joining remotely.</li><li>- The past year has seen a fantastic number of events at school. It is important to remember that the PTA stands solely to provide and enhance the experiences of our children, and we could not do this without your support.</li><li>- Thanks to the wider PTA committee, class reps, Mrs MacGregor, staff and all parents and carers for their help, support and encouragement.</li><li>- After 3 fantastic years the current committee will be standing down, but the majority are delighted to remain as trustees. A huge thanks to all those who have helped, it has been enjoyable to be part of such a great team and a special mention must go to Lou Henderson who is just incredible and instrumental to everything that goes on.</li><li>- The past year has seen some exciting and successful new events, the Circus in day, which included circus performance and workshops in the big top and continuing the theme we had live performers at the summer fair are two standouts as well as a</li></ul>																																				



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	<p>continuation of many of our favourites. These events are a mix of fundraising, non-profit and funded experiences for our children and their families:</p> <ul style="list-style-type: none"><li>- It is worth highlighting these events and some of the people that, together with the PTA, that contribute to making them happen.</li></ul> <p><b>Referred to the Table of Fundraising and Funded events in the AGM Presentation.</b></p> <ul style="list-style-type: none"><li>- The PTA have continued to be able to fund termly Forest school sessions for <u>all</u> children. Forest School is led by the truly inspirational Paulina and Mrs Dobson. Miss Marshall has joined the team as she has completed her training; Mrs Murray is also training as a forest school lead. Forest School is one of the highlights for all our children and we are both proud and grateful to be able to provide this.</li><li>- 2025 looks to be another exciting year and we all wish the incoming PTA team the very best.</li><li>- Please do get in touch with any of the team if you have any questions, ideas, frustrations or just would like to know more about the PTA.</li></ul>
4.	<p><b>Treasurer's Report</b> Presented by Emma Hughes –Treasurer See Summary</p>
5.	<p><b>Head Teacher's Report</b></p> <ul style="list-style-type: none"><li>- Thanked the PTA for all their hard work and said how much the children benefit from everything that that has been done by the PTA</li><li>- The children's faces light up when they are doing the shopping days</li><li>- The Circus Day was a huge success and was an opportunity that they otherwise wouldn't have had</li><li>- The Colour Run was a favourite and so much fun was had by all</li><li>- It's all the little things like the hedgehog and author visits that mean so much</li><li>- Thanked the outgoing PTA for their commitment, dedication, loyalty and smiles! It means so much to everyone.</li><li>- Wished the new team the best of luck and thanks them for their commitment to the School.</li></ul>
6.	<p><b>Resignation &amp; election of new committee members</b> Presented by Kat Finley – Co-Secretary</p> <ul style="list-style-type: none"><li>- Formally acknowledged the resignation of Sophie Lightoller, Jen Brown, Emma Hughes, Louise Henderson and Kat Finley from their positions as Chair, Vice Chair, Treasurer, Co-Secretary and Co-Secretary of Holy Trinity CE Primary School PTA, Cuckfield, effective immediately.</li><li>- Thanked them for their dedication, time, and invaluable contributions to the PTA's work over the past 3 years. Their efforts have greatly contributed to enhancing the education of the children at our school in line with the PTA's purpose and aims.</li><li>-</li></ul> <p><b>Appointment of New Officers and Trustees:</b> In accordance with the PTA's constitution, the appointment of new officers are proposed and we are confident that these individuals will bring their expertise, passion, and commitment to furthering the purposes of the PTA, and we wish them every fortune in their endeavours and look forward to working together with them as a team of parents and staff to achieve our goals.</p> <p><b>Motions</b></p> <ul style="list-style-type: none"><li>- Everyone in the room accepts the resignations of Sophie Lightoller, Jen Brown, Emma Hughes, Louise Henderson and Kat Finley.</li></ul>



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## Motion passed.

The following are proposed for the appointment of the new officers into the positions stated:

Victoria Asterley as Co-Chairperson	seconded by SL	Majority voted in. Duly elected.
Megan Hadfield as Co-Chairperson	seconded by LH	Majority voted in. Duly elected.
Jennifer Chard as Co-Vice-Chairperson	seconded by VA	Majority voted in. Duly elected.
Madeleine Penny as Co-Vice-Chairperson	seconded by MH	Majority voted in. Duly elected.
Susanne Wright as Co-Treasurer	seconded by SL	Majority voted in. Duly elected.
Nicole Wearing as Co-Treasurer	seconded by LH	Majority voted in. Duly elected.
Kirsty Langley as Co-Secretary	seconded by VA	Majority voted in. Duly elected.
Natalia Moore as Co-Secretary	seconded by MH	Majority voted in. Duly elected.

## Motion passed.

### Trustees

- Kat explained the role of Trustees
- In accordance with the PTA's constitution, the officers appointed by the previous motion will automatically become Trustees of the PTA.
- We then moved on to the resignation, re- appointment of existing trustees and the appointment of new trustees.

The current list of PTA Trustees is:

Sophie Lightoller, Jennifer Brown, Kat Finley, Emma Hughes, Louise Henderson, Madeleine Penny, Laura Bibby, Laura Dunbar, Paolina Hechenleitner, Abi Harley, Lucy Watts, Alice Brown.

Resignation confirmed:

Laura Dunbar, Kat Finley

Remain as Trustees confirmed:

Louise Henderson, Alice Brown, Sophie Lightoller, Jen Brown, Emma Hughes, Abi Harley

- In addition, if any attendee members of this AGM or other members of the PTA absent from this meeting wish to become Trustees, please advise the new Committee. For those that wish to consider the role of Trustee before requesting to join, please read guidance on the Charity Commission website.

7. **AOB**

8. **Date of next AGM**

20<sup>th</sup> January 2026 – 7:30pm - Holy Trinity School & online