

Kings School Hove Parent Teaching Association

Registered Charity No. 1167661

Annual General Meeting – 11th May 2026

Date	11th May 2026
Time	7:30pm Kings School Hove
Attending	Amanda Roberts – Chair Hayley Kelso – Vice-Chair Sally Crawford – Treasurer Matt Lovell – Staff Representative Lisa Leaf Beverley Webb Nikki Nestora Elif Ceylan Paul Roberts - Secretary

Ordinary Business

		Actions
1	Welcome and apologies for absence	
1.1	The Chair welcomed everyone to the meeting and thanked the Headteacher and Staff Representative for remaining late at School for the meeting.	
1.2	Apologies for absence were noted from the following members of the PTA: Suresh Vasnani, Sabrina Rabello Gesuino, Katherine O’Hara; Sarah Price; Celia Nicholls and Ally Soanes.	
2	Charitable Purpose and Constitution The meeting reviewed the PTA’s Charitable Purpose. The current wording appeared cumbersome and did not mention fundraising. The following wording was proposed: “To advance education by strengthening relationships between staff, parents, and the community while fundraising for resources that enhance the pupil experience beyond the school budget.” It was agreed that members would have a time to reflect on the revised wording and provide feedback to the PTA Chair prior to the next meeting. It was further agreed that if no feedback was received the amendment would stand.	All, to review proposed change of wording to the charitable purpose of the PTA.

3	<p>Minutes of Annual General Meeting 9th May 2025</p> <p>The minutes were agreed as an accurate record.</p>	
4	<p>Matters Arising from the Minutes</p>	
4.1	<p>School Lottery – It was agreed to enhance promotion of the School Lottery during the next academic year. Beverley Webb agreed to redesign the advert for the school lottery and Amanda Roberts agreed to liaise with the Headteacher on its promotion (e.g. school newsletter and new Yr 7 packs).</p>	<p>Beverley Webb to design a new poster to promote the School Lottery for the 2026-27 academic year.</p> <p>Amanda Roberts to liaise with the Headteacher about promotion of the School Lottery.</p>
4.2	<p>Girls Football kit – This was purchased last year. The meeting noted a sum of £105.37 remained for any replacement girls football kit required (n.b. Donation given for this express purpose).</p>	
4.3	<p>PTA Storage – The allocation of cupboard space was greatly appreciated by the PTA. The Chair of the PTA highlighted the disruption to school staff when requiring the cupboard to be unlocked and locked. A request for the PTA to have their own key / or access to their own key (e.g. via a lock box) was raised. Matt Lovell agreed to investigate this request.</p>	<p>Matt Lovell to raise PTA request to have access to a key for the PTA cupboard.</p>
4.4	<p>Uniform service – Lessons learnt from the current academic year had been captured and would be discussed as part of planning for 2026-27.</p>	
4.5	<p>Newsletter – The meeting agreed that a separate PTA newsletter was not required. In its place, the PTA proposed having a regular space in the School Newsletter. Amanda Roberts agreed to discuss with the Head Teacher's PA.</p>	<p>Amanda Roberts to discuss with the Head Teacher's PA having a regular PTA page/section as part of the school newsletter.</p>
4.6	<p>Raffle – The meeting confirmed plans for the first PTA raffle to be held as part of the upcoming summer term quiz night.</p>	
4.7	<p>PTA Manual – The meeting agreed that having a PTA manual / handover document with key information was valuable. Amanda</p>	<p>Amanda Roberts and Hayley Webb to</p>

	Roberts and Hayley Webb agreed to take this action forward. The suggestion was for it to focus more on providing checklists / templates for events / activities run by PTA.	create a PTA Manual.
4.8	Committed Funds – The Head Teacher had followed up with the Departments where funds had been committed.	
4.9	Easy funding – Access to Easy funding was resolved and the details were held by the Treasurer.	
4.10	PTA Facebook Page – The PTA noted that they were not using the PTA Facebook Page, which was a legacy page set up by the first PTA Chair.	Amanda Roberts to investigate access to PTA Facebook page, via Mrs Price.
4.11	Charities Commission Information – The accounts for the previous year were uploaded to the Charity Commission Website and the names of the Trustees were updated.	
4.12	Trustees - Julia Rebecca Nixon had asked to step down as a Trustee. Matt Lovell was nominated to replace her, and this was unanimously agreed by the Annual General Meeting. Sally Crawford agreed to update the Charities Commission website to reflect this.	Sally Crawford to update Charity Commission Website to reflect the change in Trustee agreed.
4.13	Sports Day – Oranges were donated by the Co-op for the event last year. It was agreed that this opportunity should be investigated again for the current year.	
5	Chair's Report	
5.1	The Chair thanked the team for their support and commitment since the last Annual General Meeting. The agreed frequency of events was met, and the contribution of the PTA was appreciated by the school community. Several of the initiatives were discussed during the meeting.	
5.2	Staff Hampers of Blessing – The PTA had provided thank you hampers for staff at the beginning of the term. It was agreed that this should continue next year. To recognise the Christian ethos of the school it was agreed that a bible verse should be included as part of the gift. Lisa Leaf agreed to help support the staff hampers.	Lisa Leaf to co-ordinate the staff hampers.

5.3	<p>Colour Run – This event was held in October and received positive feedback. However, during the discussion the following points were raised: (1) This was a significant activity to organise and did not generate funds for the school; (2) There remained paint stock, which could be used for an event in 2026-27; (3) There were several lessons learned from the event, including a need for more volunteers.</p>	
5.4	<p>Uniform sales – These had worked well, albeit with some minor refinements on the January hot chocolate and cookie event. Amanda continues to facilitate the in-house uniform supply at school with parent requests.</p>	
5.5	<p>Christmas Tree event at St. Peter’s West Blatchington – It was agreed that this was a positive event to repeat and helped to build links with the local diocese community.</p>	
5.6	<p>Year 7/8 school disco – This was a very popular and successful event, which also contributed well to fundraising (~£550). It was agreed that it should be part of the plans for 2026-27. The only challenge at the event was the WIFI. Amanda Roberts agreed to raise the WIFI issue with the Head Teacher.</p>	Amanda Roberts to raise improving the WIFI with the Head Teacher.
5.7	<p>School Plays & Performances – The wide range of volunteers supporting these events were thanked.</p>	
6	<p>Treasurer’s Report</p>	
6.1	<p>A financial report was tabled at the meeting. The Treasure highlighted:</p> <ul style="list-style-type: none"> • An income of £5,441.06 and an expenditure of £4,788.44 for the financial year ending 31 March 2026. • The £637 of ticket sales related to the Year 7/8 school disco would fall into the 2026-27 financial year. The overall profit for the disco would therefore be ~£550. • The main expenditure items last year were: (1) subscriptions (School Lottery, Parentkind and Brighton & Hove Council licence); (2) Support for Prom Night; (3) A new lighting board (4) Girls’ football kit. • The PTA maintained a healthy balance of ~£7.5k. The agreed reserve of £1k was noted. As such the PTA had ~£6.5k at its disposal. 	
6.2	<p>During discussion the following points were made:</p>	

	<ul style="list-style-type: none"> • Elif Ceylan highlighted there was an opportunity to register shortly with the Co-op as a part of their local community fund Tesco. • Given the school's main catchment area was Hove, it may be worth considering shops further away from the school (e.g. Portland Road Co-op). • The PTA re-confirmed its decision to purchase three items to enhance the smooth running of the PTA: (1) A robust Gazebo suitable to withstand the wind speeds experienced by the school (2) A trolley to aid the transportation of stock etc. (3) A banner to highlight and promote the Kings PTA. Matt Lovell agreed to look into sourcing these items. • The process of how 'Wishlist' items were highlighted to the PTA could be clearer. The Chair confirmed that suggestions were passed to the Head Teacher and School Finance to consider. The Chair agreed to meet with the Head Teacher and discuss some items raised with the PTA, which included: (1) Swimming Caps (2) A new piano for the hall (3) Microphones to enhance the accessibility (ref: Equality Act, 2000) and experience of school events. (4) Staging for school performances. 	<p>Elif Ceylan to share information about registering with the Co-op.</p> <p>Matt Lovell to source items agreed for purchase.</p> <p>Amanda Roberts to talk to the Head Teachers about items that PTA could support the purchase of.</p>
6.3	<p>It was agreed that the accounts for the past year could be uploaded to the Charity Commission.</p>	<p>Sally Crawford to upload the accounts to the Charity Commission.</p>
7	<p>PTA Planning</p>	
7.1	<p>The Chair confirmed that there would be an online PTA Committee meeting prior to the end of the summer term. The meeting would be focused on the planning the proposed quiz night and PTA activities during the first term of 2026-27. It was agreed that Amanda Roberts would request from the Headteacher a copy of the 2026-27 school calendar.</p>	<p>Amanda Roberts to request a copy of the 2026-27 school calendar from the Head Teacher.</p>
7.2	<p>Quiz Night – The 5th June was suggested as a date for the quiz night. Following discussion, it was agreed this would be too soon. Amanda Roberts would liaise with the Head Teacher to identify a later date, which could then be discussed with Katy Holbird and Helena Lomas. Whilst a planning meeting specifically for the event would be organised the following points were raised: (1) Tickets should be sold on a per person basis of at least £5; (2) The capacity for the event was 250 individuals; (3) A max team size of six was recommended (4) Beverley Webb agreed to design a poster for the event; (5) Matt Lovell had identified a relevant policy for the event which he would share with the PTA Chair; (6) Food platters were</p>	<p>Amanda Roberts would organise a planning meeting for the event and liaise with the Head Teacher on a suitable date.</p> <p>Beverley Webb will design a poster for the event.</p>

	expected to be sold for ~£10; (7) Wine should be available by glass and by bottle; (8) There should be some organisation of teams at the start of the event (i.e. No requirement to form a team beforehand); (9) Need to be mindful of allergies and the school's 'nut free' status.	Matt Lovell will provide event policy documentation to Amanda Roberts.
7.3	Year 6 taster day and uniform / refreshments – PTA members were asked to look out for a poll from Amanda Roberts on the WhatsApp group and confirm their availability to support this event.	Amanda Roberts to send out a poll to identify the team for the Year 6 taster day.
7.4	Prom outfits – This work had supported several individuals and the PTA committed to continuing to support. Miriam Frendo was thanked for her work supporting this.	
7.5	Musical Showcase – The PTA were not clear if there would be a musical showcase in the summer term. Amanda Roberts agreed to liaise with the Head Teacher.	Amanda Roberts to liaise with the Head Teacher about the musical showcase.
7.6	Sports Day – This is due to be held on the Monday 13 th July. It was agreed that the model used for the previous year should be followed.	Amanda Roberts to send out a poll for two time slots as we did last year.
8	AOB	
8.1	Meeting with Head Teacher – PTA members were reminded to RSVP to Amanda Faulkner (a.faulkner@kingsschoolhove.org.uk) for the PTA Thank you breakfast - Friday 22 May 2026 at 08:30am - 10:00am at the school.	All to RSVP to PTA Thank you breakfast.
9	Next PTA Committee Meeting	
9.1	The Chair agreed to arrange the date for the next PTA Committee meeting and would send out some proposed dates to the PTA WhatsApp group.	Chair to send out some dates for the next PTA Committee meeting via WhatsApp.