



**THE ASSOCIATION OF PARENTS AND FRIENDS OF  
HILLS ROAD SIXTH FORM COLLEGE**

**MINUTES of the ANNUAL GENERAL MEETING**

**Wednesday 4<sup>th</sup> November 2015 at 7.30pm in Room R028**

**Present:** Maria Nezi-Diakos (Chair), Hazel Borrett (Vice Chair), Dinesh Jacob, John Phillips, Jane French (Community Lottery Secretary), Karen Siegfried, Deborah Hinks (Secretary), Linda Sinclair (Principal).

**1. Apologies**

Apologies were received from Theresa Robinson (Treasurer) and Glen Taylor (Director of Student Support).

Everyone was welcomed to the meeting.

**2. Minutes of the last Annual General Meeting held on 1<sup>st</sup> October 2014 & Matters Arising**

The Minutes of the Annual General Meeting held on 1.10.14 were agreed as an accurate record and signed by the Chair.

There were no matters arising.

**3. Chair's Review of APF 2014/15 and Overview of 2015/16**

The Chair, Maria Nezi-Diakos, outlined the APF events and activities of the previous year, which were as follows:

- New Parents Evenings Sept 2014 at which over 70 parents joined the mailing list;
- Quiz Evening 17<sup>th</sup> October 2014, which raised over £500 profit;
- Community Lottery, which raised around £2100;
- Introduction of the HRSFC Christmas Quiz Sheet with Book Titles being the theme, promoted only via WisePay in the run up to Christmas – thus limited sales of £93;
- Christmas Puddings 2014, sold only via WisePay, raising £156 profit;
- Gap Year Grants, awarded to 2 applicants following an interview/presentation process;
- Committee's decision to continue to be a Trustee of the Deed of the Trust Land.

She then moved on to outline the events and activities for the current year, including:

- ❖ New Parents Evenings, at which 86 parents joined the mailing list;
- ❖ HRSFC Annual Quiz Sheet (rebranded) with Pop Singers/Groups being the theme, successfully sold at the New Parents Evenings and Quiz Evening, raising circa £394;
- ❖ Quiz Evening 23<sup>rd</sup> October 2015 - to be discussed under agenda item 4;
- ❖ Wine Tasting Evening with Noel Young 20<sup>th</sup> November - to be discussed under agenda item 5;
- ❖ Community Lottery - to be discussed under agenda item 7;
- ❖ Christmas Puddings 2015 - to be discussed under agenda item 6.

The Chair thanked all the committee members and additional helpers for their efforts and contribution.

Principal Linda Sinclair expressed her sincere appreciation to the Committee for the work they had done on behalf of the college and its students.

#### **4. Review of the Quiz Evening held on October 23<sup>rd</sup>**

In the absence of the Treasurer, it was not known how much profit the Quiz Evening had made. It was thought that it would be in the region of £387.

The Committee felt that such events could be scheduled for 2016/17 and tickets sold to Year 13 parents before the summer break and to the new Year 12 parents at the New Parents Evenings.

#### **5. Organisation of the Wine-tasting Event on November 20<sup>th</sup>**

The Committee discussed the arrangements for the Wine-tasting Evening on Friday 20<sup>th</sup> November.

It was reported that 34 tickets had been sold to date. The Secretary, Deborah Hinks, indicated that she would arrange for promotional emails to be sent to parents to remind them of the event.

Tasks were allocated as follows:

##### **Maria Nezi-Diakos:**

Apply for Alcohol Licence and write instructions for how to apply for an alcohol licence for future reference;  
Provision of red banqueting roll;  
Red napkins;  
Crackers and Breadsticks;

DH to organise promotional email reminder for Wine-tasting Event.

All Committee members to note their allocated tasks for the Wine-tasting event.

12 bottles of sparkling water; MND  
Bottle of still water;  
Plastic cups (if not already in APF cupboard) as spittoons.

**Jane French:**

Glasses as vessel for breadsticks;  
Scissors to cut banqueting roll;  
Bucket (for spittoons);  
Decoration for Christmas Pudding stall.

JF

**John Phillips**

Christmas Puddings.

JP

**Dinesh Jacob**

Corkscrew.

DJ

**Deborah Hinks**

Liaise with Linda Pike re tables, chairs, use of dishwasher.

DH

**Hazel Borrett**

Quiz Sheets

HB

**Theresa Robinson (via Marcus Robinson)**

Float (for sale of Christmas Puddings)

TR

The Committee members were asked to help set up the Hall from 6.00pm onwards. Ticket holders have been asked to arrive at 7.15pm for a 7.30pm start.

The Committee members who will attend the Wine-tasting Evening to help set up, act as pourers and clear up are as follows:

Maria Nezi-Diakos

Jane French

Deborah Hinks

Dinesh Jacob

John Phillips

Karen Siegfried

Marcus Robinson.

## **6. Christmas Puddings 2015**

The Committee expressed their appreciation to John Phillips who had agreed to manage the arrangements for the sale of Christmas Puddings 2015.

It was reported that John Phillips and Jane French had been in discussion regarding previous years' Christmas Pudding sales. It was agreed that 72 (5 cases of 12) large Christmas Puddings would be ordered. These would be promoted at the Wine-tasting Event on

November 20<sup>th</sup> and on WisePay. Christmas Puddings would also be offered for sale to staff members.

The Collection Date for the Bursary to distribute the Puddings had yet to be finalised.

## **7. Promotion of the Community Lottery**

Community Lottery Secretary, Jane French, stated that WisePay had proved to be a successful way of selling the Community Lottery. To date, £1962.50 had been raised, which was an uplift at this stage in 2014. The Committee expressed their thanks to the Bursary for their help with this. Jane French had asked the Bursary to pay the APF Treasurer the money owed.

Jane French explained that the Community Lottery had been held in previous years as a paper-based system but that this year all files were electronic, making the process more straightforward.

John Phillips kindly offered to be nominated as the Community Lottery Secretary for 2015/16 in view of Jane French's intention to step down.

## **8. Treasurer's Report**

In the unexpected absence of the Treasurer, Theresa Robinson, it was agreed that the Secretary, Deborah Hinks, would ask the Treasurer to forward the accounts to the Committee forthwith.

DH to ask TR to circulate the latest accounts to Committee members.

## **9. Election of Officers and other positions for 2015/16**

Thanks were expressed individually to each member of the 2014/15 committee for their hard work, commitment, initiative and support over the past year. Particular mention was made of Maria Nezi-Diakos and Jane French, who were stepping down from the Committee.

Appreciation was voiced to those standing for office this coming year. The following Officers were unanimously agreed upon:

<b>Officer</b>	<b>Nominee</b>	<b>Proposed by</b>	<b>Seconded by</b>
<b>Chair</b>	Hazel Borrett	Deborah Hinks	Jane French
<b>Secretary</b>	Deborah Hinks	Jane French	Hazel Borrett
<b>Treasurer</b>	Karen Siegfried	Maria Nezi-Diakos	Jane French
<b>Community Lottery Secretary</b>	John Phillips	Hazel Borrett	Maria Nezi-Diakos
<b>Parent Governor</b>	Dinesh Jacob	Previously appointed	

It was reiterated that there would be no Gap Year Grants offered by the APF going forward. Hence there was no longer a need for a Gap Year Grant Co-ordinator. The previous Co-ordinator, Dinesh Jacob, would hand the notes to Linda Sinclair for the archives. Linda Sinclair agreed to ask the website staff to delete any mention of the gap year grants on the HRSFC website.

## 10. Principal's Question Time

The Principal, Linda Sinclair, responded to questions on the following topics:

- ✓ The new intake and associated events
- ✓ The Hub following the flood
- ✓ UCAS applications and process
- ✓ Tutorial programmes on employability and well-being (including mental health).

## 11. Any Other Business

### Annual Quiz Sheets

It was agreed that Linda Sinclair would arrange for the Annual Quiz Sheets to be promoted to students and staff and that students would be enlisted to sell the Quiz Sheets at the Open Evenings on November 18<sup>th</sup> and 19<sup>th</sup>.

### Raffle

It was agreed that the Committee would discuss the possibility of a raffle at the January meeting.

### Mr O

It was now thought unlikely that Mr O would 'headline' an APF event but it was noted that he may agree to 'top or tail' an event.

DJ to hand over to LS the Gap Year Archive Notes.

LS to arrange for any mention of the Gap Year Grants on the HRSFC website to be deleted.

LS to arrange for Quiz Sheets to be promoted to students and staff at the Open Evenings on Nov 18<sup>th</sup> & 19<sup>th</sup>.

DH to add 'raffle' as an agenda item at January meeting.

## **12. Date and time of next meetings**

The next meeting is scheduled for Wednesday 13<sup>th</sup> January 2016 at 7.30pm, with further meetings as follows:

March 2<sup>nd</sup> 2016, May 3<sup>rd</sup> 2016 and June 21<sup>st</sup> 2016.

All meetings will be held in Room R028 at 7.30pm.

All parents are welcome to attend.