



FFH AGM MINUTES

19th September 2025 | 3:00pm Art Room @ School

Committee Members

Trustees in attendance: Jo Legdon, Laura Walker, Olivia South & Mici Dubb

Other Parents in attendance: Alex Kinnear Mellor, Fran Bradshaw, Nicola Creasey, Craig Parker

Staff Member in attendance: Mrs Lyons

Item	Minutes	Action required
Welcome	JL welcomed all the attendees to the meeting and thanked them for their time to come along and support FFH.	
Apologies	Leanne Lewin, Rebekah Pallett were both unable to attend Sarah Hanton sends apologies due to work commitments - to be voted in by proxy	None
Approval of Minutes of the Annual General Meeting held on 18 th September 2024	Approved by all.	JL to upload to website
Chair's Report for 2024/2025	Jo Legdon ran through the Chair's report and thanked the whole FFH team for their support this year highlighting that the target to raise was £10k and £14k was actually raised. The headline events being Highfest, Highfire, the Sponsored October Half Term Activity, Christmas Fayre, Bacon rolls, Uniform shop & Hot Chocolate Fridays. The money was spent on the replacement of the Sports Hall equipment roof, new school sign, new technology (ipads etc) & plants for the school pond. McConnell's also kindly donated the wonderful new fencing which can be seen in front of the school building, which is a great improvement. (Please see full Trustee Report on the FFH website)	JL to upload minutes & Chair Report to FFH Website.

Item	Minutes	Action required
Proposed change to Constitution to enable all trustees to have equal responsibility without the need for named roles	Current clause (Parentkind model constitution): “The officers of the Association shall be a Chair, a Treasurer, and a Secretary, together with such other officers as the Association shall from time to time decide.” "The committee proposes to amend the constitution to remove the requirement for named officer roles (Chair, Treasurer, Secretary). Instead, the PTA will operate collaboratively, with all trustees sharing responsibility for managing the Association’s activities, chairing meetings, keeping records, managing finances, and liaising with the school. Trustees may agree between themselves how tasks are shared or rotated, ensuring no single person carries the burden of responsibility. This change is intended to make participation more inclusive and flexible, and to reflect the way the committee already works together in practice." The amendedment will read; “The Association shall be managed by its trustees acting collectively. No individual officer roles shall be required. The trustees will share responsibility for chairing meetings, keeping records, managing finances, and acting as the main point of contact with the school. The trustees may agree to allocate or rotate specific tasks amongst themselves as needed.” This amendment was unanimously agreed by all on the Committee.	This amendment was unanimously agreed by all on the Committee. JL to inform Charity Commission
Election of Trustees of the Committee	Thank you to Rebekah Pallet for all her help as Secretary, as she has emigrated now to America she has had to step down. Thank you to Leanne Lewin for all her help as Treasurer, due to starting a new business she has decided that her focus needs to be concentrated on her new venture. Finally, a thank you to Rachel Davison, who has also decided to step down, for all her help with the Marketing for FFH.	JL to update website with new members

Item	Minutes	Action required
	Jo Legdon will be stepping down as Chair due to personal and work commitments. However, she will be staying on as a Trustee to continue the admin, reports and duties of the Treasurer with the help from Laura Fletcher & Olivia South. Election: Jo Legdon proposed by LW seconded by OS & MD Laura Walker proposed by OS seconded by JL & MD Olivia South proposed by JL seconded by LW & SL Mici Dubb proposed by JL seconded by LF & CP Craig Parker proposed by JL seconded by OS & LF Sarah Hanton (voted in by proxy) proposed by JL seconded by LF & OS	
AOB & Close	Going forward there will be 1 meeting per term; September, January & April, with ad hoc subcommittee meetings for events. Nicola Creasey and Fran Bradshaw expressed an interest in joining the committee and so they will join our next committee meeting with a view to being elected if they decide to go ahead – the committee welcomed their support. Alex Kinnear Mellor talked about a potential fund raising idea. What does Highfields have to offer that is unique, she suggested an event similar to a “Burnt Toast” evening being hosted at the school which consists of inviting Alumni and existing families to the school for a 3 course meal cooked by the school chef and served by parents. Majestic could potentially sponsor the event. We would have to have a cut-off date for RSVPs to see if the event could go ahead/run. MD highlighted that stage and dining hall can on occasion become unbearably hot during the summer and suggested Air Conditioning. OS suggested replacement of the stage lights with LEDs.	JL to send out meeting invitations. AKM to research. CP to quote school for air conditioning. OS to find prices for LEDs.