

HBS Parent Teacher Association

(Registered Charity No. 272906)

Minutes of the Annual General Meeting 2025

Thursday 20th November 2025 @ 6:00pm

(with online option via Zoom)

ATTENDEES

Mrs. Emma MacLeod (Headmistress), Aakanksha Haran - AH (Governor), Aparna Tatavarty - AT (Treasurer), Dipesh Naigaonkar, Hari Rimal, Nadia Adil - NA (Secretary), Komal Kapoor, Rashmi Saraf, Surabhi Gupta - SG (Co-Chair), Swati Kedia, Vibhor Narang - VN (Chair)

Chinazo Ezenwegbu, Liang Tive-Hive, Manish J, Mayank Tripathi, Meera Shah, Nisarg Shah, Pranav Shah, Priyanka, Ritidipa, Senthil, Sunita Krishnan (via VC)

Apologies: Ruchira Poddar – RP (Co Treasurer) and Besty Nyman.

Notes by: Nadia Adil

Agenda

1. Welcome and introductions
2. Review of the 2024–25 PTA year and financial report
3. Election of Committee Members for 2025–26
4. Alignment of PTA calendar with school academic year
5. Any other business

INTRODUCTIONS

VN opened the AGM by welcoming all attendees both in person and online and thanked them for attending.

Review of the 2024–25 PTA year and financial report

VN put up the slides (attached presentation) and proceeded with his update for the past year.

VN explained that during this committee tenure, new initiatives were launched:

1. The cultural community events viz. Lunar NY and Diwali Dazzle'25. VN noted that in the past year more volunteers have come forward making events such as these viable.
2. Career talks at the 2025 Summer Fair, live performances and a bake sale. These changes proved popular.
3. A routine of fortnightly minuted team call was initiated.
4. Different committee/ parent members came forward with ideas and took the initiative to run different events of the PTA calendar.
5. Revamped election process, to be even more transparent with an open invitation for nominations and an independent team in place to judge the nominations. We thank Ms. Pragya Mehta and Ms. Sabine Nierhoff Green, both of whom have been ex-PTA chairs/co-chairs, for their guidance and invaluable support in the process.

VN explained how parents can support the HBS PTA (as set out on the slide).

He emphasised that many employers are happy to support a charity but the appropriate person there needs to be contacted. Also, many parents do not realise that they can opt for HBS PTA as a Charity to support for the events they are already doing like marathons, walks etc.

The current committee during its tenure has been able to fundraise nearly £30,000 during the period November 2024 to November 2025. The Summer Fair in July 2025 was the biggest fund raiser in this period, followed by the Lunar New Year celebrations organised in Feb 2025, which also raised a handsome sum and Diwali Dazzle'25 in Oct 2025.

Besides fund raising, in line with the aim of supporting the students, our PTA representatives attended and helped sell refreshments at various school music concerts and events, hosted the Quiz Night and the new Year 7s Welcome event.

Treasurer's Reporting on Finances

The Treasurer AT provided a breakdown of funds raised and spent. Accounts will shortly be filed with the Charity Commission and can be viewed from its website.

Key points:

- For the current reporting period April 2024 to March 25, the total amount of £33,540.50 was raised and there were around 120 volunteers who made this possible.

- This reporting period covers part of the tenure of the previous year's committee and part of the current committee as the last AGM was held in Nov 2024.
- During this reporting period, the biggest fundraiser remains the Summer Fair 2024 (organised prior to this committee tenure) whereas the Summer Fair 2025 organised by this committee will be covered in the next reporting period account.
- Some events such as the Year 7 Bowling event are to help foster a school community and new girls and parents to socialise so the objective is not to fundraise.
- The HBS PTA always supports the leavers and staff with drinks at the end of the academic year.
- This year after discussion with the Headmistress, it was decided that the money would be sent to the school and it would sit in a pot to be used for purchases agreed with the PTA. This will help to fully appreciate how funds are used.
- Full breakdown of spent by school provided via slides.

Headmistress' address

VN invited our Head of School, Mrs. Emma MacLeod to address the forum.

Mrs Macleod thanked the HBS PTA for their ongoing support and reiterated that all the efforts put in by each parent member are truly appreciated by the school.

Election of Committee Members for 2025–26*

There are 3 key positions i.e. Chair, Secretary and Treasurer. Historically, the PTA has had the Chair and Treasurer roles being shared by two members, in order to serve as back up as well as to share the work load. We plan to continue the same for the next year and would also like to introduce the Co-Secretary role for the same purpose.

This year we have VN, AT and RP stepping down from their existing committee positions due to personal commitments and we have received 6 applications in all for the roles. This included 2 continuing members NA and SG, from past year committee while 4 more members stepped up to take on additional responsibilities. Details of these new members was circulated to the parent community in advance of the AGM.

From amongst the applications received, voting was carried out to appoint specific people to respective roles on the committee and the new committee was voted in by unanimous support (structure attached below).

The table below shows the new Committee structure:

No	Name	Role	Nominated by	Seconded by
1	Surabhi Gupta	Chair	Vibhor	Rashmi
2	Rashmi Saraf	Co-Chair	Surabhi	Komal
3	Swati Kedia	Treasurer	Rashmi	Hari
4	Besty Nyman	Co-Treasurer	Surabhi	Aparna
5	Nadia Adil	Secretary	Aakanksha	Aparna
6	Komal Kapoor	Co-Secretary	Nadia	Vibhor

Each member introduced themselves to the forum, and the new chair SG explained how each of them have supported PTA in the past. She expressed gratitude to the new team members who each brings experience and expertise to their appointed roles, having worked on the PTA as either leads or parent volunteers for various activities, for at least 2 past PTA events.

AH congratulated the new team and noted that it was commendable to have this team come forward where most of the members are working in full-time jobs but have still volunteered to help and support the school.

Alignment of PTA calendar with school academic year**

The school's academic year starts in September each year, and the PTA has been advised to consider changing our reporting year to match the school's academic year. This will help us be better prepared for activities and the PTA calendar can be decided in consultation with the school calendar. Hence the team will focus on trying to change the financial reporting period upto August 2026, so as to match the academic year of the school from next year.

Way Forward

SG explained that having worked with Vibhor over the past year to set the ball rolling on a few initiatives, this year she will focus efforts with the new team towards the following aims:

1. Clearer constitution
2. Better communication within the parent community to encourage higher participation

3. Better connections with stakeholders, industry and supporters, so as to elevate opportunities for our students
4. Building our school community

SG thanked the volunteers who helped the PTA across events in the past years, some of whom were unable to join in person but had logged in online - Liang Tive-hive, Nisarg Shah, Pranav Shah, Sunita Krishnan.

Besides, there were many parents like Jinna Wu, Gaurav Singh and family, Jaydev Ahir and family, Ram Pillai and others, each of whose contribution has been invaluable. SG looks forward to their continued support.

Other Business

SG then asked all attendees if they had any other matter to discuss before calling the AGM to a close.