

SA Annual General Meeting

Monday 16 October 2023 - 8pm, The Beehive

Present: Claire (Chair), Jemma (Chair), Luke (Treasurer), Sam, Abbie, Kelly, Gilly, Hannah, Tash, Steph, Leah

Present online: Paul Dowlman (Deputy Headteacher), Amy

Apologies: Jo (Vice Chair), Nicola (Secretary), Julie, Ellen

Agenda	Notes	Action
Welcome	Claire welcomed everyone to the meeting and introduced the committee.	
Overview of Minutes from 2022 AGM	Sharing newsletter on class Whatsapp groups was suggested but not implemented yet. Setting up sub-committees for events was suggested. This has started but not well advertised to potential members.	Jo to share to class reps. Jo to add to newsletter.
Chair's Report	See attached. Terms 1 + 2: <ul style="list-style-type: none"> - Welcome packs were well received by reception families. Terms 3 + 4: <ul style="list-style-type: none"> - Quiz night was successful. Vince would like to return to do another one, possibly in Jan/Feb. - Winter disco and story time was enjoyed by all. Concerns over volume of disco. Jo Thomas to be storyteller in 2024. Terms 5 + 6: <ul style="list-style-type: none"> - Frozen Friday sales returned weekly. Comms: <ul style="list-style-type: none"> - Continuing with class Whatsapp groups and Facebook as main lines of communication with families. - Weekly newsletter to be simplified and only sent out when required. - Pop up banner was purchased for the summer fair. 	Claire/Jem to speak to Vince. Claire/Jem to speak to Party Peeps about limiting volume at KS1 disco. Gilly to find a replacement to run sales. Jo to take lead.
Treasurer's Report	See attached. Purchase of the iPads was achieved after almost two years of fundraising. Christmas fair raised £3,176. Summer fair raised £2,612.	

	<p>EOY balance - £6,584.</p> <p>If income is over £25,000 annually then the accounts must be independently reviewed.</p> <p>On going problems with the card machines has caused frustration. After much trial and error, we need to connect to phones to use efficiently.</p>	<p>Claire/Jo to request donations of old phones on Facebook / in newsletter.</p> <p>Luke to purchase 3G sim cards.</p>
<p>Expenditure Plans and Ideas for 2023/24</p>	<p>Reception bookbags – Reception staff have requested we go back to the old style without a strap.</p> <p>Christmas books – these have been bought. A book list has been sent to George Carter to aid distributing these to the classes. Abbie will liaise and organise wrapping of books. Books to be stamped “a gift from the SA”.</p> <p>We would like to fund a workshop/experience for every child in the school. Currently requesting quotes from several companies including theatre/drama workshops and weaving workshops.</p> <p>Class budgets – class 8 have spent some of their £100.</p> <p>Mr Dowlman would like some new sports equipment for playtime. He was reminded about the PlayPod/Scrap Store already at the school but not currently used.</p> <p>Mr Dowlman would like to consider a calming sensory garden space within the school grounds. Kelly mentioned living willow structures. Could double up as a workshop activity.</p>	<p>Abbie to organise volunteers and buy wrapping paper.</p> <p>Sam to buy a stamp.</p> <p>All – continuing investigating options.</p> <p>Abbie to remind staff.</p> <p>Claire/Jem to follow up with the school.</p> <p>Kelly to investigate living willow structures.</p>
<p>New Constitution Proposal</p>	<p>The entire school community was given one month’s notice of the SA’s intentions to adopted the ParentKind constitution at this AGM. The document was made available to everyone via the SA website and via the school newsletter.</p> <p>Everyone present at the meeting voted.</p> <p>Yes – 13 votes</p> <p>No – 0 votes</p> <p>No objections were received prior to the meeting.</p>	<p>Claire to complete and sign the statement on the constitution document.</p> <p>Jemma to countersign as a witness.</p> <p>Nicola to submit the newly adopted constitution to the Charity Commission with 21 days.</p>
<p>Officiation of New Committee Members 2023/24</p>	<p>Co-chairs: Claire Williams and Jemma Attwooll Ware</p> <p>Vice chair: Jo Thomas</p> <p>Treasurer: Luke Hart</p> <p>Secretary: Nicola Beauvois</p> <p>All voted in for their first full academic year!</p>	
<p>AOB</p>	<p>Upcoming events:</p> <ul style="list-style-type: none"> - Christmas Fair on 2 December 2023, 12-3pm - Winter disco in January has been booked - Quiz night to be arranged for Jan/Feb 2024 	

	<ul style="list-style-type: none"> - Ceilidh on 18 May 2024, 7-11pm - Summer Fair on 22 June 2024, 12-3pm - Summer disco in July has been booked <p>Christmas Fair planning:</p> <ul style="list-style-type: none"> - Separate meeting to be held / WhatsApp group - Stalls have been decided on and allocated to each class - Donations to be requested earlier, possibly using house points as an incentive - Santa's Grotto booking to be available on the website / paper form? - Request battery operated lights - Advertising banner <p>Non-uniform days.</p>	<p>Hannah to lead.</p> <p>Hannah to give details to Sam. Jo to add to newsletter Helen to design and investigate.</p> <p>Jemma to propose dates to Rae.</p>
Date for next meeting:	13 November 2023, 8pm at The Beehive	

Signed by Chair: Claire Williams

Date: 18.10.23