

# ESHER CHURCH SCHOOL ASSOCIATION

REGISTERED CHARITY No. 803010



## ESHER CHURCH SCHOOL ASSOCIATION AGM

Wednesday, 13 October 2021  
8pm Esher Church School, Eden Building

### Attendees:

Ben Foley- Head (BF)  
Lucy Lanigan – Co-secretary (LL)  
Jenni Baldwin - Co-Treasurer (JB)  
Charlotte Ashton - Co-Treasurer (CA)  
Lucy Cudmore – Head of Comms (LC)  
Alison Mohamed – Head of reps/volunteers (AM)  
Anne Lotte – Meeting Chair (AL)  
Lysie Gutteridge- Parent Volunteer (LG)  
Additional Attendees- see attached list

### 1. Chairpersons' Welcome

Welcome to all in attendance including new parents to the school, Mr Foley as new headteacher and Sandra Argent, as attending governor.

*Actions*

### 2. Minute Approval and Appointments

#### Meeting Minutes

Anne identified that the Meeting Minutes from the last AGM in October 2020 had been made available on the PTA Events website and requested any questions. No questions were raised or corrections notified. In the absence of any objections, the minutes from the last AGM were recorded as approved.

In addition, the meeting minutes from the last ECSA committee meeting in May 2021 had also been made available on the PTAEvents website. No questions were raised or corrections notified. The meeting minutes for May 2021 were concluded to be approved.

#### Appointments

In line with the constitution all trustees are elected at the AGM and will hold office until the next AGM.

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HEADTEACHER  
MR. B. FOLEY

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DEPUTY HEADTEACHER  
Mr O. MAY

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The ECSA does not have a Chair currently but a candidate has come forward and more will follow in this regard.

The following trustees were nominated (by Lynsie Gutteridge and seconded by Lucy Cudmore or Alison Mohamed).

- Treasurer – Charlotte Ashton and Jenni Baldwin
- Secretary – Lucy Lanigan
- Head of Comms – Lucy Cudmore
- Head of reps/volunteers – Alison Mohamed

The trustees and officers listed above were duly elected, based on attendee votes with no objections.

Anne Lotte has resigned as Secretary and Trustee. We would like to thank Anne for all her hard work and dedication over the past four years.

Gilly Matthews has kindly agreed to audit this year's accounts prior to submission to the Charities Commission.

### **3. Trustees Report 2020/2021**

The Trustees Report was commenced with a reminder of the objectives of the ECSA (taken from the Parentkind model constitution).

Anne provided a summary of the year's activities and commenced by summarising that it had been a quieter year for fundraising due to COVID restrictions/class bubbles but that still a number of events had been successfully held.

The Christmas Quiz was mastered by Gareth Hale and was particularly challenging but entered by a number of teachers and parents. This past year, the ECSA also signed up to the Parentkind Big Raffle. The Christmas Panto (online broadcast in each class) with popcorn provided to each child in their classroom was particularly well received by the children instead of the usual Christmas disco.

Other events had included the Half Term Active Challenge during the February Half term and then the Scarecrow Trail around Claygate and Esher during the first week of the Easter holidays. A Virtual Esher Run was also held and this along with the scarecrow trail was opened up to the wider community of Claygate and Esher, both well received with positive feedback from those that took part.

Anne also noted that the ECSA had also improved its online facilities including the purchase of the sum-up machine for cashless sales and the use of PTA Events for online booking and ticketing. ECSA also has an increased social media presence with Holly Call providing regular Facebook posts.

The ECSA was unable to host the Christmas Bazaar, Camp out, Summer Fair or Summer Ball in 2020/2021 due to COVID-19 restrictions and particularly for the late summer term events, it was also decided not to host these even if restrictions were lifted given the lead in that these events required in terms of planning.

Nevertheless, for those events that were hosted, we are very grateful to all volunteers.

### 3. Treasurer's Report – Jenni Baldwin

Jenni provided a summary of the financial status of the ECSA for the year 2020/2021 starting with monies raised during fundraising events.

Summary	£
<b>Funds b/fwd at 1 September 2020</b>	<b>39,716</b>
<b>Income</b>	19,234
<b>Expenditure</b>	(28,199)
<b>Funds * c/fwd at 31 August 2021</b>	<b>30,751</b>
<b>Less:</b>	
<b>Committed Funds</b>	<b>(12,725)</b>
Cash for classes 2019/2020 remaining (£250 per class p.a.) = £7,000	(3,264)
Heavy duty scooters x 6 (TBC if still required)	(600)
Refurbishment of reception play area (TBC if still required)	(311)
Sports equipment (TBC if still required)	(250)
Reading corners request	(6,300)
OPAL loose parts (annual?)	(2,000)
<b>Minimum Reserves</b>	<b>(1,000)</b>
<b>Remaining uncommitted Funds Available at 31 August 2021</b>	<b>17,026</b>

Jenni identified that the cash for classes initiative would be reinstated even though it was abandoned at the last AGM. It was the ECSA's understanding that the teachers are particularly pleased that Cash for Classes will be reinstated for much needed allocation of extra funds for teachers to spend on a class by class basis and that this will be around £250 per class/year again.

Mrs Gill (After School Club) confirmed to Jenni that the heavy duty scooters are still required and that the funding for these will be formally requested.

It is the ECSA's understanding that the reception play area will still require some allocated funding.

In addition, allocated funds are still required for sports equipment.

OPAL loose parts will now no longer be funded and an allocation of £2k had been committed to this.

## Funds raised in 2020/2021 school year

	£
Savills	5,500
ESCA voluntary fund	3,363
Half term active challenge	1,640
Bank Switch	1,500
Christmas Cards (Net for 2021)	1,047
Cake Sales	1,115
Big PTA Raffle	891
Break the rules	824
Christmas Quiz	822
Scarecrow trail	717
2nd hand sale	448
Donations	365
Esher runs	275
Charities trust	240
Class Fund raising	215
Amazon Smile	147
Summer Ball refund	100
RecycleFor Charity(recycling in cartridges)	15
Other	10
<b>Total 2020/2021 funds raised</b>	<b>19,234</b>

Jenni reminded the AGM that Savills will donate £1000 to ECSA for every house sale through Savills.

## Expenses Paid in 2020/2021 school year

	£
OPAL loose parts	(9,922)
Whiteboards	(7,260)
Cash for classes (2019/2020 - part paid)	(3,736)
Laptops x 10	(1,998)
Visualisers x 10	(1,800)
2019 Christmas cards invoice	(1,652)
Story Project Books	(501)
Year 6 leavers event	(309)
Christmas Panto and chocs	(307)
World Pay fee	(167)
Teachers/ PTA gifts and events	(159)
Parentkind subscription	(123)
Sumup Machine	(99)
Secondhand clothes storage	(71)
Esher Runs Subscription	(51)
Eco expenses	(44)
<b>Total 2020/2021 Expenses (Paid)</b>	<b>(28,199)</b>

Mr Foley then presented his spend request for 2021/2022.

Resources /	Cost	Impact
Phonics programme, training and reading books	tbc	Improvements in the teaching and learning of phonics across the school, using a DfE endorsed synthetic phonics programme
Chromebook / ipads	£320 per unit	Children's knowledge and skills development in computing curriculum (coding, green screening, etc)
Music instruments and equipment	Djembe drums x 15 = £500 approx.	Children learn to play a range of musical instruments (e.g. Djembe drums, keyboards, ukuleles, xylophones, recorders, etc.)
Basketball hoops	£479.99 per unit	Children develop hand eye co-ordination, gross motor skills and techniques and strategies of playing basketball, at playtimes, PE lessons and after school clubs
Sound and audio upgrade	tbc	Improvements in audio and visuals for whole school assemblies, class assemblies, end of year performances

*Action: Mr Foley to confirm required expenditure on TBC items and commence formal requests for items listed during meeting.*

Anne clarified that the spending process considers an allocation of funds based on a request from the school for a specified amount, and then a voted agreement by the committee to fund the request. For large spends above the £10k threshold, a notice must be issued to the parent community for any objections to funding. Mr Foley asked whether this was a £10k threshold for one item/grouped items or whether this was for aggregated spend on a number of items. Anne clarified that it applied only to single item purchases (e.g. hall flooring). Lucy Lanigan asked whether a request for funds and spending could be expected this term (i.e. before Christmas) and Mr Foley confirmed this would be the case.

BF

<p><b>4. Events and Fundraising</b></p> <p>The following events are anticipated for the forthcoming school year (2021/2022) and for which volunteers are much needed.</p> <p><i>Action: LC to ask whether the parent who mastered last years Christmas Quiz would be prepared to do so again this year.</i></p> <p>Fundraising ideas were welcomed from attendees of the AGM.</p> <p><u>Actions from planned Events</u></p> <p><i>Action: ECSA to circulate list of events (with dates as far as possible) and current volunteers with a request for volunteers to come forward where needed. ECSA to set up events on PTAEvents to enable volunteers to register offers of help or volunteers to speak to Class Reps.</i></p> <p><i>Action: CL and AM to liase over arrangements for bazaar</i></p> <p><i>Action: Inkpen and Hargreaves to host a cake sale on Wednesday 20<sup>th</sup> in staff car park, next to second hand uniform sale.</i></p> <p>Other Notices:</p> <ul style="list-style-type: none"> <li>• A reminder to everyone to please make Amazon purchases through Amazon Smile. It's an easy and cost-free way to donate money to the ECSA. Clare Truman suggested that the details of Amazon Smile should be distributed to the parent community so that everyone was aware of it. <i>Action: ECSA to include in next communication.</i></li> <li>• Corporate Matched Funding -request to parents to investigate potential opportunities through their companies/employers for corporate matched funding, including for example cash equivalent to time donations or matched financial donations.</li> <li>• Savills – will make a £1000 donation to ECS for each house sale for an ECS family.</li> <li>• If anyone has connections with businesses are that able to provide raffle prizes</li> <li>• Scopay will be set up shortly for voluntary donations and the application of gift aid to those donations is being investigated by CA. <i>Action: CA to investigate gift aid declarations through Scopay or alternative method.</i></li> <li>• Smartie challenge – KMB suggestion. Each child given a smartie box to fill with 20p. Winning class with most tubes is given a prize. Participation was assumed by the school community unless otherwise notified to the organiser (for instance in the event of dairy intolerance or for health reasons). <i>Action: KMB to provide poster for smartie challenge.</i></li> <li>• CL suggested an auction of class made crafts eg. a hand print bowl.</li> </ul>	<p>LC</p> <p>ECSA</p> <p>LL and CL</p> <p>ECSA</p> <p>CA</p> <p>KMB</p>
<p><b>6. Any Other Business</b></p> <p>Flowers were presented to Anne Lotte, as thanks for her contribution to the ECSA for the past four years.</p> <p>An attendees list was requested to be signed on leaving the AGM.</p>	

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