

Minutes of ESPSA Annual General Meeting

12 Nov 2020 | 20:00 via Zoom

Present: Rob Morgan (RM), Jo Morgan (JM), Martyn Bisset (MB), Nicola Taylor (NT), Ed Taylor (ET), Jane Williams (JW), Ellie Parr-Bell (EPB), Caroline Parry (CP), Michelle Lawrence (ML), Emily Sturgess (ES), Amandeep Kaur, Ewelina, Louise Pullin, Krishna Giga, Vinay, Hester Wooller (HWO), Hena Jamil (HJ), Becky Wilcox (BW), Judith Bowler (JB), Orla Kennedy (OK), Vanessa Collins (VC).

1) Welcome

HJ opened the meeting at 20:05 and chaired.

Apologies: Miranda Aston (MA), Susan Wong (SW), Harriet Weaving (HW)

2) Minutes of the Annual General Meeting held on 13 November 2019 and matters arising from the minutes

The minutes of the 2019 AGM were circulated via email, checked by our current committee officers and signed by the Chair as a true and accurate record of the meeting.

3) President's Remarks

HWO agreed she was happy to continue in the honorary role of President of ESPSA for another year.

HWO commented on the exceptional circumstances of the year; having a virtual AGM, school being closed March – September, the daily challenges through the pandemic and the resilience the school community and especially the children have shown, throughout. Thanks were noted to MB for acting as ESPSA teachers' representative and to the officers and members of ESPSA for finding the time to support the enrichment activities of ESPSA, on behalf of the staff, governors and children of ESP. HWO mentioned that the community and social aspects brought by ESPSA were just as important as the fundraising. During lockdown I, the lack of social aspects from not being in school were sorely felt, though fortunately during lockdown II, school were much better prepared with technology for improved communication between families and class teachers. Comprehensive thanks was given for all the funds provided by ESPSA for curriculum enrichment (science day, new books for reception, and smart boards for KS2); for donating Christmas crackers and organising gift sales at Christmas and for Mother's day. The disco before lockdown was the highlight of the children's year, though the SLT cannot comment on when we might have our next. HWO concluded by commenting that everyone's contribution is valued; all staff and prospective parents see the School Association as a big strength, with many families attracted to ESP due to the Association. HWO's closing comments were thanks to ESPSA for the ongoing commitment to enrich learning at ESP.

4) Chair's Report for 2019/20

HJ commented on the sudden halt to fundraising as a result of the COVID pandemic and the adaptations that were necessary, such as more infrequent, virtual meetings, with just the core committee present. HJ expressed her thanks to Charlotte Foster who was a crucial part of ESPSA for so many years and stepped down as Vice-Chair in July 2020 when her youngest child left the school. Thanks were also offered to VC for her role as secretary, to OK for shadowing the Treasurer as she prepared to step down and lastly to JB for her guidance and patience and 5 years of dedicated service as Treasurer. Thanks were also expressed to the school for their support in the planning and administration of ESPSA fundraising activities, in particular to HWO, MB, Jane Jones, Laura Hanton and Bridget Saunders. HJ gave a comprehensive report on the ESPSA activities for the academic year 2019/20 that were able to go ahead, together with detailed thanks to committee members. HJ thanked all the parents and carers for their support in both the running and participation in fundraising events. It was mentioned, that due to ongoing COVID restrictions, ESPSA haven't been able to confirm many events for the remainder of 2020 and for 2021 ahead. HJ concluded by thanking everyone who helped during her first year as Chair and announced she would be standing for Chair again, however will require a short leave of absence during 2021 when her third child is born.

5) Treasurer's Report for the year ending 30/09/2020 including presentation of the annual accounts

JB gave a summary of the accounts from 1 October 2019 - 30 September 2020, commenting that it was a period of two halves. During October – March there were 13 events, raising significant funds for the school, however due to the COVID-19 pandemic, no fundraising was possible from April – September. Income generated from fundraising activities during this period was £19,951.11 and expenditure related to fundraising and administration costs was £8,934.27 plus £6,872.90 donated to Earley St Peter's School for the purchase of 2 interactive smart boards, a school-wide science activity day, repairs to playground equipment, the purchase of 2 epipens and the gift of year 6 leavers books.

The account opening balance on 1 October 2019 (in both the bank and including cash not banked) was £8,834.27 and the closing balance as of 30 September 2020 was £12,978.21. Therefore, income exceeded expenditure by £4143.94; this surplus occurred because no donations could be made during the second half of the year, due to the COVID-19 pandemic. £1657.96 of this is restricted for the pool and £5,000 is to be kept in reserve for anticipated pool maintenance. As a result, ESPSA have £6,000 ready to donate to the school immediately, and later in 2021 should be in a position to make further donations to the school. Fundraising highlights during the period were fireworks (£6,687.71), school disco (£1,936.65 including £700 match funding), Christmas fayre (£1,609.53), cake sales (£565.93), Bag2School (£666) and Christmas events (gift sales £350.34 / tree sales £390.15 / greeting cards £163.48).

The swimming pool ran at a loss due to COVID-closure and essential maintenance; all income reported for the pool was from back-dated gift aid claims and was used to off-set the final loss (-£664.42). Thanks are noted to Parkers Estate agents who donated the money to ESPSA for the school Christmas tree. JB thanked event organisers, the committee and those who assisted with technical support setting up for electronic payment for a number of events; thanks also noted to OK and RM for their assistance as Shadow-Treasurers. These accounts are yet to be audited: Ian Lawrence (IL), a qualified accountant and ESP parent, is once again appointed as the independent examiner of accounts for 2019-20.

[ACTION: JB to present accounts to IL for auditing](#)

6) Election of Committee Officers and Trustees of the Committee

Chair: HJ was nominated by VC, seconded by ES and was elected.

Vice-chair: BW was nominated by HJ, seconded by OK and was elected.

Treasurer: OK was nominated by JB, seconded by NT and was elected.

Secretary: VC was nominated by JB, seconded by ES and was elected.

[ACTION: JB/ OK to update the Charity Commission and banking mandate as required](#)

[ACTION: VC to introduce the newly elected officers via Facebook](#)

7) Other named committee roles

Swimming pool

The following members have volunteered to form a sub-committee:

Rob Morgan, Susan Wong, Vicki Datlen, Kaneez Ahmed, Clare Verrall and Jo Morgan.

Disco

The following members have volunteered to form a sub-committee:

Emily Sturgess and Michelle Lawrence.

Year Representative Roles

The following members have volunteered to be year representatives:

Nursery:	Vanessa Collins	
Reception:	Ellie Parr-Bell	Susan Wong
Year 1:	Michelle Lawrence	Hena Jamil
Year 2:	Harriet Weaving	Nilz Parmar
Year 3:	Hena Jamil	Caroline Parry
Year 4:	Jane Williams	Judith Bowler
Year 5:	Lydia Hamilton	Susannah Ivy
Year 6:	Caroline Parry	

8) Any Other Business

The ESPSA Committee have a future meeting agreed to discuss the following with the SLT:

Funding requests from the school and which of these ESPSA Events can go ahead this term (Christmas gift sale, Bag2School TBC 8th December, Non-uniform day, Crackers at school Christmas Lunch).

The committee were reminded of the Christmas tree order deadline of 26th November (collection on 4th December) and were encouraged to promote this.


9) Next Meetings

2021 Committee Planning Meeting: Wednesday 13th January 2021 TBC via Zoom

2021 ESPSA AGM: 18th November 2021 TBC

End of the meeting at 20:55

These minutes were confirmed by ESPSA as a true and accurate record of the meeting.

Signed: _____  _____ Date: 18/11/2021