

Minutes of ESPSA Annual General Meeting

18 Nov 2021 | 20:00 via Zoom

Present: Martyn Bisset (MB), Rachel Stone (RS), Nicola Taylor (NT), Jane Williams (JW), Ellie Parr-Bell (EPB), Caroline Parry (CP), Michelle Lawrence (ML), Emily Sturgess (ES), Anat Andrews (AA), Hena Jamil (HJ), Orla Kennedy (OK), Vanessa Collins (VC), Harriet Weaving (HW).

1) Welcome

HJ opened the meeting at 20:00 and chaired.

Apologies: Rob Morgan (RM), Jo Morgan (JM), Hester Wooller (HWO)

2) Minutes of the Annual General Meeting held on 12 November 2020 and matters arising from the minutes

The minutes of the 2020 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

Read by MB on behalf of HWO:

MB expressed thanks on behalf of the staff, governors and children of ESP to everyone who supports the Association – HJ, VC, OK plus every committee member, for finding the time in their busy schedules. Thanks were expressed to event organisers who have shown amazing adaptability and creativity throughout COVID-19. MB mentioned that the community and social aspects brought by ESPSA were just as important as the fundraising and that ESPSA are a key part of school life, with new parents often mentioning ESPSA events that they have been to.

MB commented that pressures on the school budget continue and that ESPSA who paid for the school-wide science day, made a valuable contribution to curriculum enrichment, for which the teachers are grateful and send their thanks. Comprehensive thanks given for helping to keep our children safe and improve their outdoor environment (playground repairs, eco benches, epi-pens and pool repairs), for providing Christmas cheer (donating Christmas crackers); for showing creativity, determination and adaptability and allowing the school community to still come together and to have fun whilst keeping everyone safe (Christmas gift sales).

MB concluded by commenting that the School Association continues to find skills within our school community and mobilise and utilise them for the benefit of our children and that the School Association for all at ESP is a strength of our school. MB's closing comments were thanks to ESPSA for the ongoing commitment to enrich learning at ESP and that HWO agreed she was happy to continue in the honorary role of President of ESPSA for 21/22.

4) Chair's Report for 2020/21

HJ thanked VC and OK in their roles of Secretary and Treasurer, respectively. HJ thanked the school senior leadership team for their support in helping ESPSA slowly resume fundraising activities. 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 2020/21 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.

HJ concluded with a message of hope, of normality returning so we can see ESPSA thrive and we can help enhance our children's education and make their primary school experience the best we can. HJ said she would be standing for Chair again.

5) **Treasurer's Report for the year ending 30/09/2021 including presentation of the annual accounts**

OK gave a summary of the accounts from 1 October 2020 - 30 September 2021, presenting slides. Although ESPSA activities were curtailed by COVID-19, a number of different events still took place. Income generated from fundraising activities during this period was £3,297.41 and expenditure related to fundraising and administration costs was £1,834.41 plus £195.98 donated to Earley St Peter's School (totalling £2,038.39).

Donations to Earley St Peter's School totalled £3,339.19 (however *£3,142.29 was not paid until the following financial period (the start of the school year 22/22). Donations were made for Christmas crackers (£195.98), science activities (*£1000), epipens (*£102.90), eco benches (*£996.25), repairs to playground equipment (*£1044.06) and payment for the year 6 leavers books (£455). Fundraising highlights during the period were a Teddy bear sale (£56), 2 Bag2School collections (£370.50) and Christmas events (gift sales £90.43 / tree sales £581.91 / greeting cards £173.90).

Year end 30 September 2021 ESPSA funds total £14,237.23. £1657.96 of this is restricted for the pool and £5,000 is to be kept in reserve for anticipated pool maintenance. Less the donations from 20/21 mentioned; consequently, ESPSA have £4,500 ready to donate to the school immediately, and later in 2022 should be in a position to make further donations to the school.

OK thanked event organisers and volunteers, the committee, those who assisted with technical support with online payment platforms and to VC for setting up PTA events website. These accounts are yet to be audited: Iain Lawrence (IL), a qualified accountant and ESP parent, is once again appointed as the independent examiner of accounts for 2020-21. OK thanked IL and former Treasurer, Judith Bowler, for her continued support and also requested a volunteer to help with double counting cash takings in future.

ACTION: OK to present accounts to IL for auditing before July 2022 Charity Commission Annual Return.

6) **Election of Committee Officers and Trustees of the Committee**

- Chair:** HJ was nominated by VC, seconded by ES and was elected.
- Treasurer:** OK was nominated by HJ, seconded by CP and was elected.
- Secretary:** VC was nominated by HJ, seconded by NT and was elected.

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:

| | | |
|------------|-------------------|------------|
| Reception: | Rachel Stone | Lucy Hobbs |
| Year 1: | Ellie Parr-Bell | Susan Wong |
| Year 2: | Michelle Lawrence | Hena Jamil |
| Year 3: | Harriet Weaving | |
| Year 4: | Hena Jamil | |
| Year 5: | Jane Williams | |
| Year 6: | | |

8) Any Other Business

VC shared that the new boiler for the school pool was being installed that week.

HJ commented that the ESPSA Core Committee will continue to discuss the following with the SLT:
Funding requests from the school, Christmas gift sale, Non-uniform day, Crackers at school Christmas Lunch.

VC said the new website is working well for promoting the events this term – fireworks, home disco bags, Christmas trees and the bag2school collection: we have over 610 registrations and approaching £12,000 sales in the last 6 weeks. We are also pleased that we now have 4 card readers making contactless payment possible.


OK concluded with good news, fireworks 2021 made £10,047.37 profit (subject to any further processing fees)!

9) Next Meetings

2022 New Volunteers Meeting: Wednesday 12th January 2022 TBC
2022 ESPSA AGM: 16th November 2022 TBC

End of the meeting at 20:40

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

Signed:  Date: 16.11.2022