**Minutes of**

**Kings School Association AGM**

**4th October 2022**

Present: Claire Burley, Anna Payne, Vikki Browning, Agnes Terry, Amy Kruger, Michelle Denver

Apologies: Mark Wolverson

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| Note: There was a low number of attendees at the AGM however the minutes will be made available to all parents and teachers via the KSA’s website.  Claire opened the meeting and welcomed the Committee back after the Summer.  **MINUTES OF LAST MEETING**  The last minutes from 20th October 2021 were approved.  **MATTERS ARISING**   * Agnes has joined the team as Deputy Chair and is taking over responsibility for Lucky Numbers. Agnes briefed the meeting that sales of the Lucky Numbers tickets were slow, probably hindered by poor access to the PTA website from Kings’ School website.   Anna agreed to ask for the link to the PTA website to be at the top of the PTA page.  It was also agreed that Agnes & Claire would set up a stall at the Year 7 Meet the Tutor evening (10 Oct) to encourage sales face-to-face. It was felt that clear pictures of what we would like to achieve in the library would help sales. Anna agreed to speak to Edyth Miles and Maggi Edwards about producing some A3 pictures and plans for the evening.   * The Quiz Night 2021 was cancelled due to a Covid. * The KSA now takes cashless payments with SumUp tap-and-pay machines. * The KSA got a license for the lottery (Kings’ Lucky Numbers) in 2021, this has been renewed in 2022. * The KSA has adopted the Amazon Smile Scheme for Kings’ School. * The KSA has had a campaign to encourage volunteers to sign up following the covid disruption and we now have around 35 volunteers. * An additional role for the PTA last year was to manage sales for the drama production and provide refreshments. Following completion of the accounts, Vikki will now write a cheque to the Drama department for £8,717. * KSA purchases were similar to last year other than the purchase of tall glasses & two SumUp machines. * The KSA no longer charges for teas and coffees provided at the events where we support the school, as the cost is minimal and the receipts are sufficient to warrant the time spent on banking change. * The KSA no longer is the lead organiser of the Summer Fayre, this was kindly done by Edyth. The KSA focussed on Food & Drink. * It was agreed that further SumUp tap-and-pay machines should be purchased and we should aim for events to be cashless. Clear notification must be given to those attending the events. For the Summer Fayre it was suggested and agreed that we should avoid the need of small change by selling prepaid vouchers for use on stalls. * During 2021-22 the PTA bought sports kit for Years 8 & 9 netball teams.   **HEADTEACHER’S REPORT**  Anna confirmed that the Quiz Night was cancelled to avoid unnecessary spread of Covid. However she highlighted the success of the Comedy Night which was a very well received by the parents. Anna also highlighted the success of the Summer Fayre with Edyth and Maggi taking the lead and the PTA focusing on Food & Drink. Anna relayed the Headmasters thanks for a superb Summer Fayre.  Going forward the main change for the PTA will be the return of face-to-face Parents Evenings where the PTA serves teas and coffees. This is will be a good platform to make sales for PTA events.  Anna explained that the planned spend on Duke of Edinburgh (DoE) equipment was not possible as the role had not been filled due to staff moves. However, Joe Chisham, has recently joined Kings’ and has extensive experience in DoE so may take this forward and at some point the PTA can assist with the purchase of equipment he deems necessary. Claire will introduce the herself to Joe.  Anna proposed the refurbishment of the Library as an immediate project the PTA could fund. This could involve replacing flooring, curtains, providing storage and new tables, chairs and easy chairs. All agreed this would be an excellent project for the PTA. Anna will ask Edyth and Maggi to price up proposals and speak to the Headmaster about use-of-space designs.  Anna also raised the option of funding music lessons for Year 7’s to try musical instruments which they may not have considered and so introduce them to music. The meeting felt however that this was a consumable and the PTA should focus on investing in assets which benefit all years over a period of time.  **CHAIR’S REPORT**  The PTA thanked Vikki for her support of the PTA, always calm and considered working in the background. All were grateful for her significant contribution. The room welcomed Amy Kruger who is kindly taking over as Treasurer.  Claire proposed to leave all ticket prices unchanged from last year and this was agreed.  Claire highlighted that the main change in events is the addition of Parents Evenings and the PTA proposes to hold two Comedy Nights in Nov 2022 and June 2023. The support we provided to the Drama Production was well received so the plan is to continue this in 2023.  Claire highlighted and supported the proposal to refurbish the Library with new furnishings suitable for using the space as a library/quiet space. The PTA is also paying for equipment for the Knitting Club. Claire also highlighted that the PTA could help fund repair of the swimming pool ceiling however for this to happened the pool needs to be emptied, so financial assistance could be provided when this maintenance work is scheduled.  **PRESENTATION AND APPROVAL OF ACCOUNTS**  Vikki summarised the PTA’s financial situation as healthy with £31,000 in the bank. Of this around £9,000 is due to be paid to the Drama department and we need to keep a reserve of £5,000 to cover the costs of future events. This leaves £17,000 available for the library refurbishment.  Vikki highlighted the Auditors concern that the surplus had not been spent and that this needed to be resolved. All agreed that the Library was a suitable project for the PTA to fund and would be a good use of the accumulated funds.  Vikki introduced Amy as the new Treasurer and highlighted that Mark would like to meet Amy. Claire agreed to arrange a meeting in November with Amy, Mark, Agnes and herself.  The meeting discussed the poor service received by HSBC and Amy highlighted that Lloyd’s Bank had an excellent charities programme and so it was agreed that the PTA bank account should be transferred to Lloyd’s under the stewardship of Amy.  Vikki also agreed to take Amy through the registering of accounts on the Charity Commission website.  **APPOINTMENT OF AUDITOR**  Mark Wolverson has kindly agreed to remain as Auditor for another year.  **ELECTION/RE-ELECTION OF COMMITTEE MEMBERS**  Claire Burley re-elected as Chair by Anna Payne.  Agnes Terry re-elected as Vice Chair by Claire Burley.  Amy Kruger elected as Treasurer by Vikki Browning.  Anna Payne elected as Secretary by Claire Burley.  **AOB**  There was AOB.  Claire thanked everyone for attending and closed the meeting. | CBurley  APayne  ATerry /  CBurley  APayne      VBrowning  CBurley  CBurley    APayne    CB  CBurley  AKruger  VBrowning  /AKruger |