AGM 2014

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| Minutes | October 16, 2014 | 18:30 | Junior School hall |

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| Meeting called by | Matthew Thomas - Chairperson |
| Type of meeting | Annual General Meeting |
| Facilitator | Matthew Thomas – Chairperson |
| Minutes | Sarah Thomas – Vice Chairperson |
| Timekeeper | Matthew Thomas – Chairperson |
| Attendees | **Elected Officials**  Matthew Thomas (MT)  Sarah Thomas (ST)  Hayley Smith (HS)  Gemma Merritt (GM)  **Parents**  Ali Pay (AP)  Jayne Nikolic (JN)  **Infants Representatives**  Sara Allen (SA)  Gill Amos (GA)  Daniel Mee (DME)  Claire Hanson (CH)  Debs Mundy (DM)  **Junior Representatives**  Tim Deery (TD)  Evelyn Smith (ES) |
| Apologies | **Parents**  Angela Hart Laura Cooke Lisa Thomas Natalie Randall |

## Agenda topics

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| 5 mins | Chairmans Report | Matthew thomas |

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| Discussion | The chair thanked all volunteers for their assistance throughout the year, special thanks given to the elected officers who give up so much of their family time to ensure the PSA functions.  The chair reported that the PSA had held 5 events, 2 Discos, Band Night, Christmas Fayre & Summer Fayre  The chair reported that the PSA has invested in a new and much needed marquee that should last for many years, providing a covered space for outdoor events.  The chair reported that the PSA has been assisted with matched funding of £1400 from Vodafone UK & had received a donation of £100 towards the new Marquee from Simply Health, the chair issued thanks to both companies for their support. | | |
| Conclusions |  | | |
| Action items | | Person responsible | Deadline |
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| 5 Mins | Treasurer Report | Matthew Thomas |

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| Discussion | The treasurer presented the accounts for the year 2013-2014, reporting that the funds raised for the year totaled £9,541.08  Our Summer and Christmas fayres continue to be our most important events  Funds Available to each school are:  Infants = £12,070.72  Juniors = £15,137.79  There have been 3 withdrawals from funds this year:  Infants Trip Subsidies £810  Christmas Crackers funded for both schools Christmas dinners  £519.87 to purchase our new marquee  The PSA has received the following financial support:  Vodafone UK via parent matched funding = £1400  Waitrose Community Token Scheme = £330 | | |
| Conclusions | The Accounts are proposed and approved by the attending committee & members (Vote Result 100%) | | |
| Action items | | Person responsible | Deadline |
| Forward Accounts for independent audit | | Treasurer | Nov 2014 |
| Charity Commission Submission | | Treasurer | Jan 2015 |

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| 10 Mins | Head Teachers reports | sara allen & tim deery |

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| Discussion | **Junior School**  Tim offered his thanks to all who have worked on and supported the PSA this year, re-iterating how important the funds raised by the PSA are.  The junior school request the release of £4,000 of funds from the PSA accounts to purchase tablet computers, which will allow the school to expand the use of technology & open up opportunities for mobile computing  **Infant School**  Sara offered her thanks on behalf of the Children, Staff and Governors for the support provided by the PSA towards the school.  Sara reported that the PSA grant to the school this year enabled them to subsidise school trips by £3 per child.  Sara reported that besides the funds raised by our events, the PSA provides a means for parents, children and staff to socialise amongst our community, with the Christmas and summer fayres generating excitement for the children  **Both Schools**  Tim and Sarah presented a new joint project to provide an exciting opportunity for both schools, the schools and PSA will provide more details to parents and supporters ASAP, the schools request that all fundraising now is allocated towards this project. | | |
| Conclusions | The PSA Chair thanks the Heads for their reports  The Committee agree that the PSA should support the new project that will be announced by the schools in due course  The Committee and members considered the request of funds from the Junior school of £4,000 to purchase tablet computers, the request was approved with 100% votes in favour. | | |
| Action items | | Person responsible | Deadline |
| £4k Funds to be forwarded to the Junior School | | Treasurer | Oct 2014 |
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| 10 Mins | Committee officers resignations and elections |  |

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| Discussion | The PSA committee were notified of two resignations:  Karen Potter Resigned her position as Secretary  Matthew Thomas announced his intention to resign as chairperson due to restrictions on the available time he has for the PSA over the next year. With no other nominations for this position Matthew has withdrawn his resignation, without a chairperson the PSA would have to be disbanded.  Committee Officials Elected As:  **Chairperson -** Matthew Thomas  Proposed By JN, Seconded By DM  **Vice Chairperson -** Positon Vacant  **Treasurer** – Hayley Smith  Proposed By DME, Seconded By TD  **Vice Treasurer** – Gemma Merritt  Proposed By SA, Seconded By AP  **Secretary** – Jayne Nikolic  Proposed By MT, Seconded By GA  **Events Coordinator –** Sarah Thomas  Proposed By GM, Seconded By ES | | |
| Conclusions | Positions required for the continued functioning of the PSA have been filled  Noted and recognized by the committee that we are very short of Parent Committee members | | |
| Action items | | Person responsible | Deadline |
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| 20 mins | AOB |  |

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| Discussion | MT informed the committee that the PSA needs to invest in new BBQ’s as the old ones have been destroyed having rusted away past their useful life. There are other items of inventory held by the PSA that are in need of updating and/or replacing. MT asked the committee to approve a budget of £500 to be used by the PSA for the purchase of new equipment required to hold our events.  The Committee and PSA Members present voted to approve the budget with a cast vote of 100% in favour. | | |
| Conclusions |  | | |
| Action items | | Person responsible | Deadline |
| Elected Committee to report at future meetings what purchases have been made and how the budget is being spent. | | All officials | Ongoing |
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| Minutes issued | 17/10/2014 | Sarah Thomas |
| minutes approved |  |  |
| Special notes |  |  |