AGM 2015

|  |  |  |
| --- | --- | --- |
| Minutes | October 8, 2015 |  |
|  |  |  |

|  |  |
| --- | --- |
| Meeting called by | Matthew Thomas - Chairperson |
| Type of meeting | Annual General Meeting |
| Facilitator | Matthew Thomas – Chairperson |
| Minutes | Jayne Nikolic – Secretary |
| Timekeeper | Matthew Thomas – Chairperson |
| Attendees | **Elected Officials**  Matthew Thomas  Sarah Thomas,  Hayley Smith  Gemma Merritt  Jayne Nikolic  **Parents**  Lynsey- Lee Dunwoody  Nicole Norton  Sue Pike  Louise Jones  **Infants Representatives**  Sara Allen  **Junior Representatives**  Tim Deery |
| Apologies | **Parents**  Laura Cooke |

## Agenda topics

|  |  |  |
| --- | --- | --- |
| 5 mins | Chairmans Report | Matthew thomas |

|  |  |  |  |
| --- | --- | --- | --- |
| Discussion | 2014 AGM Minutes were signed off  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 4 events: 2 discos, a Christmas fayre and a summer fayre  The chair reported that the PSA has funded 32 tablets for the Junior school and subsidised school trips for the infant school.  The chair reported the Purchase of 3 gazebos and new Barbeques with funds from last year and the £500 grant for TVBC.  The chair reported that the PSA has purchased a defibrillator for the campus. The defibrillator on site and will be installed later this year. Tim Deery commented that the schools are proud as we are the first school in Andover to purchase one.  The chair reported that the PSA has lost some matched funding from Vodafone UK. But, confirmed the PSA will receive this funding again later in the year.  The chair commented that Disco attendance has been good and continues a good community spirit. There has been a suggested split for Infant and Junior school discos.  The chair thanked all volunteers for the summer fair. The event was a close call this year based on volunteering issues. However, a last minute plea made the event a success.  The Chair Thanked the schools, the committee and the volunteers for making his 2 years enjoyable and stood down. | | |
| Conclusions |  | | |
| Action items | | Person responsible | Deadline |
|  | |  |  |
|  | |  |  |

|  |  |  |
| --- | --- | --- |
| 5 Mins | Treasurer Report | Matthew Thomas |

|  |  |  |  |
| --- | --- | --- | --- |
| Discussion | The treasurer presented the accounts for the year 2014-2015, reporting that the funds raised for the year totaled £8034.02  Total income received  Event income £7417.45  Easy Fundraising £116.57  TVBC £500.00  Our Summer and Christmas fayres continue to be our most important events  Funds Available to each school are:  Infants = £13,874.80  Juniors = £15,072.42  There have been the following withdrawals from funds this year:  Infants Trip Subsidies £819  Christmas Crackers funded for both schools Christmas dinners  Junior school class tablets £4000  £500 from TVBC was used to purchase BBQ’s, Gazebo, Freezer and a replacement hook a duck | | |
| £ | The Accounts are proposed and approved by the attending committee & members (MVT) | | |
| Action items | | Person responsible | Deadline |
| Forward Accounts for independent audit | | Treasurer | Nov 2015 |
| Charity Commission Submission | | Treasurer | Jan 2016 |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Discussion | **Junior School**  Tim offered his thanks once again to the PSA for their efforts this year. He commented that the PSA is the most organised he has worked with.  The junior school request the release of £1200 of funds from the PSA accounts to purchase outdoor football tables which have been gratefully received. The Junior school request the release of funds of £13,500 for a new main IT Suite (to be supplemented by main school budget). PSA voted in agreement (MVT)  **Infant School**  Sara offered heartfelt thanks on behalf of the, Staff, Governors and mostly the children for the support provided by the PSA towards the school.  Sara commented that with national spending cuts the money that the PSA raise continues to be a critical funding source.  Sara reported that the PSA grant to the school this year enabled them to subsidise school trips by £3 per child.  Sara reported that the infant school has deliberately saved the finances to put towards the infant school grounds development. This will include landscaping, developing early years outdoor learning and developing forest schools provision in the wider grounds.  Sara Thanked the PSA for the social aspects of the events they organize including the Christmas and Summer Fayres. Sara commented that many parent’s feedback on how well run and enjoyable the events are.  Sara gave a special thanks to Matthew and Sarah for the significant amount of time they sacrifice as a family to organise events. | | |
| Conclusions | The PSA Chair thanks the Heads for their reports  The Committee and members considered the request of funds from the Junior school of £13,500 for New Main IT Suite ( MVT)  The Committee and members considered the request of funds for the infant school School grounds development  (MVT) | | |
| Action items | | Person responsible | Deadline |
|  | |  |  |
|  | |  |  |

|  |  |  |
| --- | --- | --- |
| 10 Mins | Committee officers resignations and elections |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Discussion | All PSA committee stand down  Matthew Thomas announced his intention to resign as chairperson due to restrictions on the available time he has for the PSA  Committee Officials Elected As:  **Chairperson -** Sarah Thomas  Proposed By MT, Seconded By GM  **Vice Chairperson -** Positon Vacant  **Treasurer** – Hayley Smith  Proposed By SP, Seconded By JN  **Secretary** – Jayne Nikolic  Proposed By TD, Seconded By GM  **General Committee members**  Matthew Thomas  Proposed By JN, Seconded By GM  Gemma Merritt  Proposed By JN, Seconded By SP  Lyndsey Lee Dunwoody  Proposed By HS, Seconded By ST  Nicole Norton  Proposed By HS, Seconded By ST  Sue Pike  Proposed By MT, Seconded By, GM  Louise Jones  Proposed By,JN, Seconded By, MT | | |
| 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 |
|  | |  |  |
|  | |  |  |

|  |  |  |
| --- | --- | --- |
| 20 mins | AOB |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Discussion | 200 Club  MT Raised the question of member running a 200 club | | |
| Conclusions | To be discussed at next meeting | | |
| Action items | | Person responsible | Deadline |
|  | |  |  |
|  | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Discussion | Happy Circus  MT has proposed Happy Circus to attend in the field in the summer. The PSA could possibly fund raise a profit of over £2000 ( Vote taken MVT to investigate dates)  Discussed dates possibly in May | | |
| Conclusions | Dates to be agreed | | |
| Action items | | Person responsible | Deadline |
| Finkley Down Farm to be contacted to ensure the date does not coincide with their Circus date | | JN | 12/10/15 |
| Happy Circus to be contacted for provisional dates | | MT | ASAP |

|  |  |  |  |
| --- | --- | --- | --- |
| Discussion | Web Site  MT demonstrated the full capabilities of the new PSA web site.  This included, event planning, advertising for local parents and Volunteer scheduling.  It has been suggested the both schools actively promote the web site via their newsletters and all committee members and staff were urged to log in. | | |
| Conclusions |  | | |
| Action items | | Person responsible | Deadline |
| Committee members to log in to PSA web site and market the site to parents | | All officials | Ongoing |
| Teachers and members requested to volunteer on the site for the Christmas Fayre | | All Officials/ Teachers/ Volunteers | ASAP |

|  |  |  |
| --- | --- | --- |
| Minutes issued | 15/10/15 | Jayne Nikolic |
| minutes approved |  |  |
| Special notes |  | Next Committee meeting 14/10/15 at 3.30pm |