



St Francis School Association

Annual General Meeting (AGM)

Location: St Francis CE Primary School Hall

Date: 01 November 2023 7.30pm

Present: Rachael Bond, Emma Elliot, Louise Essery, Catrina Godbold, Dawn Harrison, Lisa Hollier, Anna Matthews, Sue Matthews, Sylvia Wong

Apologies: Albert Ryan

Introductions

Lisa ran through last year's minutes.

Agreed we should send out agenda, invites and reminders to school staff we want to invite a week before meeting.

Discussed because auditor now requests, the school's business manager should be invited to our meetings

Appointment & re-election of committee members

Lisa Hollier stepped down as chair

Emma Elliott elected as new chair, following unanimous vote

Rachael Bond elected as vice chair, following unanimous vote

Anna Matthews and Sylvia Wong continue as Treasurer and Secretary, following unanimous vote

Constitution & Policies (Lisa)

The constitution document is still waiting for charity commission approval

After that we will need a EGM to adopt the constitution officially

The constitution document needs to be signed and stored. Anna wants it to be scanned so she can use it whenever the constitution document is needed in applications

Lisa will continue the work with the constitution

Miss Morgan has looked at the safeguarding policy documents

Everyone present agreed to adopt the new policies proposed - safeguarding, social media, volunteering, data and expense

Ask AI to create a document area in our PTA events website for our constitution and policy documents

Volunteer form signed by all present. Forward form to AI Ryan, Jess Comper, Julie Prendagast and Louise Rilley

School Review (Mrs Harrison)

The new AV system has made a massive difference to the school. It's much more reliable than the old one. Teachers are using it more in classes like PE. The house captains and staff are also using the handheld mic that came with it.

Poetry week (book week)

STEM week. It's great to hear children wanting to be scientists afterwards

Allotment area. Slow progress being made. Barks laid. Raised bark arrived. School will find a Saturday in January and ask for parent volunteers to help with the raised beds.

In addition to the funds raised, large PTA events like fayres and easter egg hunt are bringing the school community together

This year, the first project is the music room. Looked at options to store up to 60 brass and woodwind instruments for Thursday to support beyond the beat. (There are plans to continue with this). No ready made solutions found. Will start finding a local carpenter to quote for custom furniture. Aim to have a solution found by January.

Author visit for book week 4/3. Looked for authors via the school library service. Short list created and currently checking availability and to confirm booking

STEM week, week beginning 18/3. Have £1000 from Exxon. Will use be resources from British science week and Hampshire science

Playground equipment, including pirate ship replacement. Ideas canvased from the school council. Got a price list and will meet with the school council to finalise the list. This will range from big equipment like monkey bars, to quiet toys and sports equipment like table tennis bats and hoopla hoops.

Request to get a set of generic maroon polo shirts for attending non-football tournaments by school teams. Can also get them embroidered with school logo

Last year's review included plans for 15 iPads. This is still planned for next year as part of the school's rolling IT equipment update project. But Mrs H would like to see a strategic program of how they are to be used.

Trustee's report (Lisa)

Available on website

Summary of Accounts (Anna)

Available on website

Our auditor Gary Essery raised the issue that once our turnover is over £25,000, we will need an external accountant to prepare an independent examination report. (We are very close to the £25000 limit for the last financial year). He reckons a small firm might charge around £250. We will also need to submit our accounts to the charity commission.

Calendar of events

Already done in previous meeting

Summary of actions

Ask AI to create a document area in our PTA events website for our constitution and policy documents

Forward volunteer form from school to AI Ryan, Jess Comper, Julie Prendagast and Louise Riley

Meeting closed