



Minutes - PSFA AGM Meeting

Tuesday 30th April at 3.30pm

	Present: Claire Jones – Headteacher Jonathon Elton – Treasurer (Staff) Roberta Lowe – Secretary (Staff) Alex Barrett – Chair (Staff) Emma Tipping – Staff	Action:
	Apologies: None received.	
1.	Welcome Jonathon welcomed everyone to the meeting. The purpose of today's meeting is the Annual General meeting, where we need to elect committee members.	
2.	<p>Election of Committee:</p> <p>Election of Chair – Claire nominated Alex Barrett, seconded by Emma. Group <u>agreed</u>.</p> <p>Election of Secretary – Claire nominated Roberta, seconded by Emma. Group <u>agreed</u>.</p> <p>Election of Treasurer – Emma nominated Jonathon, seconded by Roberta. Group <u>agreed</u>.</p> <p>No new members in attendance.</p> <p>Jonathon referred to the Model Constitution. There can be a minimum number of 2 and a maximum number of 15 members. Previously Claire, Jonathon and Linda were formal committee members. Group <u>agreed</u> to amend this to Claire, Jonathon and Alex.</p>	

	<p>Claire suggested Emma be added as a formal committee member. Group agreed.</p> <p>Action: Jonathon to amend changes with the charity commission.</p> <p>Action: Roberta to send Alex and Emma a copy of the constitution.</p> <p>Group discussed when meetings should take place. Agreed 3.30pm on a Monday is best.</p>	<p>Jonathon</p> <p>Roberta</p>
3.	<p>Minutes & Matters Arising from 19th March 2019</p> <p>Minutes from the last meeting approved.</p>	
4.	<p>Report on balances 2018/19</p> <p>Jonathon gave the group a copy of the balances for 2018/19. There is a balance of £10,191 (unallocated).</p> <p>Group agreed any money raised for specific projects (e.g. playground) will be kept separately. Any other money raised for the school or donated, will be unallocated.</p> <p>Group approved the balance report.</p>	
5.	<p>Requests For Funding</p> <p>None received.</p>	
6.	<p>Review of recent fundraising events</p> <ul style="list-style-type: none"> • Jumble sale 23.03.19 <p>The jumble sale was a success. The support from the Rotary Club was really appreciated; they are obviously experienced at organising events and jumble sales. Jonathon has sent them a thank you letter.</p> <ul style="list-style-type: none"> • Easter disco 05.04.19 <p>The evening was a success. Claire really appreciated the support and help from the kitchen staff as they volunteer their time too. Also thanks to the parents that helped together with the members of staff (different members this time).</p>	

	<p>The evening was advertised to start at 7pm but parents arrived early. The hall was full at 6.45pm and set up was not finalised (e.g. DJ and kitchen). We were unable to sell items as the licence was organised from 7pm.</p> <p>Claire suggested the next disco (Christmas) starts at 6.30pm and finishes at 8.30pm.</p> <p>Action: Roberta to email Andrea in kitchen to see if she is happy with an earlier start. Roberta to also contact the DJ for his availability.</p> <p>Group agreed: Christmas disco on Friday 6th December at 6.30pm.</p>	
<p>7.</p>	<p>Fundraising events for 2019/2020:</p> <ul style="list-style-type: none"> • Food and drink festival <p>Emma suggested we look into having a food and drink festival, inviting local businesses. We could charge a fee and ask for commission on sales. Stalls could be set up from local business offering tasters, street food, drinks etc. The local community could come to enjoy music/band and bring their own chairs/blankets. We could use the site next to the pool area (grass).</p> <p>Group discussed and felt this should be explored.</p> <p>Action: Jonathon to contact the Rotary Club to find out if they could support this event, as they had previously suggested a BBQ and have the H&S licences and experience of organising these events. The suggestion is Summer 2020.</p> <p>We would need to ensure there are no pool bookings that day, or ensure that the event took place later in the afternoon after lettings have finished.</p> <ul style="list-style-type: none"> • Easter disco • Swimathon – Group agreed this could be organised next academic year so that pupils can be part of the fundraising for school. Action: Roberta to email Manda. 	<p>Jonathon</p> <p>Roberta</p>

	<ul style="list-style-type: none"> London Marathon. Alex would like to run the marathon next year. Action: Jonathon to look into how he can apply on behalf of the PSFA. 	Jonathon
8.	<p>Any Other Business</p> <ol style="list-style-type: none"> Claire has checked with the Learners' Trust (as they are a charity) and there will be no conflict by us keeping the PSFA as our charitable status. The Trust will be able to do bids on our behalf (as part of the Trust) and also on behalf of the PSFA. Jonathon asked the group for approval to ask Phil Parking to audit the PSFA accounts. He has done this in previous years. Group approved. 	
3.	<p>Date and time of next meeting</p> <p>The next meeting will take place at 3.30pm on Monday 1st July.</p>	