

**PIXMORE SCHOOL ASSOCIATION**

**Registered Charity Number 1059330**

**MINUTES OF ANNUAL GENERAL MEETING 2022**

**Wednesday 5 October 2022 at 7pm**

**At Pixmore Junior School, Rushby Mead, Letchworth Garden City SG6 1RS**

**Present:**

Sarah Inman (SI), Chair and Co-Head  
Carol Smith (CS), Vice Chair  
Charlotte Pocock (Year 6 teacher)  
Hannah Bennett (HBt)  
Heather Bergin (HB)  
Vicky Edmore (VE)  
Vanessa Callis (VC)  
Izzy Leake (IL)  
Diane Mitchell (DM)  
Sabrina Moroni (SM)  
Dana Pavel (DP)  
Sarah Trigg (ST)  
Jessica West (JW)

**In attendance:**

Kath West (KW), Vice Chair of Pixmore Governing Body  
Marian Adams (MA), Independent Examiner and Pixmore Governor

<b>Item</b>	<b>Decisions and actions</b>	<b>Who</b>
<b>1.</b>	<b>Apologies</b>  Apologies received from Alex Evans, Co-Head and Caroline Nicholson, Chair of Pixmore Governing Body.	
<b>2.</b>	<b>Introductions</b> <ul style="list-style-type: none"><li>SI welcomed everyone, noting that it was good to be able to hold the meeting in person again.</li><li>Everyone introduced themselves.</li></ul>	
<b>3.</b>	<b>Declarations of Interest</b> <ul style="list-style-type: none"><li>No declarations.</li><li>Those attending were reminded that if any conflicts of interest arose during the meeting, they should declare them and withdraw from that part of the meeting.</li></ul>	
<b>4.</b>	<b>Approval of minutes of the Annual General Meeting on 6 October 2021</b> <ul style="list-style-type: none"><li>CS proposed, and KW seconded, that the minutes were a true record, and they were unanimously approved and signed by the Chair.</li><li>Approved minutes to be circulated, as well as the draft minutes of the 2022 AGM in due course.</li></ul>	SI
<b>5.</b>	<b>Matters arising</b> <ul style="list-style-type: none"><li>Approaching parents and local businesses for company sponsorship still to be progressed. It was hoped that it could be done in the current year.</li></ul>	

- There were no other matters arising not dealt with under other agenda items.

**6. Finance**

**Accounts year ended 31 July 2022**

- MA confirmed that she had completed the independent examination of the accounts.
- The three events held during the year all made a profit, although that from the Easter raffle was only small.
- Also a small amount of income from Amazon Smile.
- Donations amounting to £1,993.30 made to school.
- Bank balance at year end was £1.5k.
- Examined accounts to be circulated.

SI

**Formal approval of donations to school**

- As there had been no formal Committee meetings during year due to the lack of Committee members, the AGM was asked to formally approve the following donations made to the school in the year ended 31 July 2022:

	£
Year 6 Leaver books 2021	750.00
Year 6 Leaver books 2022	737.50
Platinum Jubilee badges	505.80
<b>Total</b>	<u><b>1,993.50</b></u>

- SI proposed, and CS seconded, and the donations were unanimously approved.

**Online banking**

- Noted now set up.
- Looking into purchase of card reader(s) for use at events.

**Year 6 Leaver books 2023**

Committed to donating these for 2023 and expenditure to be approved by Committee at its next meeting.

**7. Constitution**

- Still needed to update the constitution, tailored to the PSA's needs, and then seek parents' views on proposed changes.
- Until a new constitution agreed, would continue to operate under old one. (For information, the PSA's Constitution was adopted on 16 October 1990 and amended on 17 October 1996 and 22 October 2003).

**8. Annual Report**

- SI reported on the fundraising events that had taken place, namely the Christmas raffle, Easter Egg Hunt and the Summer Picnic. As noted in item 6 these had all been profitable. The children had particularly enjoyed the Easter Egg Hunt.
- Due to the lack of parental support, all events had been run by school staff with the exception of the Summer Picnic where some parents had helped.
- SI thanked the following:
  - In particular CS for her support, and for arranging the sale of ice lollies on Friday afternoons in the summer term.
  - School staff for their help.

- MA for examining the accounts.

**9. Looking ahead**

**Viability of events**

- More in person events planned.
- Conscious that needed to get the balance right as many families could be struggling financially.
- Noted that one of the objectives of the PSA was social interaction with children, parents/carers and the local community so events not all required to make a profit.

**Suggested events**

- Decorations week, when each year group made Christmas decorations for sale.
- Design a snow globe and/or poppy wreath. Would not require a lot of organising.
- Pixmore Gin, perhaps blackberry and apple. Company would produce so another idea that might not require too much organising.
- Disco/movie night for children if enough parents to help. To keep event simple, ticket price would include drink and, say, popcorn.
- Clothing collection, but lack of storage in school.
- Quiz Night: HBT's husband willing to run. Noted quizzes shared amongst other PTAs.
- Christmas cards: done in the past but was hard work so not to be considered.
- Sponsored Colour Run in summer.
- Pizza/cookie bags.
- Sale of donated Christmas jumpers.
- Family events such as bingo night or Minute to Win It.

After discussion agreed to progress the following, subject to there being enough parental help:

**Autumn term**

In addition to Christmas raffle,

- Poppy wreath
- Christmas jumpers
- Christmas decorations.

**Spring term**

- Disco for children.
- Quiz
- Easter Egg Hunt. Ask for donations towards cost (therefore no child misses out) and also liaise with parents/carers who have children with allergies to ensure they get a suitable egg.

**Summer term**

- Colour Run
- Summer social event. Bring your own food, but could sell scones and strawberries and cream as no cooking required at the event. Could also offer prosecco.
- Investigate Pixmore Gin for Christmas 2023.

**Other ideas**

- Some employers offered matched funding.

Item	Decisions and actions	Who
	<ul style="list-style-type: none"> <li>▪ Approach local estate agents, Leysbrook, for funding. JW to contact Emma Rowe, Community Lead.</li> <li>▪ Purchase of 2 Igloo wheeled cool boxes to use at events, if storage could be found.</li> <li>▪ Amazon Wish List for items wanted by school. Could include a periodic reminder in school newsletter.</li> </ul>	

## 10. Election of Committee members

### Chair

- SI prepared to remain as Chair for another year, with the aim of starting to hand over to someone else before the next AGM.
- IL proposed, and JW seconded, and SI was unanimously elected.

### Vice Chair

- CS prepared to remain as Vice Chair.
- SI proposed, and HBt seconded, and CS was unanimously elected.

### Secretary

- JW prepared to stand.
- CP proposed, and ST seconded, and JW was unanimously elected.

### Treasurer

Noted that school office would maintain accounts.

### Committee members

- HB, HBt, IL, DM, ST and JW offered to join the Committee and were deemed elected.
- Other attendees happy to support events.
- SI's Mum happy to continue to produce letters and posters.

## 11. Committee meeting dates

- The following meeting dates were agreed:

2 November  
18 January  
22 February  
26 April

- Start time 7pm.
- Venues to be confirmed.
- Working parties for events to be set up as necessary.

## 12. School Wish List

- Current wish list:

Log circle  
Forest School. Equipment  
Software for Chromebooks  
Books for reading scheme to diversify curriculum offer

- SI to provide costings.

SI

## 13. Closing remarks

- SI thanked everyone for coming to the AGM and was very pleased that the

Item	Decisions and actions	Who
	<p>PSA would carry on.</p> <ul style="list-style-type: none"> <li>▪ On behalf of the Pixmore Governing Body, KW thanked the PSA for its support of the school. She also thanked SI and CS for keeping the PSA going over the last year.</li> </ul>	

**14. Date of next AGM**

Wednesday 27 September 2023.

The meeting closed at 825pm.

**These minutes will be approved at the 2023 Annual General Meeting on 27 September 2023**

DRAFT