

**PIXMORE SCHOOL ASSOCIATION**

**Registered Charity Number 1059330**

**Minutes of AGM 6<sup>th</sup> October 2021**

**Virtual Meeting via Zoom - 7.30pm-9.00pm**

**Present:** Stephanie de la Briere (SB) (*Treasurer*), Julie Dawes (JD), Catherine Flynn (CF) (*Secretary*), Susan Haigh (SH) (*Secretary*), Sarah Inman (SI), Lorraine Middleton (LM), Steve Middleton (SM) (*Chair*), Caroline Nicholson (CN), Vanessa Callis (VC), Carol Smith (CS).

**Apologies:** Marian Adams (MA) (*Independent Examiner*), Alex Evans

**Item Decisions and actions**

**1/2. Apologies, Introductions and Declaration of Interest**

CF welcomed all to the meeting and all attendees introduced themselves. In particular, CN noted that she was joining the meeting in her capacity as Chair of Governors. CF introduced herself as outgoing Chair and thanked the teaching staff who are doing a fantastic job for our children in school.

Declaration of conflict of interest. PSA members were asked if they had any conflicts of interest. They were asked that if any occur they would be asked to declare this and withdraw from that part of the meeting.

**3. Matters arising from previous minutes**

The minutes from the previous AGM (7<sup>th</sup> Oct 2020) were displayed on screen.

**CF agreed to e-mail these minutes to attendees who had not already received them.**

CF

The 2020 AGM minutes were proposed as correct by SB and seconded by SM.

There were no outstanding matters from the 2020 AGM. However CF highlighted that in a later meeting (January 2020) it had been agreed that we should consider approaching parents and local businesses for company sponsorship. SM agreed that PSA should follow up on this action in the coming academic year.

**4 Finance**

**4.1 Financial Report 2020/21**

SB provided a short update:

- Our net profit for 2020/21 is £2,363.91.
- We organised 3 events this year: Online Christmas Fair, Christmas raffle and Easter Egg Hunt. All other events were cancelled due to Covid-19 restrictions.
- The Online Christmas Fair raised £1573.88.
- The Christmas raffle raised £735.64
- Amazon Smile donations raised £54.89

This year the PSA donated £990.00 to the school:

- Year 6 Leaver's Book £750.00
- Class Christmas Treats £240.00

This leaves the PSA with £2135.53 in the current bank account at the end of July. We still have £1.04 in a dormant business account.

The accounts for the year ended 31 July 2021 have been independently examined by

## Item Decisions and actions

Marian Adams (MA). A copy can be found on the school's website.

SB highlighted additional comments that MA had made relating to the Parentmail+Pay system (income and transaction charges which should be recorded separately) and to recording of any non-monetary donations from MIDS.

The financial report is attached to these minutes.

### 4.2 Constitution

CF noted that the constitution needed to be updated following the recommendations of MA but that this would be rolled over to the next PSA committee to look at. The recommendations from MA from 2020 AGM minutes included:

- Whereas it was based on the PTA UK model constitution, a working group should be convened to tailor it more for the PSA. For example, a more appropriate number of committee members should be required.
- The new constitution should be shared more widely around the school community to allow for comment.
- All sections should be completed and signatories' names could be typed on the published version (not signatures).
- The constitution should be lodged with the Charity Commission.

Until this is done, it would be good practice to keep the old constitution for this year.

**The Committee agreed to take this offline and the next elected committee to look into this.** All

### 4.3 Bank Signatories and Online Banking

SB highlighted that the bank signatories will need to be updated to the new committee once elected.

Sharon Jarvis is no longer able to go to the bank as regularly and has requested that we have online banking. Online banking has been set up.

SB

### 4.4 Y6 Yearbooks

The school has requested that PSA pays £750 for the Y6 Year Books from July 2020. This was agreed by the Committee (proposed by SB and seconded by SH)  
Once paid this will leave PSA with approx. £1100 in the bank account.

SB

## 5. Presentation of Annual Report

There was no formal Annual Report for this AGM. However the Committee referred to CF's earlier comments thanking the school staff for everything they do to keep the school running smoothly and our children happy. The Committee agreed that the 2020/2021 year had started off with some very successful events. However, continuing Covid-19 restrictions had prevented the usual PSA activity and would continue to do so until well into 2021-22. However it was important to look ahead at what could be achieved going forward and SI highlighted that the school Senior Leadership Team had already had some ideas for running Covid-safe fundraising activities with the hope of face-to-face events once the normal cold/flu season is over (summer term 2022).

**Item Decisions and actions**

**6. The Future of the PSA and election of committee members**

**6.1 Viability of organising events in 2021/22**

It was agreed the traditional PSA events in the coming year would be limited due to Covid-19 restrictions and dwindling support within the parent community. However SI confirmed that the school staff would be able to support where PSA could not come on site.

The following proposals were agreed:

**For Autumn term:**

1. **Christmas Raffle.** PSA to organise this.
  - SH will provide the spreadsheet of businesses approached by e-mail / letter from last year. CF will provide a supporting letter based on what was used last year (with a new fundraising aim). CF/SH
  - CS will approach local businesses in person CS
  - Once we know some of our major prizes SI will publicise the raffle. Needs to be done in time for ticket sales to start in 1st week of December. SISB will renew the PSA's Small Society Lottery registration on expiry (to be done in Nov) before handing over to the new Treasurer.

**For Spring term and beyond:**

2. Easter Egg Hunt – PSA to organize.
  - CS to approach Tesco or Morrison when eggs appear to see if they can give us a discount or deal.
  - SI to organize posters to advertise the egg hunt. CS
  - Monetary donation asked of parents instead of setting ticket prize due to the last Easter Egg hunt being bought by the PSA. SI
3. Summer BBQ/Picnic event – details to be confirmed depending on COVID restrictions at the time.
4. Online Zoom Quiz (Spring term) – a family quiz night

**6.2 Fundraising Schemes**

The Committee discussed established fundraising schemes that could be adopted for PSA:

**Amazon Smile**

We are currently signed up for Amazon Smile. We've had good response and it has been advertised with parents.

**6.3 Election of Committee members**

CF commented that we have not made been able to recruit new members this past year but it should be a priority for this coming year.

Many thanks to CF who has stepped down as Chair due to her children no longer being at the school. She has made a real difference to the PSA during a very tricky year and injected a lot of enthusiasm.

SB, who has been an incredible treasurer over the past 4-5 years, is also stepping down this year as her children have either left or will be leaving this year. SI thanked SB for her hard work and diligence for the past few years as treasurer.

SM and LM will also be stepping down from the PSA this year due to work commitments. SH and CN due to their roles as Governors did not feel they could take on the PSA as well. Other parents at the meeting also declined to take on Committee roles.

## Item Decisions and actions

Due to the number of members stepping down, Committee roles this year are going to be difficult to fill by parent volunteers. Jobs would be shared around the Committee, but functional roles are nominally as follows:

- a. Chair – Sarah Inman (proposed by CF, seconded by SH)
- b. Vice-Chair – Carol Smith (proposed by SB, seconded by SI)
- c. Treasurer – Alex Evans (proposed by CF, seconded by SH)
- d. Letters Secretary, Minutes Secretary and Refreshments Manager were not elected but are not required. SI offered her mum's support for letters, posters etc when needed.

## 7. Any Other Business

### 7.1 PSA e-mail address

CF confirmed that the PSA e-mail address is active and Committee members can access it via an Office365 account. We have a Zoom account registered under this e-mail address as well. SH has updated the contact details on the PSA FaceBook page.

[pta@pixmore.herts.sch.uk](mailto:pta@pixmore.herts.sch.uk) (note it is pta, not psa)

**SH to transfer administrative role for Facebook and Instagram to SI**

SH

### 7.3 School Wish List

SI/AW confirmed that the following items would be helpful within school, especially as it is much harder to share equipment:

- iPads
- Equipment for outdoor learning, comprising:
  - Shelter in the Forest School area
  - Replacement of shade sail

SM/SI

The committee also noted its commitment to pay for the 2021 Y6 yearbooks and expectation that the same will be needed in July 2022.

## 8. Closing remarks

The PSA Committee thanked everyone for coming, especially our new attendees, and the school staff for coming with practical ideas and enthusiasm. The minutes and financial report will be sent out by e-mail as soon as possible.

CF

## 9. Date of next AGM

The next AGM was set for Weds. 5<sup>th</sup> October 2022.

All

## - Declaration of Interests

*Post-meeting: SM provided a standing declaration as the owner of a company (MIDS Pest Control) that provides pest control services to the school and has provided ad hoc sponsorship including funding for elements of the 2020 Christmas Fair.*

*There are no other pecuniary interests.*

**These minutes were approved at the 2022 Annual General Meeting on 5 October 2022**