

PSFA St Margaret Clitherow Primary School

| • PSFA Extraordinary General Meeting | | |
|--------------------------------------|---|--------|
| 25/09/2018 | 6:30pm | School |
| Meeting called by | Chair | |
| Type of meeting | Extraordinary General Meeting | |
| Facilitator | Alex Williams | |
| Note takers | Paul Williams | |
| Timekeeper | N/A | |
| Attendees | Miss Puccio, Mrs Stewart, Alex Williams, Paul Williams, Kebby Tongola Neil Ashman, Chiara Darrington | |

| 1. Apologies & Introduction | |
|--------------------------------|------|
| | Alex |
| Savio (Governor), Melanie Farr | |

| 1a. Agreement of Minutes of last meeting | |
|--|------|
| | Alex |
| All agreed. | |

| 2. Chairs Report – See Attached | | | |
|---------------------------------|-------------------|----------|--|
| | Alex | | |
| Action items | Those Responsible | Deadline | |
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| | | | |

| 3. Treasurer’s Report – See Attached | | | |
|--------------------------------------|-------------------|----------|--|
| | Paul | | |
| . | | | |
| Action items | Those Responsible | Deadline | |
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| 4. Adoption of ParentKind Model Constitution | | | |
|--|------|--|--|
| | Alex | | |
| <p>Alex explained the reasoning for using the model Constitution from ParentKind (formerly PTA UK). It ensures that we are compliant with Charity Commission rules and that all Committee Members are protected by Liability Insurance provided by ParentKind.</p> <p>Alex allowed time for reading and discussion of the Constitution, something the Committee has used for many years. Paul Williams then proposed it be adopted for the following year. This was seconded by Marie Stewart. The vote was carried.</p> | | | |
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5. Election of New Committee Members

Alex

Alex explained the process of proposing and seconding then voting for the new Committee Members. Some discussion was held as to the roles especially the Treasurer role, for which Alex had not received any names.

Chiara Darrington stated that she would like to stand for the role of Chair. This was proposed by Alex Williams and Seconded by Kebby Tongola. The vote was carried.

Alex said that Melanie Farr had advised her of her wish to stand as Secretary. This was proposed by Paul Williams and seconded by Alex Williams. The vote was carried.

Further discussion was held about the role of Treasurer and after some time Kebby Tongola said that he would be happy to stand. This was proposed by Alex Williams and seconded by Carmela Puccio. The vote was carried.

So the new Committee is now as follows:

Chair: Chiara Darrington

Secretary: Melanie Farr

Treasurer: Kebby Tongola

No General Officers were appointed but people can be co-opted in the Role at any General Meeting.

| Actions | Who | Date |
|---------|-----|------|
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| | | |

6. Events

Alex

- ;
- School Disco: Friday, 12th October. Alex advised that everything had been ordered (sweets, glow toys etc) and that she would be happy to buy the raffle prizes if this made it easier for the new Committee. This was agreed. Alex advised that the Risk Assessment had been completed and provided a copy to Ms Puccio. A discussion was held about what this was and why is was required. It was agreed that the new Committee would deal with the monies held in the School Office for the Disco.
- Bags2School: Friday, 9th November. This was discussed as few bags have been bought in so far. This would be discussed further by the new Committee.

| Action items | Those Responsible | Deadline |
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7. Any Other Business

Alex

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PSFA Bank Account: Discussion about this needing to be changed over to the new Committee. This will be discussed in their first meeting. Paul agreed to get the required forms from the Bank to change the signatories. Kebby then advised he had Barclays Bank coming in to his workplace so would discuss what they could offer, especially around card payments. Paul advised that he had a relationship with staff at Lloyds, Town Centre and they allowed him to leave the Fayre money, to be counted when the Branch was quiet. Alex & Paul agreed to maintain the accounts until they had agreed what to do.

Transfer of Administration:
 Along with the Bank Account the following need transferring over:
 School Lottery, TerraCycle (Recycling), Printer Cartridge Recycling, ParentKind (PTA UK), Charity Commission, Stampstastic, Butlins, Gift Aid, EasyFunding and GoHenry. Others may come to light. Paul & Kebby to get together to review these.

1. Any Other Business

Alex

Chiara hoped that the new Committee would be able to meet with Ms Puccio at 9am on Monday,

| Action items | Those Responsible | Deadline |
|--------------|-------------------|----------|
| | | |

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Extraordinary General Meeting

Chair's Report 2017/2018

I would like to thank you all for attending this Extra-ordinary General Meeting of the PSFA this evening.

This EGM has been called to elect new Committee Members for all posts within the Charitable structure of the PSFA.

This is, however, a good opportunity to review events since the AGM in April this Year.

It was lovely to see the 'goodie bags' for the children celebrating their 1st Holy Communion in June. We received some lovely feedback concerning the mugs and wrist bands which provide a reminder of this special day in their Spiritual journey.

The Summer Fayre was a success, even though it was on one of the hottest days of the year and we had to compete with people's desire to see the England game. There was a new, more compact, layout to the Fayre which was well received. The children enjoyed the new games and the Parents enjoyed the Beer Garden! With Specialist Cars Mini's support the raffle bucked the trend of recent years raised over £1,000 before costs.

The final School Disco made less profit than usual and so maybe the format for this needs to be altered. The Discos remain easy to organise and give the children the opportunity to chill out with their friends and make wonderful memories.

This, in my view, is what the PSFA is for.

To get parents together, to raise money yes, but more than that, to provide our children with memories. Whilst the PSFA fully supports the school it must be remembered that the PSFA is a Registered Charity and as such is totally independent of the school.

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Decisions made by the committee should be respected by all members and the school ensuring this independence is maintained.

The aim of the PSFA is to 'improve the environment in which our children learn.' That's not just curriculum learning but also sharing, playing and making friends.

During the last academic year we supplied:

240 Capri Suns & Haribo at the Christmas Dinner

480 Bottles of water for School Sports Days

240 Capri Suns for the Christmas productions

30 Holy Communion Goodie Bags (Mug, wristband, crisps, drink & sweets)

£150 Year 6 Leavers Party

30 Goodie Bags for Year 6 Leavers Party

30 Bottles of water for Year 6 Leavers Activity

£100 for the purchase of bulbs, compost and gardening equipment for Year 5's Sensory Garden

Plus other items which the Treasurer will cover in his report.

As I said in my report at the AGM whilst the Committee Members provide both their time and energies in support of the PSFA it needs EVERY Parent to help. All children reap the benefits of the PSFA's work and so it is only right that Parents, having taken the decision to place their children in this School, join forces and work together to help the staff of the School maintain its 'Outstanding' learning and play environments.

As Paul, Neil and I step down from our roles within the PSFA we would like to thank the many people who have supported our efforts over the past four years. We have enjoyed the experience immensely but feel now is the right time to give others the opportunity to enrich the lives of the children of the School.

Thank you.
Alex Williams

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Extraordinary General Meeting

Treasurer's Report 2017/2018

As I stated in my April report the PSFA presently has multiple income streams which are designed to reduce the call on Parents ever stretched finances.

Our Income Streams, other than School events such as the Discos, & Fayres etc. remain:

Bags 2 School (£400)

School Lottery (£933.30 this year. 30 Supporters playing 46 tickets £3,030 since Nov 2015

Recycling Pens etc.

Recycling Foreign Coins etc.

Recycling Ink Cartridges (both personal and company ones from Ocardo)

Recycling Books & CDs etc

Recycling Items on eBay. (£1,174)

Hire Services: Marquee's, Gazebos, Tea Services & Bouncy Castles.

EasyFunding (£167 raised this year but only 27 Supporters!)

The PSFA's total income for the Year September 2017 to August 2018 was £14,175

Our total expenditure for the same period was £16,543.

This includes £7,676 donated to the school.

It also includes £566 for Capri Suns, Water and gifts for the children

The PSFA also supplied two benches for the Junior Playground costing £368.

The Hire Service was extended throughout the year with new Assets purchased to the sum of £1,481 some of which was:

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|---------------------|---------|
| Candy Floss Machine | £175.00 |
| Potato Oven | £310.00 |
| Extension Leads | £ 86.00 |
| CD Players | £ 40.00 |
| Marquee Repairs | £ 80.00 |
| Storage Boxes | £134.00 |

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Garden Chairs & Table £282.00
Parasols £100.00

These items, along with the Marquees, Gazebos, Bouncy Castles and Tea Services were used throughout the Year and we are thankful to the Parents who remembered the PSFA when planning their events. More income could, I'm sure, be made from this with more advertising on both PSFA and School Newsletters.

As Alex stated our growing links with local companies has meant we are able to offer some exciting Raffle prizes. This year saw a convertible MINI take centre stage at the Fayre. This created so much interest and meant that the Raffle income went up for the first time in three years. Over £1100 before costs.

Recycling efforts bought in more money this year boosted by the sale of items via eBay. The recycling bought in £1,173.
(15% of monies donated to the School)

Increased use of outside Partners to raise funds is something I would recommend to the new Committee. We have not yet tapped in to schemes such as Tesco's Bags of Help. The Co-Op scheme ends in October as so far it has paid out £1140 with a further £750 due as of Sunday. Funds are also due from Asda's Community Scheme but I am not sure how much this will be.

At the end of the School year a total of £7,676 was donated to the School for:

| | |
|-----------|---|
| £1,141.19 | School Sensory Garden from Co-Op |
| £1,710 | Resurfacing of Reception Playground |
| £150 | Year 6 Leavers Activities |
| £3945 | Purchase of 15 new laptops |
| £880 | Purchase of a new laptop storage trolley. |

At the end of the year we carried forward £334.16.

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So far in September a further £241.20 has been raised from School Lottery, bouncy castle hires and tea service hire.

Items ready for the School Disco on 12th October have also been bought.

The PSFA have the ability to take payments via contactless card reader but this will be down to the incoming Committee to take forward.

The PSFA is also registered for Gift Aid but this needs taking forward.

Our Annual Return to the Charity Commission has been completed for the last Financial Year which has been altered to mirror the Academic Year.

The annual subscription of ParentKind (formerly PTA UK) is up to date until January 2019. This is paid for by Direct Debit.

I would be happy to take any questions concerning the PSFA finances.

Paul Williams (Treasurer)