



Preston School Association

★Reg. Charity No. 1155745

✉: prestonpsa@gmail.com

☎: 07968 810126 (Katie Page, Chair)

13th September 2023

PSA Annual General Meeting – Wednesday 20th September 2023

Dear Parents, Carers, and Teaching Staff,

Please come to our AGM and drinks! You are all warmly invited to attend Preston School Association's Annual General Meeting at 5:30pm on Wednesday 20th September in the school Hall. The meeting will last approximately 90 minutes. Please also come and join regular PSA volunteers for a social drink in the Red Lion Pub, Preston afterwards. We would prefer children not to join the AGM as it there is a lot of business to go through, but we will make a Zoom link available for people to join remotely. Children are welcome to join the social afterwards.

What's the PSA and what happens at the AGM? The PSA has existed for over 30 years to raise funds to support learning and enrich the life of the school. All parents and carers, and teaching staff are automatically members of the PSA. We're a registered charity, a member of parentkind.org.uk, and are also governed by a constitution which guides the ethos of our association. The Annual General Meeting is an important event in our annual calendar – an opportunity to hear what the PSA has been doing for the previous twelve months, see an account of how funds have been raised and spent, and hear about school and PSA objectives for the next 12 months.

AGM Agenda and Minutes from the last meeting: The proposed Agenda and Minutes from last year's AGM are appended to the end of this letter for reference before next week's AGM. There will be a chance for people to ask questions as part of the Q&A session. Please let the chair know in advance if you would like to raise anything in the Any Other Business (AOB) section of the meeting.

PSA "Re-boot": This year, I'm also excited to announce that we are embarking on a PSA "Re-boot". We've survived the impact Covid lockdowns and the subsequent "new normal" have had on our ability to put on events and fundraise, but with yet another generation of parents with PSA experience leaving the school community with the graduation of last year's Year 6 students, and continued pressures on school finances, we're keen to build the PSA back up to (or even to surpass!) its past strengths.

New volunteer roles up for grabs: A key aspect of this will be to make more of the help we've already been generously offered, as well as to recruit even more volunteers. As such, I invite you to look at the diagram and descriptions attached to this letter which describe all the types of roles and responsibilities we need to make the PSA function well. In addition to the roles of Chair, Treasurer, Secretary, and Trustees, all of which are required by our constitution, we'd like to put forward roles to manage specific events, manage tasks like our comms and social media, and manage important areas behind the scenes like our inventory. It's just a proposal at this stage – we're keen to hear from the wider PSA membership if you have any suggestions or questions, and the AGM will allow time for a discussion about this. We'll also be inviting people to put themselves forward for roles, so please have a think about anything that you might be able help with.



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Vacancy for Secretary: It is with great regret that I have to announce that Mrs Faye Frost has decided to step down from her role as Secretary due to other commitments. I would like to thank Faye for her excellent and efficient work as Secretary for these last few years, which has been vital in helping the PSA to survive and start rebuilding, for her unstinting support and hard work to make events happen, especially Campover and the colour run, as well as for her drive and enthusiasm. If you would like to find out more about the role of Secretary or would like to put yourself forward for the role, please contact the Chair, Katie Page, via the contact details at the top of this letter.

Vacancy for Trustees: We also have vacant Trustee roles to fill. While not a time-consuming role, the Trustees play a vital role in ensuring the PSA fulfils its annual obligations to the Charity Commission, and abides by the spirit of its constitution. Please contact Katie Page or Alice Ide if you'd like to find out more.

Meeting and events planning questionnaire: We would be very grateful if parents and carers could take a few moments to fill in our Autumn Term "meeting and events" planning questionnaire via the link below. It will help us to refine dates and times for pupil events like movie nights and discos, as well as help us schedule planning meetings for events. All responses are anonymous and will be treated in the strictest confidence. <https://forms.gle/mwEepXHTRG5yudTW9>

As ever, if you have any questions for the PSA, or would like to make suggestions for future events or fundraisers, please don't hesitate to get in touch!

Look forward to seeing as many of you as possible at the AGM,

Kind regards,

Katie Page, Chair, Preston School Association

ENC:

- Agenda for AGM 2023
- Minutes from AGM 2022
- PSA reboot - proposed roles and responsibilities



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Annual General Meeting 20th September 2023

Agenda:

1. Confirmation of elected committee by show of hands:

- a. Chair: Katie Page to continue in post
- b. Treasurer: Vicky Pullinger to continue in post
- c. Secretary: TBC post advertised as of 13th September
 - i. *Session led by Chair*

2. Review of Chair's Annual Report

- i. *Session led by Chair*

3. Review of Treasurer's Annual Report

Session led by Treasurer

4. Looking ahead and Reboot of the PSA

(Presentations led by chair with support from volunteers; discussion encouraged)

- a. Reboot of the PSA – Fundraising objectives for the year
- b. Reboot of the PSA – Planned events for the year
- c. Reboot of the PSA – Proposed roles and responsibilities

5. Any Other Business and Q&A



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Preston School Association Minutes

Wednesday 9th November 2022
The Red Lion Pub, Preston, 6.30pm

In attendance:

- Mrs Page
- Mrs Ide
- Mrs Frost
- Mrs Pereira
- Mrs Pullinger
- Mrs Gorlyak

MINUTES

1	<u>COMMITTEE ROLES</u> All roles for the 2022-2023 period were voted unanimously. Chair: Mrs Katie Page Treasurer: Mrs Vicky Pullinger Secretary: Mrs Faye Frost	
2	<u>FINANCE REPORT</u> VP presented the finance report to the meeting. The PSA bank balance as of 10 th November 2022 is £5428.58. There are still a few cheques waiting to come out of the account. The figures provided in the report date from the last AGM (11 th February 2021). Going forward the accounting period will be in line with the academic year (September to August). It was agreed that going forward Amazon Smile needs to be widely publicised to parents. Fundraisers held between February 2021 - 25 th August 2022 raised £5975.29. The PSA had spent £11,000 on a number of projects including the chromebooks, outdoor learning space and Preston bears. The introduction of the Sumup card reader has been a positive addition since its implementation in May 2022. £952.24 has been paid through the Sumup system, with fees of just £16.00. Just Giving has also made fundraising easier during this period. Having a campaign for each event going forward will make it easier to allocate funds and determine how much money has been raised. £800.00 of Giftaid has been raised. The platform fees and donation costs on Just Giving totalled £316.28. VP requested that expenses and receipts were provided straight after each event to keep the books up to date and produce a true figure of the money raised. Looking forward, a large proportion of the money in the PSA account will be used to cover upfront costs for the May Ball.	
3	<u>CHAIRS REPORT</u> KP presented the chairs report.	KP VP



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	KP stated that it had been a hard transition keeping things going under COVID restrictions. However, it was good to be returning back to business as normal. The legacy of a healthy bank balance kept the PSA going with costly outgoings. KP placed on record her thanks to the very small group of volunteers that have kept the PSA going. The focus is to build on the template from previous years and going forward, whilst also trying to increase parent participation. KP would like to focus on rebuilding funds after high outgoings and the inability to raise money largely due to COVID. Expenses with some events were higher than previous years mainly due to lockdown restrictions eg a longer disco was required to allow the bubbles to remain. KP delivered a comprehensive report outlining each fundraising event, the pro's and con's and amounts raised. Having considered each event it was suggested that the bar and tuck shop items should be calculated separately. A separate inventory should be kept to ensure figures are more accurate where some alcohol etc is carried forward from one event to another. KP proposed that the bar and tuck shop could be run as a separate profit centre. All drinks, napkins, cups, tea and coffee and tuck shop are included in the separate profit centre. This was agreed by all present. The bar and tuck shop will be calculated at the end of the financial year. An inventory will be completed at the beginning of each year. VP requested the password to the Parentkind account as she felt this a resource that could be better utilised going forward. KP to provide password to all members. KP to contact and update the chair details as it is likely still to be in the name of Mrs J Wilde. KP has begun building the Handbook on the shared drive. VP to add the treasurer's information to the handbook. KP invited all parents to contribute to the handbook. VP to share this document for everyone to view.	
4	<u>PLANNING FOR 2022-2023</u> It was agreed that with planning for the upcoming Christmas Fair underway, planning for future events would commence in the new year. May Ball Committee Meeting: Monday 12th December 2022, 7pm, The Red Loin Pub PSA General and Planning Meeting: Wednesday 18th January 2023, 7pm, The Red Lion Pub May Ball 2023: Saturday 13th May 2023	ALL
5	<u>AOB</u> The PSA accounts are due to be audited. VP to contact Mark Hart and arrange for the audit to be undertaken. Election of Trustees: Alice Ide, Faye Frost and Vicky Pullinger were elected as the new trustees to the PSA. Trustees must ensure the PSA stick to the	VP FF KP AG CP ALL



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	constitution and comply with the charity commission. They must also ensure the accounts are up to date and audited, and that there is a minimum of £1000 at any time in the account, amongst other duties. KP requested a review of the constitution. FF to print off the constitution and bring along to the meeting held on Monday 21st December 2022 to be signed. IL had highlighted that the school would like to turn the club room into a food technology room, with a couple of ovens, workspaces, utensils, etc. This was well received by all present as an aim for fundraising this year. IL also requested: £450.00 to fund a Hinduism day at school. £1000.00 to fund an internet safety day with 2 speakers invited to attend the school. It was felt that the bank balance could not support paying for two one off events in one half term, with large outgoings likely to be incurred in the near future. Looking at previous investments, the PSA has funded projects with permanence eg the outdoor learning space. Projects that enriched the lives of all children coming through the school. The PSA agreed to provide £450.00 to cover the cost of the Hinduism day. The PSA agreed not to fund the internet safety day. It was a concern that if the money was provided for both requests, the PSA bank balance would be too depleted to cover the outlay of the May Ball which is the biggest fundraiser for in the calendar. It was also agreed that the Preston Bears would be funded going forward and provided to each new intake instead of a soft toy. Wish Lists: Funding for wish lists hasn't been provided for a number of years. It was agreed to ring fence £1000.00 each year to fund or part fund an external trip for all pupils at the school. This will be in place of the wish lists. Payment will be made at the end of the year. Coronation Day: Instead of holding another jubilee / coronation celebration, it was agreed that the PSA / school should try to get involved in the village event and be part of the wider community, with the possibility of having small stalls with games etc to raise money. VP is also a member of the village trust committee to bring both the school and village together for this event. Mini-Marathon: KP has had offers from parents to help run the fruit and juice stand on the day. FF has the sweets and cordials ready. Fruit needs to be purchased.	
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	KP to ask IL if parents can run with children on the day to encourage them. Christmas Fair: AG offered to make biscuits to be sold at the Christmas fair. FF ordered the cellophane bags for the biscuits to be sold individually. Biscuits to be sold individually at a cost of £1.50. AG kindly offered to bake 50 biscuits. Lisa Fleckney and Vicky Pullinger have also offered to bake for the Christmas Fair. CP has trialled the personalised Santa hats. CP sourced felt Santa hats for 50p each which will be easier to personalise. CP to order 10 packs of hats (12 hats per pack). CP stated it takes 3.5 minutes to write the name on the hat, and approximately 10 minutes to dry. A table will be required at the fair for the hats to dry before the children take them. A few volunteers will be required for this stall to do the glitter tattoos and to help CP. Hats will be sold for £2.50 each. It was agreed that pre-orders can be placed prior to the Christmas Fair. Payment can be made via Just Giving. Orders and names to be sent via email to the PSA email address. VP to set up Just Giving. KP to send out Parentmail to inform parents of cost and pre-orders. Glitter tattoos to be sold at £1.50 each.	
17	<u>DATE OF NEXT PSA GENERAL MEETING</u> Wednesday 18 th January 2023, 7pm, The Red Lion Pub	
18	Meeting closed at 9.06pm	

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9th October 2022

Initials.....



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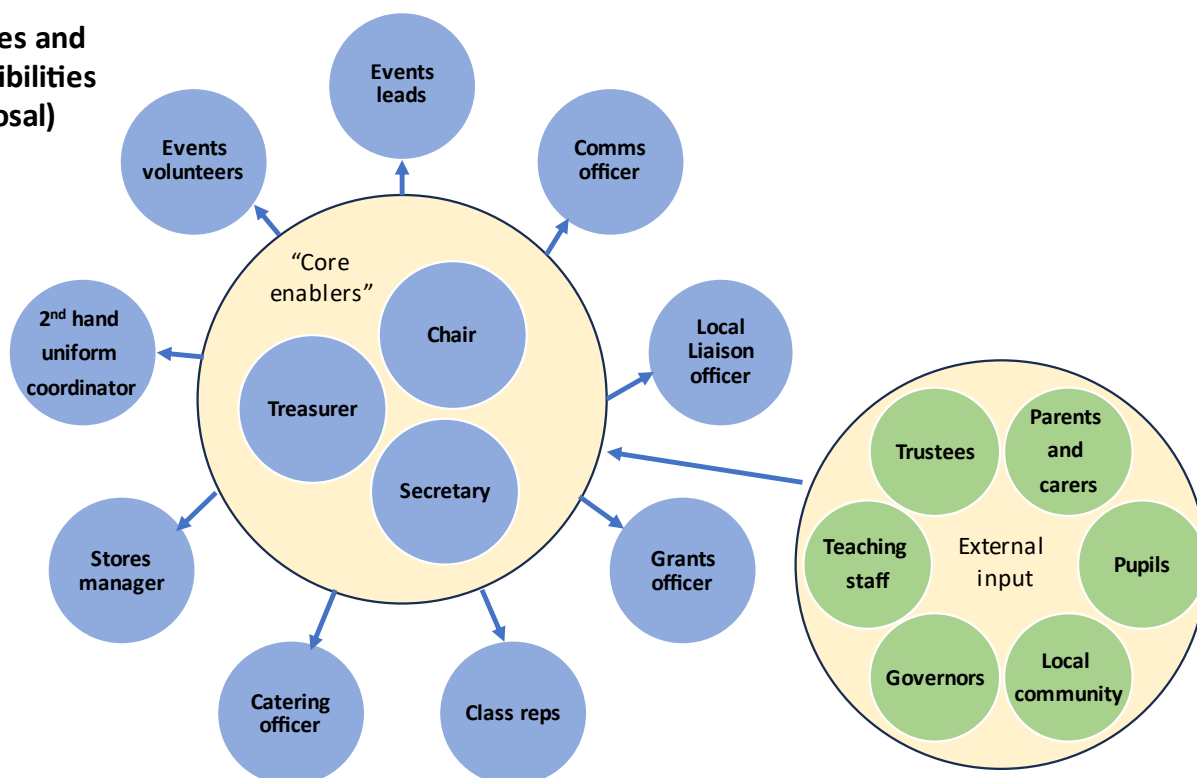
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PSA "Reboot":

Proposed wider roles and responsibilities for the PSA

PSA Roles and Responsibilities (proposal)



PSA – Roles and Responsibilities

Chair: Katie Page

To lead the committee, ensuring the PSA is run in line with its constitution and according to the wishes of all members.

Key Responsibilities:

- Chairs and facilitates meetings in a manner that encourages everyone to contribute.
- Sets the date and agenda for meetings and keeps the discussion on track.
- Delegates tasks to committee members
- Ensures decisions are implemented.
- Liaises with the school about fundraising priorities
- Welcomes and motivates new volunteers
- Is a designated signatory on the PSA bank account



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- Ensures the PSA is registered with regulatory bodies, eg, the Charity Commission, and submits reports where necessary

Treasurer: Vicky Pullinger

The treasurer controls the PSA funds in line with the committee's decisions as well as charity law. They make sure upcoming events are affordable and profitable and report financial information to the rest of the team.

Key Responsibilities:

- Manages the day-to-day finances
- Keeps a detailed and accurate record of the PSA's financial activity
- Reports on the finances at meetings in a clear, concise way
- Arranges floats for events
- Ensures money is kept safely before and during events
- Banks the takings from events and fundraisers
- Makes Gift Aid Claims
- Implements procedures for making payments for claiming expenses
- Completes the Charity Commission annual return
- Gets accounts audited where necessary

Secretary: Position Vacant

The secretary ensures that the PSA's activities run smoothly. They use their excellent communication and organisational skills to arrange meetings, take minutes and keep records.

Key Responsibilities:

- Assists the chair with planning meetings.
- Communicates with the school and committee members, including circulating the agenda before a PSA Meeting.
- Takes minutes at meetings, recording the key points, decisions made and relevant action points
- Manages communication between the committee, volunteers, school and school community.
- Prepares the publicity for events, including flyers, posters and tickets
- Ensures meetings have enough attendees and form a quorum.
- Keeps Records
- Shares Information



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Events Leads: Vacancies

The Events Leads will help ensure good planning and that things run smoothly on the day. In the planning stages, they should work closely with the chair/co-chair to complete risk assessments, organise bookings and licensing, and all the details of a successful event. The PSA Events Managers are also the point of contact for all the volunteers and external parties involved in an event.

Communications Officer: Vacancy

May help and deputise for the secretary. In charge of social media, newsletters, emails and keeping the PSA website up to date. Works closely with the Events Manager(s) to publicise events, fundraisers and any other PSA initiatives.

Second-hand Uniform Co-ordinator: Carly Robson

This role involves requesting and sorting through donations, washing and repairing as necessary, storing, pricing and organising sales. Events can be sporadically organised when needed, with the support from volunteers.

Grants Officer: Vacancy

This role is to research and apply for grants, typically for larger scale projects. The PSA grants officer applies to grant-giving trusts, local authorities, and businesses for significant financial donations. Writing skills are a must, as you'll be required to complete applications and provide feedback.

Stores Manager: Vacancy

This role involves organising store cupboards, shed and the school premises. It makes life easier for everyone if the store is inventoried and well organised.

Catering Manager: Vacancy

This role involves being the go-to person to help organise anything food and drink-related for events. Includes being responsible for maintaining catering equipment and managing orders of supplies.



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Local Liaison Officer: Vacancy

An agile role that involves reaching out to the local community and local businesses to inform of upcoming PSA activities, invite input and suggestions, request raffle prizes, sponsorship and services. They will also coordinate selling tickets and distributing prizes within the local community.

Class Reps: Up to two Vacancies per Class

Class reps are the communication channel between the PSA and parents of each class. As such, they're key in securing volunteers for events and enabling the committee to reach out to the school community with immediacy and directness.

Volunteers: Vacancies

An essential role, assisting at events and supporting the community. Manning stalls, creating activities, games and decorations. Supervision of children at events such as discos and movie nights.