



Preston School Association **Annual General Meeting** **Minutes**

Wednesday 20th September 2023,
Preston Primary School, 17:30pm

Meeting opened at 17:40. Meeting Closed at 20:15.

Attendees Melissa Clarke Alice Ide Inneke Luitingh Katie Page Keeley Pate Vicky Pullinger	Apologies Faye Frost Felicity Lewis Carly Robson Claudia Pereira Anna Zavador
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MINUTES

1	<u>Committee Roles</u> All Roles for the 2023-2024 period were voted unanimously: Katie Page - Chair (re-election) Vicky Pullinger - Treasurer (re-election) Alice Ide - Secretary (new election) The Chair wished to put on record her thanks to Faye Frost for her energy and dedication as previous secretary. Alice Ide, Vicky Pullinger, and Faye Frost remain as Trustees. Welcome and thanks to Keeley Pate and Melissa Clarke who attended the meeting and for stepping up as volunteers to help organize and steer the PSA this year. Thank you also to Felicity Lewis who has also stepped forward to take on the role of stores manager. Thank you to Carly Robson who has taken over the running of the second hand uniform inventory and sales.	
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2	<u>General PSA information and past performance</u> Katie Page presented a series of slides to outline the ethos, objectives, and organization of the PSA, and to report on historical performance of the amount of funds raised and how these have been spent to benefit the school. This included an illustration of how much May Balls and Grants applications can boost our overall funding. Katie outlined the criteria the PSA uses to allocate funds to school - we are mindful of being fair to all classes / year groups, ensuring funds benefit all pupils, and that there will be long-term impact when we contribute to e.g. building improvements. Katie also outlined that when we organize events, we must be mindful of being safe, legal, and in line with child safeguarding. Pricing for events to be kept fair and reasonable.	Headlines to be shared with parents in Assembly on Friday 22 Sept. Slide deck to be published on website and sent out to parents along with AGM minutes ASAP.
3	<u>Chair's report</u> Katie wished to place on record her thanks to all the volunteers who had helped to make events happen. Overall the year was fairly quiet, with only a small number of volunteers able to dedicate regular time to planning events and the Ball. However, Katie is very appreciative of all the parent volunteers who stepped up on the day of events to make things happen, particularly Campover. In terms of the number of fundraisers in 2022-2023 there were 13 - the same number as the previous year, but overall, events were more low-key. For example Campover was pared back, and unfortunately the PSA didn't have the bandwidth to run smaller events like movie nights. However, the pared-back Campover format was very successful and should serve as the blue-print for the next one. E.g. not having a BBQ in favour of hot food provided by Jo Lambe from the Red Lion made for a much more efficient event. Nevertheless, PSA events raised just over £4,000 and there is an additional £1,200 in the bank from early Ball sponsorship and ticket sales. Katie remarked that it is good to see the bank balance looking much more buoyant. Katie remarked that there were relatively few requests from School for funds this year, though this had followed a two-year period where the PSA had given over £11,000 to the school for	Full Chair's report to be made available with the minutes and presentation

	various projects, and there are a healthy number of new requests for the coming year.	
4	<u>Treasurer's report and finances</u> Managing Finances VP going to go forward to get online banking, looking at Caf banking which is popular with charities. Keeley to send VP Caf details to VP. VP to look into purchasing another Sumup machine GiftAid is a huge benefit from JustGiving. SumUp machine is working well. Proper inventories would help allocating monies to each event and a more accurate profit total. Total profit last year of £5248.00 (including Ball pre-sales and sponsorship) Loss on Year 6 production and Easter Disco to look into. <i>Addendum - Katie Page 26th September - £98 cash in school safe found - this is the cash take from Y6 play. An additional £60 cash from the take was donated to school for books for Oak Class.</i> 2022-2023 - just one school trip - Diwali Cultural visit.	Keeley to send VP Caf details to VP. As financial statements are more sensitive, these will not be sent out or published on the website, but any parent or teacher may ask the Chair or Treasurer to show them the PSA's financial statements. Action - school to let VP know how much this was and VP to raise a cheque
5	<u>Inventory</u> Want to move to a more disciplined model where inventory is done more rigorously before and after events - has been challenging in the past 12 months owing to lack of planning volunteers. Felicity Lewis has been in touch with Katie separately to volunteer to help with this. All to think about where to keep perishable items, like chocolate or crisps.	
6	<u>Grants</u> Faye Frost will finish the NHDC Community Grant for the DT room. Current challenge is finding carpenters to quote. Will get the application ready for the next NHDC committee in January. Vacancy for a grant volunteer look after this going forward	Action - As a group, come up with ideas for grants.

	Small amount of grant information in the grant folder from previous years Possible grant to get rid of the oil tanks Need to plan to get in early (February time?) with grants available from big companies, e.g. B&Q, Waitrose Look at National Lottery grants as well. IL to supply a list of grants the school can apply to the government for as well.	Also check the ParentKind website for information.
7	<u>Communication and organization</u> Communication - make people aware that meetings are when decisions are made, plans are finalized and discussed. Looking to have monthly meetings going forward, not necessarily in person, potential of having a meeting every other month online, and every other month in person. Will need break out meetings for events like Christmas Fair. Katie ran a parent survey to understand the best times for people to attend meetings and film nights etc. 10 responses. IL said that was a fairly good response rate. Should re-run at regular intervals to encourage more participation. WhatsApp Groups - has to now be a disclaimer to say that you may remove yourself from the group. Communication to year group reps to check everyone is happy to be a year group rep: Reception - Simone or Claire Grout (not official committee members) Year 1 - Faye, Melissa, Keeley Year 2 - Carly, Felicity Year 3 - Vicky P Year 4 - Melissa, Alice, Katie Year 5 - Jo Wilde Year 6 - Rachel Whitehead Profile pictures - Katie to follow up on getting profile pictures of the committee added to the website. PSA Lanyards - thanks to Keeley for organizing these. Need to print name cards and distribute.	Action Katie to share results of survey and plan re-run. Action Katie to send this out. Action - Melissa / Keeley / Alice to follow up with named suggestions for class reps to check they are happy to take this on. Action KP profile pics

	PSA Suggestion Box - thanks to Keeley for organizing this. It's in the School Atrium. Katie holds the key. Katie to advertise it.	
8	<u>May Ball</u> Happening in 2024 - important to push tickets in Groups and friendship groups. Need to have another push on marketing to parents and the village. Auction ideas - reception to create canvas, prints to sell, headteacher for the day etc. Ball committee in place, a number of donations already in the bank, more to follow. Figures for 2019 May Ball discussed.	
9	<u>PSA reboot and plans for the year (1)</u> <i>Agreement of funds to go to school:</i> • Reinstatement of class wish lists of £500 per class - annual as before. <i>Agreed unanimously.</i> • Fund match at least half of £5000 for the refurbishment of the clubroom. <i>Agreed unanimously.</i> • Annual contribution of £1000 for online safety training - if PSA can fund an amount, the school would have to fund the remaining amount. IL to look into other schools joining in to reduce costs. Agreed that PSA will put in at least half each year depending on how well the fundraising has been. <i>Agreed unanimously.</i> • Purchasing more buddy bears for everyone up to year 3, they will replace the buddy gifts for Reception children from September 2024. KP to organize by Christmas. <i>Agreed unanimously.</i> <i>Future requests / allocations for funds:</i> IL planning a lot of enrichment activities for children to be ready for the next step in their learning. Anti Bullying workshop (all years) had been booked for £750, skateboarding and scooter event has been booked, booked a stargazing Dome to have up in the hall. IL to send the costs for PSA to look into contributing. Shuttleworth trip booked for infants, teachers will use wish list money for this, plus parents, PSA and school funding. Wish lists money to be used for trips for example London and Cambridge.	

10	<u>PSA reboot and plans for the year (2)</u> <i>Events / fundraisers for the year</i> Art Exhibition Teachers have already been briefed to get pupils to make artwork. PSA to help with organizing prints like last time and organizing the exhibition evening. Made around £800 last time Date agreed for Wednesday 1st November, 5:30pm. Basic canapes made by Y6. Year 6s waiters PSA to provide additional snacks and a licensed bar. Invite the village and extended family for people to buy gifts Christmas Fair IL is happy for us to invite external stallholders this year, so the suggestion is that we run a larger-scale Christmas Fair on Saturday 2nd December in the daytime, and invite the village etc. Suggestion of £25 per external stall. Stall holders to keep their own profit, but maybe donate something to the raffle. Will need volunteers on Friday night for set up and on Saturday afternoon / evening for set down and cleaning up. Include a licensed bar so we can do mulled wine or similar. Other events - e.g. Campover Suggestion that we should start looking at these events early to see what activities we can do in advance to make organization nearer the time easier. E.g. looking at inventory on hand etc. Running a Lottery IL has had written confirmation from the Diocese that we are not allowed to do this. Christmas Cards This has been booked in by Faye. Mini London Marathon Faye will circulate details ASAP. Would be the day before the London Marathon. Children run 1 mile of the course, finishing on the Mall. The School / PSA would “earn” a £10 contribution for each child that completes the mile. Idea is that we invite families to take part and travel together, but essentially families would travel and take part under their own steam.	Separate planning meeting and committee to be set up Separate planning meeting and committee to be set up
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	Second hand uniform sales Katie to follow up with Carly to get some dates booked in Film nights - October Dates TBC from results of questionnaire. Autumn Festival Will be planned properly for next September.	
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