

St Peter's School



St Albans

ST PETER'S SCHOOL PARENTS STAFF ASSOCIATION ANNUAL GENERAL MEETING MINUTES

Thursday 15 October 2020 9.30-10.30am

[Join Microsoft Teams Meeting](#)

Present:

The Trustees:

Chairs: Cath Gladding (CG), Rebecca Warbrick (RW). RW to chair this meeting.

Treasurer: Richard Saunders (RS)

Secretary: Kate Swindells (KS)

Headteacher: Gillie Young (GY)

Jo Gillespie, Rosa Martinez, Denise Bone, Ruth Wassermann, Greg Phizacklea, Liz Hunt, Philip Lloyd, Angela Wilson, Natasha Baker, Anita Cornmell, Suzie Daniels, Hedy Watt, Leia's parents, Kathryn Stannard Moore, Errol Caldeira, Mrs Konuk, Louise

If you have further comments or questions, please get in touch with one of the trustees or send an email to PSA@stpeters.herts.sch.uk

1. Opening welcome and introduction, including remit of PSA

The PSA works alongside the school to support and benefit our children by raising funds for new kit equipment and experiences. We also provide events and a social network that benefit both parents and children. Our committee is made up of parents who are keen to be involved in their child's school, and staff. We are always open to new volunteers.

If you have any educational or welfare issues about your child or the wider school, please talk to your teacher, the school office, or if need be, the school governors.

Constitution and meetings: Our Constitution was enacted ten years ago from a model constitution put together by the National Confederation of Parent Teachers Association (NCPTA). It is a relatively basic document which outlines the rules by which the Trustees need to adhere and gives guidance as to how the Trustees should operate. In normal circumstances it provides everything we, as Trustees, need to operate the PTA.

Unfortunately, it doesn't address specifically how the Trustees should operate the PSA in exceptional times like these, including how they should hold an AGM when Trustees and attendees cannot meet in person and therefore form the necessary quorum.

The Charities Commission has recently issued guidance on what Trustees should do in these circumstances. Essentially, they have acknowledged that we are able to cancel the AGM and any other formal meetings for the time being or adapt our Constitution to allow for formal meetings to be held online or by telephone.

The Trustees have decided that it is in the best interests of the PSA to put forward a proposal to adapt the Constitution to allow for the AGM and the main meetings held at the beginning of each term to be held online [up to and including 31 December 2021].

ACTION: This proposal was formally approved by a simple majority of votes from everyone attending the meeting.

2. Apologies

Liza McIntyre (Y4 rep)

3. Retirement of officers

Retirement of Cath Gladding as Co-Chair and Kate Swindells as Secretary. (Rebecca Warbrick will be standing down as co-Chair once the new committee are up and running.)

Thanks were offered to the retiring trustees.

4. Election of new officers

Liz Hunt is interested in the secretary position.

ACTION: Talk to KS.

Angela Wilson is interested in joining but would like to have a bit more of a chat about commitment.

ACTION: Talk to RW or CG.

5. Approval of minutes from last AGM on 4 Oct 2019

ACTION: Approved by majority

6. Chair's Report

It has been an extraordinary year. We put on very successful events in the Winter and early Spring before Lockdown.

As always, the Christmas Fair was well attended and was a major fundraiser. The new Lego festival, organised by CG was also very successful. We tested out a cake and Asian snack sale, which proved popular.

PSA used to store all its equipment in a portacabin which was removed as part of building works. Mrs Young kindly agreed that all suitable items can be relocated to the new building for the medium term.

We have been focussing on building up funding for discretionary spending now the school building works are reaching the end.

7. Finance report and accounts

Presentation of financial report and accounts for the 2019/20 school year for discussion and approval. Confirmation of current cash position.

RS presented the financial report for the financial year to end 31 August 2020.

Figures here are approximate:

Christmas fair raised nearly £3000

Lego Festival nearly a further £1000

Cakes sales: £250

Ice cream sales: £100

Second-hand uniform sales: £100

Lottery: £1400

Easyfundraising: £320

AmazonSmile (new): £10

We currently have approximately £31,500 in the bank, plus approx £800 more to transfer from the lottery account giving us a current balance of approx. £32,500.

We have made a long-term commitment to fund History off the Page every year for each class and have set aside £3,000 to cover the cost of this in the next year.

Following discussion with the school, and after parent consultation, we have agreed to fund a smartboard (£3,750) and put money towards kitting out the new activity studio (£15,000).

We have held back £10,000 to enable us to fund other projects in the future which will benefit all the children in the school.

8. Mrs Young's update

GY gave thanks to the PSA for their fundraising and school community work.

Personal thanks to CG and KS for their hard work as trustees, and also to Anita and Mel for running the lottery.

GY is very thankful that the PSA have such a good pot of money. It is a lot for a school of our size.

Recent purchases:

History off the Page workshops were funded for the school year, but unfortunately not all years got to partake. The school cannot undertake these this year, but are reviewing the situation continually. Thanks was given to the PSA for committing long term funding for this.

Wish list for this year

Kitting out the new activity studio is the first priority for the school. It is a small hall, used for music, PE, yoga. Herts County Councils have supplied funding to kit out all the classrooms, but not for rooms like the activity studio.

A teaching wall, whiteboard, and further storage is needed. The project is estimated to cost between £20,000 and £25,000. As RS has noted, the PSA have agreed to fund a smartboard (£3,750) in the new activity studio, and will contribute another £15,000 towards further kitting out..

Outdoor gym equipment and ground surfacing for the older children is also required. This is likely to cost in the region of £100,000. The school would like to ensure they invest in good quality, long-lasting equipment. Sports Premium funding is available to the school from HCC for part but by no means all of the anticipated cost.

Also, the school would like to purchase 16 new laptops and charging trolleys so that every child in a class can have one at any one time. The cost of this is approximately £14,000. School laptops were loaned out to families without IT equipment at home over Lockdown to support learning.

An annual £200 pot of money for each class would also be appreciated, so teachers can buy small things as and when they need them (e.g. new clock, board games).

Questions for Mrs Young on PSA matters

Angela Wilson enquired how much the Sports Premium funding may be, but this is not known at present.

Although not needed at present, it was noted that Greg Phizacklea can source musical equipment.

Natasha Baker suggested themed fundraising campaigns – e.g. a sports event for sports equipment. As well as general pot is great.

9. Fundraising

Non-contact: Easy Fundraising, Lottery, General donations. Non-uniform days

Second-hand uniform sales

We are looking for suggestions and volunteers for other fundraising activities, such as online social events, Christmas activities etc

General donations

General donations, including GiftAid where possible, may be the major fundraising activity this year due to COVID restrictions. This could include ongoing donations as well as targeted campaigns for specific items.

Charities Aid Foundation accounts can pay directly into the PSA account.

We could potentially use School Gateway.

ACTION: PSA to send a letter out about general donations soon.

CG requests that how to join Lottery, Easyfundraising and Amazon Smile go in the school newsletter, too.

Fundraising Ideas from the school community

There were some great fundraising ideas. If people are particularly keen on organising or co-organising any particular idea, please let Rebecca know asap.

Year Two suggestions:

- Sponsor handprint on artwork on new building
- Donate Now button on website
- Text to donate for specific campaigns
- Own clothes/fancy dress days. One per half-term. E.g. Hallowe'en/fancy dress day
- Vote to custard pie a teacher day!
- Christmas – remote tombola/ raffle for hampers – use the auction site.
- Last day of term before Christmas – teachers doing glitter/transfer tattoos
- Donate your commute – working from home/same cost

Hedy Watt: Zoom quiz/word game for the grown-ups

Errol Caldeira:

- Walk in/ drive thru movie in the playground
- VR nativity – film a scene each, pay £5
- Easter egg competition – design eggs and film this.

- Winter nature walk – nature trail
- Family portrait day
- Family cooking competition (in Spring) International Cuisine day – find a suitable day on international events calendar
- Christmas cards

Year 1 suggestions:

- Christmas card
- Family fancy dress days (think a bit bigger than just the kids - would be fun for all of us to get involved with and raise individual sponsorship - the £ raised would be a lot bigger)
- Sponsored readathon (read as many books as you can in a week) – this could go to fund new books
- Break the rules day and pay 50p per rule broken (non-uniform; non tidy hair...) (GY stipulates has to be within health & safety guidelines!)

RW:

- Online auction. Similar to the Black Tie event - big ticket items like hotel and restaurants but also things like Mrs Bennet's chicken pie, a home-made Christmas cake, a night of babysitting? Possibly too late to arrange for December but could be good for the summer term.

Louise:

- Might have already been said, but for later in the year, the class tea-towel where they all draw a picture of themselves and makes a nice keepsake of their class
- Linked into cooking- is there a chef who could lead a cook-a-long on line that we could pay participate?

Other:

- Can we get a card machine like you see at markets for collecting money?
- Everything takes a team to organise. Often but not necessarily the reps, but the reps are great at recruiting.
- Can we set up an amazon wish list for the classroom sundries
- End of year plays – could be filmed and sold to parents

10. Class rep status

Nursery: Kathryn Stannard Moore

Reception Hedgehogs: Suzie Daniels

Reception Badgers: Rebecca Warbrick (interim)

Year 1: Angela Wilson

Year 2: Hayley Dutton, Liz Hunt

Year 3: Stepping down, Denise Bone. Welcoming, Ruth Wassermann and Greg Phizacklea

Year 4: Liza McIntyre

Year 5: Jackie Jayawardena

Year 6: Rebecca Warbrick

11. Any other business

GY reminds us that the Class Rep WhatsApp groups are there primarily to think of fundraising ideas and support the PSA. They are not a forum for wider school issues. If there are any concerns or other questions, parents/carers must talk to class teachers or the leadership team

Anita Cornmell requests that Reception class reps really have a push at signing up fellow members of the classes, and that all year group class reps push for parents/carers to purchase additional tickets.

ACTION: Anita will send a WhatsApp message about how to sign up, to Angela. Angela will distribute this on the Class Reps group to send out to all year groups.