

## **Minutes of Annual General Meeting**

**Wednesday 26<sup>th</sup> September 2018**

**St David's Hall, Castle Street – 7pm**

### **1. Attendees and Apologies**

Attending were: Alexa Baillie, Sarah Daw, Rebecca Lively, Rebecca Morgan-Jones (Chair), Rebecca Morgan (Secretary), Kerry Vernon and Georgina Whitaker (Treasurer).

Staff attending were: Dr Barber, Mr Brown, Miss Davies, Mrs Denny, Mrs Goode, Mr Hutchinson, Miss Jeynes, Mrs Matthews, Mrs Moon, Mrs Price, Mrs Roberts, Miss Toolan, Mrs Walker, Mr Wilkinson, Mrs Windows and Mr Wright (Headmaster).

Apologies were received from: Andrea Bayles-Gungabissoon, Catherine Buck, Miss Deakins, Sue Legge, Louise Martin, Jules North and Mr Turpin.

### **2. Approval of the Minutes from the last Committee Meeting**

Proposed: Beccy Lively    Seconded: Sarah Daw

### **3. Matters Arising from the Minutes of the last Committee Meeting**

No matters raised.

### **4. Chair's Report**

The Chair began by welcoming everyone and commenting on what a successful and well supported year this year has been.

Firstly thanks were made to all committee members, from class reps to Mrs Windows and Mr Brown as staff reps, to Fleur Brinkerink and Victoria Ward as new parent reps and to Verity Coleman as Ball organiser. Without their support in time and generosity it would be difficult to run fetes, fireworks, discos and end of year social events. Thank you to each and every one of you for being part of this fabulous team

#### **Commitments and Activities in Autumn Term**

- The first fundraiser of the term was the Bags2School event. Thank you for the continued support from the Lively family with their loan of QuickSkip's bins; without these we would be unable to store our donated bags on school property. This is such an easy way of raising money and is well supported by all.
- The PTA was able to fund 2 workshops in the autumn term, percussion for the Pre Prep and a Shakespeare for the juniors.
- After half term the annual fireworks display was at Wyeside. Thanks to Ady Morris who annually commits to helping us carry out this event safely and smoothly and also to

Graham Essenhigh for providing us with lighting and to Kier Rogers of Colcombe House cider for the kind donation which Sarah Daw lovingly made into warm mulled cider for us all to enjoy. This event is not usually a big fundraiser however with a slight increase in ticket price which did not affect sales and the introduction of light sabres we did make a small profit. However the PTA still believe that it remains as an essential part of our provision to ensure all families get a sense of school community. This event takes a huge amount of organisation so the PTA is grateful for committee members who are happy to give their time to run this and also a big thank you to Mr Debenham whose advice and experience was invaluable.

- The Christmas fundraiser was voted on for a school cookbook. Students and parents emailed in recipes which were then compiled by the committee and inputted into the website of the company which published them. This was a much bigger job than anticipated and would only recommend doing again over a much longer time scale! We had two local sponsors – Advanced Joinery and Brightwells which was amazing. We have broken even however there are cook book still available for sale.
- The Pre-Prep Christmas performances were exceptional. The costumes were outstanding and we thank Dr Barber for taking the children's pictures before their performances so they could be sold on behalf of the PTA. Dr Barber also then carries on through the school terms with each year group. I would also like to take this opportunity to thank Gabrielle Karney who organised the printing and selling.
- The term ended with our popular Christmas Bazaar with lots of festive jumpers, Christmas tunes, delicious gingerbread and games and fun. Thank you to all that helped and also to Rachel Powell for her beautiful Christmas cake that she so generously donated.
- Due to the snow, Father Christmas got snowed in so the children's presents were left in their class rooms as part of our annual commitments.

### **Commitments and Activities in Spring Term**

- The spring term is considerably quieter. We held our Easter Egg hunt around the Quiet Garden for all the Pre-Prep children and the Easter Bunny provided a chocolate egg for all the Junior School children. A massive thank you to Al Chapman for being a very patient and bouncy bunny.
- We also hosted two Easter discos, one for years 3 and 4 and another for years 5 and 6. They enjoyed lots of dancing and games with DNA Kids discos as well as hot dogs and squash.

### **Commitments and Activities in Summer Term**

- After the Easter Holidays we hit the ground running with organising the end of year school ball. The Great Gatsby themed ball was held at the Left Bank. We had welcome

drinks on the balcony with the piano playing in the back ground by two talented sixth formers which Mr Evans kindly organised. We sat down to a delicious three course meal by Taste which was followed by a lively auction. I would like to take this opportunity to thank Richard Binnersley for taking the helm as our auctioneer but also for Brightwells generous auction prize of a night in London and theatre tickets as well as the other parents and friends of the school that kindly gave amazing lots. The evening continued with music from Frontrunner well into the early hours – rumour has it our last guests left at 3.30!!! It was a great night had by all but it wouldn't have happened without a brilliant committee in particular Verity Coleman and Beckie Morgan who were amazing.

- Sadly, we were unable to have the fete due to inclement weather but we had a cake and strawberry sale in the St David Hall after school. This was well supported even in the damp conditions. Thank you very much to the continued support of S and A Davies for the strawberries.
- At the Junior school Sports day, the PTA provided its usual refreshments including ice creams this year. It was lovely afternoon and I was blown away by the amount of cake which had been generously donated by the parents.

#### **The Giving Machine**

- Throughout the year the Giving Machine with the help of Vicky Ward has become an integral part of fundraising. Each month we have a steady flow of donations as a result of a click to donate for free before you shop online.

#### **Educational Advancement Grant**

- We also introduced the Educational Advancement grant this year. This allows teachers to complete an application form that is then assessed by the headmaster and the PTA Committee to determine what the PTA will financially support. This process should allow more money for education purposes and where the school most requires it. Last year for example we supported the rainforest roadshow, yoga mats, table bench, toys... we look forward to seeing completed application forms for the coming year.

### **5. Headmaster's Report**

The Headmaster began by announcing that the school has welcomed 42 new children this term, which is the highest number of September joiners he had known.

It is also noteworthy that from Reception through to Year 6 we have more girls than boys...again this is a first, certainly since I have been here and I would think for many years before that.

I would like to thank the PTA and in particular the new parent reps for the part they have playing in welcoming new families to our school community.

We are conducting a survey for the new parents about the process of joining – of the 20 who have so far responded 12 have said that they heard about us from friends or family...so thank you too to

the whole parental body for all you do to support the school and to talk us up to your friends and families. As we know, personal recommendation is terribly impactful ....so thank you for supporting the school in this regard.

New to the staff this term:

Lisa Foster as Head of Girls' Games; Chloe Thomas as girls games coach; Liz Eggerton (yoga); and we welcome Keeley Halford back from maternity leave.

Gap students: Mr Elliot Taylor ; Miss Emily Prosser ; Miss Emily Benson ; Miss Imogen Wilson

Finally, I would like to thank the PTA committee and the reps and indeed all of you who support the PTA in all that is achieved. The events organised add to the children's school experience and enjoyment, and of course money raised has a significant impact on the school's provision too.

## **6. Treasurer's Report**

We have had another eventful and successful year.

The 2017/18 accounts have been audited by the school accountant Matthew Madeley and I have summarised them below.

- We delivered all our commitments this year (Rainforest roadshow, Pre Prep costumes, small world play area). We have also donated £210 towards yoga mats for Pre Prep.
- We raised almost £10 000 from regular activities with the largest income coming from the summer ball, second hand uniforms and photograph sales. The giving machine has also been successful raising £456 and this continues to grow.
- We ended the year with £18 000 in the bank to fund future projects.

	2016 / 2017			17/18 Budget	Actual 2017 / 2018		
	Income	Expenditure	Net		Income	Expenditure	Net
<b>Annual Commitments</b>							
Educational Grant	6,000.00	17,545.50	(£11,546)	(£1,000)	0.00	593.00	(£593)
Miscellaneous Workshops	0.00	1,133.00	(£1,133)	(£1,143)	0.00	753.00	(£753)
Fireworks	1,394.70	1,515.42	(£121)	£0	2,443.76	1,908.20	£536
Year 6 Leavers' Party	0.00	400.00	(£400)	(£400)	1,946.15	2,206.25	(£260)
Easter Treasure Hunt	0.00	263.00	(£263)	(£300)	0.00	225.00	(£225)
Easter Disco	492.50	255.00	£238	£150	523.30	368.00	£155
Pre-Prep Christmas presents	0.00	139.00	(£139)	(£200)	0.00	80.02	(£80)
Staff Gifts (Christmas/leaving/end of yr)	0.00	168.74	(£169)	(£200)	0.00	190.95	(£191)
PTA Event				(£150)	0.00	29.50	(£30)
			<b>(£13,532)</b>	<b>(£3,243)</b>	<b>£4,913</b>	<b>£6,354</b>	<b>(£1,441)</b>
<b>Fundraising Activities:</b>							
Summer Ball/Event	4,570.00	3,563.80	£1,006	£5,000	11,750.00	5,702.33	£6,048
Photograph Sales	1,161.80	154.69	£1,007	£950	985.53	300.84	£685
Summer Fete	795.23	118.85	£676	£630	140.80	0.00	£141
Christmas Bazaar	624.23	22.06	£602	£485	731.15	11.30	£720
Second Hand Uniforms	454.90	0.00	£455	£450	1,106.85	0.00	£1,107
Christmas Fundraiser	1,263.50	756.85	£507	£444	1,042.56	995.00	£48
Bags to School	312.00	0.00	£312	£300	224.00	0.00	£224
The Giving Machine	68.94	0.00	£69	£240	456.28	0.00	£456
Sports Day	245.00	19.56	£225	£220	196.45	50.00	£146
Charity Donations	5,000.00	0.00	£5,000	£0	20.00	0.00	£20
			<b>£9,862</b>	<b>£8,719</b>	<b>£16,654</b>	<b>£7,059</b>	<b>£9,594</b>
<b>Other Activities:</b>							
Bank Interest	2.36	0.00	£2	£2	5.05	0.00	£5
Insurance / PTA UK	0.00	0.00	£0	(£118)	0.00	101.00	(£101)
			<b>£2</b>	<b>(£116)</b>	<b>£5</b>	<b>£101</b>	<b>(£96)</b>
<b>SUBTOTAL</b>	<b>22,385.16</b>	<b>26,055.47</b>	<b>(£3,668)</b>	<b>£5,360</b>	<b>£21,572</b>	<b>£13,514</b>	<b>£8,057</b>

Opening balance 16/8/16	11 444.79	
Total Transactions 16/8/17-31/8/18	6547	(1510 prior yr)
Total per Trial Balance & Total Available funds	17991.79	
	8.87	
Bank Closing Balance 31/8/18	18 000.61	

## 7. Election of Reps

The following were elected to the committee for the forthcoming academic year:-

**Chair**

**Rebecca Morgan-Jones**

**Vice Chair (s)**

**Sarah Daw**

<b>Treasurer</b>	<b>Rachael Borthwick</b>
<b>Secretary</b>	<b>Georgina Whitaker</b>
	<b>Rebecca Morgan</b>
<b>Headmaster</b>	<b>Mr C Wright</b>
<b>Staff Rep(s)</b>	<b>Mr Brown</b>
	<b>Mrs Windows</b>
<b>Form Rep(s) Yr 6</b>	<b>Beccy Lively</b>
	<b>Jane Preston</b>
	<b>Emma Bevan</b>
<b>Form Rep(s) Yr 5</b>	<b>Jules North</b>
	<b>Emma Powell</b>
	<b>Jo Middleton</b>
<b>Form Rep(s) Yr 4</b>	<b>Sue Legge</b>
	<b>Kerry Vernon</b>
	<b>Catherine Buck</b>
<b>Form Rep(s) Yr 3</b>	<b>Andrea Bayles-Gungabissoon</b>
	<b>Mel White</b>
<b>Form Rep(s) Yr 2</b>	<b>Louise Martin</b>
	<b>Lisa Buchanan</b>
<b>Form Rep(s) Yr 1</b>	<b>Rodric Jenkins</b>
	<b>Jules Austin</b>
	<b>Jemma Brown</b>
<b>Form Rep(s) Reception</b>	<b>Clare Jones</b>
	<b>Suzie White</b>
	<b>Cari Binet-Fauval</b>
<b>Form Rep(s) Nursery</b>	<b>Alexa Baillie</b>
	<b>Rachel Powell</b>
<b>The Giving Machine Co-ordinator</b>	<b>TBC</b>
<b>Photography Co-ordinator</b>	<b>Gabriella Karney</b>

**8. Headmasters Questions**

None Received

**9. Any Other Business**

None raised

**Date of next meeting – Monday 8<sup>th</sup> October, 2018 - 7:30pm on No 28 Castle Street.**