



PFSA Annual General Meeting Notes

Monday 11th September 2023 7:30pm

1. Welcome, Introductions & Apologies

CL/AS

Attendees: Katharine Willsher, Claire Lytle, Ali Stafford, Alex Greenway, Tom Collins, Annabelle Spacagna, Phil Warren, Clive Steer, Gemma Steer, Rachel Roots, Louise Mitchell, Lucie Attard, Cristina Heslegrave, Louise Fishburn, Helen Warren

Apologies: Miriam White, Laura Lewis

2. Chairs Report

CL/AS

Claire discussed that there is a requirement for a Chairs Report as part of the Annual General Meeting and being a registered charity. The meeting will cover the main events and a more formal report will be circulated with the notes of the meeting. The big events at Christmas and in the summer, generally raise similar funds for similar effort. This year it was decided for the summer event to be a low key with less number of stalls in light of the economic crisis. It had a good turnout and was well received. It was noted that this year the DisGlo and Big Picnic (summer event) raised similar amount of money but with less organization required for the DisGlo. Normally, the summer and Christmas fairs bring in similar income for similar effort.

3. Treasurers Report

KW

Katharine took the group through the finances for the year using the attached documents. Total income was £22,285 with £18,524 came from events. Expenditure for those events being £6,319. Events generated £12,205 surplus and the overall surplus £6178 after spending. The Christmas event brought in 45%, Big Picnic 29% and Disglo 28% of the total events funds raised.

The PFSA provided grants and donations worth £7,898 up to the 31st July 2023. However, £12,528 for the Willow Tree Classroom, £1,580 for the entrance sign and £119 for hockey stock was paid out post July.

Remaining funds for start of the new academic year is £9,532.

The Joint Chairs thanked Katharine for the clear reporting of the finances for the academic year.

4. Committee Members

CL/AS

CL explained that the Joint Chairs and Secretary will be standing down at the end of the school year. It was agreed that:

- Rachel and Gemma will organize the Christmas Fair, with the joint chairs support
- Lucie Attard will take on the role of organizing refreshments for school events including stock control and sourcing volunteers
- New parents coffee morning (15/09) Claire/Ali/Rachel/Gemma would present the PFSA and encourage new members to sign up.

- Class rep role outline would be developed to share and encourage class reps to have clearer understanding of role.
- Alex will be organizing the Christmas cards/gifts this year. Lucie offered to assist in the process.

Discussion took place on how to promote the PFSA to encourage more volunteers/members:

- Presentation at a school assembly so the children understand what the money raised has been used for.
- Whether there should be a virtual PFSA session for anyone to come along and find out more about the PFSA.
- Updating the PFSA page on the school website. **Action:** Rachel and Gemma agreed to support this and investigate other communication options for presenting at the next PFSA meeting.
- Further communication about what the funds have been used for including 'thank you' to the parents

Discussed that there used to be smaller fundraising events prior to COVID including Frosty Friday's, stay and plays, golden bucket, ground force days, and movie nights.

5. Plans for 23/24

CL/AS/ALL

- PFSA Notice Boards and A Frame Chalk Boards– been challenging to source waterproof and big enough PFSA notice boards. **Action:** Clive has agreed to investigate costings for four notice boards and 2 A-Frame chalk boards. To bring back to the PFSA for approval prior to purchasing.
- Harvest Festival (05/10/23) – the children bring in contributions for the Harvest Festival which are then separated into individual purple and yellow bags. The year 6 children then deliver them to those that live in the bungalows. Ali is organizing and volunteers will be needed to sort and date check the produce before placing into the bags.
- Christmas Market – date agreed as Saturday 9th December 2023.
- Christmas Tree – date for Christmas tree chopped down is 3rd December 2023
- Disglo – agreed date of 22nd March 2024
- Golden Bucket – Claire agreed to organize Golden Bucket challenge
- Summer Fair – agreed date of 6th July 2024

Funds to be spent for 23/24 school year

- Staging for the school hall – school to undertake research to find the most suitable and to bring back to the PFSA for decision.
- **Action:** Tom and Annabelle to ensure that the teachers utilize the funding request form and to submit by October half term.
- Small Copse – Tom would like to plant trees in the field to hide the new houses that are being built. The school have received a free grant of 150 trees and would like to have a parent planting day with the PFSA to support with refreshments. **Action:** Gemma agreed to develop a poster to advertise once date agreed.
- Playground equipment – no requirements currently for funding.

6. Willow Tree Update

AS

Ali updated the group on the work that has been undertaken to develop the Willow Tree area. The totem poles are now under the care of the Spiritual Council with a focus on the Way, the Truth and the Life; they can be changed each year. There are five poles left over for the school to use as needed. The fence panels were originally going to be willow, however due to safety reasons they were switched to a sturdier panel. The willow panels have been given to the school to use in other areas like the allotment. The entry ways are going to be monitored to ensure that the rubber chippings stay in place, if they don't there are other options available.

Claire thanked Ali for the work overseeing the installation of the Willow Tree Classroom. Photos to be taken to promote what the PFSA funds have been used for.

7. Mosaic Update

AS

The sunshine mosaic has now been mounted and put into an acrylic box. Photos to be taken to include in promoting what the PFSA funds have been utilized for.

8. Any other business

All

- Stock system – discussed whether there is a stock system in place for items in the shed. Perishable items cannot be stored in the PFSA shed due to issue with rodents unless it is in plastic storage boxes.
- **Action:** Phil to investigate costs of re-surfacing the BBQ and bring back to PFSA for decision.