



PFSA Annual General Meeting Notes

Wednesday 25th September 2024 7:30pm
Via Google Meet

1. Welcome & Introductions

Ali

Attendees: Ali Stafford (Chair), Katharine Willsher, Alex Greenway, Tom Collins, Gemma Steer, Rachel Roots, Lucie Attard, Cristina Heslegrave, Louise Fishburn, Helen Warren, Sophie, Elaine, Elizabeth, Gemma Zaccharia, Hannah Moore, Esther Perez, Maxwell, Khryssie Carine, Nicola, Dorothy, Cassia, Rosamund, R Hartung

2. Apologies: Claire Lytle, Karen

3. Chairs Report 2023/24

Ali

Ali provided an overview of the Chairs Report, which explains the purpose of the PFSA, the activities undertaken during the 23/24 academic year, lessons learnt and thanks for the PFSA community. The full report is attached.



Chairs Report
2023-2024.pdf

Key items to note:

- The biggest lesson learnt last year was the value of having specific teams for each event rather than just one or two people leading them.
- Challenge was that all Core Members were due to stand down at the same time and recruitment for replacements.
- Specific thanks were given to the staff at St Joseph's for all their support with the PFSA activities including the ground staff.
- Additionally, thanks to those who attended the events and spend their money.

4. Treasurers Report 2023/24

Katharine

Katharine took the group through the finances for the year with the key messages being:

- Summer event - income was £8,976 with costs £3,788 and profit £5,188. Significantly higher than last summer. The colour run generated over £600, the BBQ £919 and raffle £1,383
- Overall figures - income £27,677 for the academic year. The highest amount generated to date. After event costs, net monies raised by PFSA were £19,500.
- Spending was £36,433 in total including cost of events £8,176 and grants/school project funding of £27,179 with the Willow Tree Classroom being the biggest outlay.
- This year we spent £8,755 more than we raised but had reserves from previous years that were able to be used.
- Opening bank funds were £23,760, closing bank funds were £15,000 and we have a further £2,334 set aside for already approved grants. This leaves £12,670 in the bank available for future school grants. There are currently no funding requests, but the teachers are aware of the PFSA electronic funding request form to use, after approval from the Headship Team.

Ali thanked Katharine for the clear reporting of the finances for the academic year.

5. Nominations and Voting

Ali

Ali explained that both herself and Claire were standing down as Joint Chairs at the end of their elected term, Alex has left the school so standing down as secretary and Katharine is in her final year as treasurer, therefore need to find a replacements for all three main roles.

The following nominations and voting took place:

- a) Chair – Hannah Moore and Gemma Zaccharia put themselves forward as Joint Chairs. They were nominated by Ali and seconded by Alex. **POST MEETING UPDATE:** Sophie Parker put herself forward to join the Chair team and was subsequently appointed as a Co-Chair along with Hannan and Gemma.
- b) Secretary – Cristina Heslegrave put herself forward as Secretary. Ali nominated her and Alex seconded.
- c) Treasurer – Esther Perez put herself forward for the Treasurer role; was nominated by Ali and seconded by Alex.

6. Adoption of PFSA Policies

Alex

Alex explained that as the PFSA was a charity there was a requirement to have organizational policies to support members. 9 policies have been drafted using the ParentKind templates and they will need to be reviewed and signed off by the new committee members. Once approved, they can be circulated to all PFSA members and uploaded onto the PFSA page of the school website.

7. Autumn Term Events

Ali

- a. Harvest Festival – taking place next week and require volunteers to help sort through the donations, checking dates and then packing into bags. Those bags are then taken by year 6 children and delivered to the people living in the bungalows. Access to the hall is Wednesday 2nd October 1:15-2:15pm and then Thursday 3rd October 8:30-9:45am. Request for message to go out to classes for volunteers and Gemma Z offered to help on the Wednesday.
- b. Christmas Card Fundraising – a good fundraising opportunity whereby children, in class, draw Christmas designs that are then sent to a company to process onto Christmas cards and other items such as mugs, cushion covers etc. They're a good gift idea and parents are able to purchase, if they wish, directly with the company. Lucie and Sophie agreed to take this on for this year. **Action: Alex to arrange handover with Lucie and Sophie liaising with Tom on the dates to undertake the activities in class.**
- c. Christmas Market – discussed that last year this worked well with Gemma S and Rachel taking the lead. They're happy to do it again this year working with the new Core team. A separate meeting to take place to progress this further. Key is to book a date and there maybe a challenge for a Saturday this year as the school now takes external bookings. **Action: Ali to follow up with Julie Galvin on the bookings and a separate meeting to be set up to commence the planning process.**

8. Any other business

All

- New Core Committee will be looking at how to identify other committee members by having a standardized role name.
- Discussed possible option of utilizing the Church Hall if there was a clash of dates with clubs using the school hall for Christmas and Summer events with the aim of booking the school space for PFSA events well in advance.
- Tom thanked Ali, Claire and Alex for all their work in the PFSA with both Ali and Alex thanking whoever organized the leaving gifts for them.