



## PFSA Annual General Meeting Minutes

Monday 22 September 2025

**Location:** Teams Meeting

**Time:** 7:30pm – 8:30pm

### 1 WELCOME, INTRODUCTIONS & APOLOGIES

**Attendees:** Gemma Zaccharia (Co-chair), Hannah Moore (Co-chair), Sophia Parker (Co-chair stepped down), Esther Perez (Treasurer), Cristina Heselgrave (Secretary), Katharine Willsher (Treasurer stepped down), Helen Warren, Tom Collins, Louise, Dan Rhymes, Tetiana Ovcharuk and additional parents and staff members.

### 2 AGENDA:

- 2.1 Chairs Report GZ/HM
- 2.2 2024/25 Treasurers Report EP/KW
- 2.3 Committee Members GZ/HM
  - 2.3.1 Chairs
  - 2.3.2 Treasurer
  - 2.3.3 Secretary
- 2.4 Plans for 2025/26 GZ/HM
- 2.5 Staff room update GZ/HM
- 2.6 Stage sound/lighting update GZ/HM
- 2.7 AOB GZ/HM

### 3 MINUTES:

#### 3.1 Welcome & Introductions:

Gemma and Hannah opened the meeting. Gemma led the attendees in a prayer, expressing gratitude for the opportunity to meet and work together with faith and perseverance, and inviting divine guidance in their discussions.

#### 3.2 Chairs Report:

Gemma and Hannah reviewed the past year, highlighting successes, challenges, financial achievements and expenditures. They discussed the transition to the new team and expressed gratitude to Sophie for her contributions.

### 3.3 **2024/25 Treasurers Report:**

Esther presented the financial report, noting a closing balance of over £18,000, starting from £15,000, with a surplus of £3,600. Fundraising events raised £21,000, with major contributions from Christmas, Disco and Summer events. Expenses included a new sound and lighting system for the school hall, class funds and upcoming commitments like staff room refurbishment and World Book Day activities.

### 3.4 **Committee Members:**

The following nominations and voting took place:

- 3.4.1 Chair – Gemma Zaccharia put herself forward. She was nominated by Katherine and seconded by Cristina.
- 3.4.2 Chair – Hannah Moore put herself forward. She was nominated by Helen and seconded by Cristina.
- 3.4.3 Secretary – Cristina Heselgrave put herself forward. She was nominated by Gemma and Dan.
- 3.4.4 Treasurer – Esther Perez put herself forward. She was nominated by Cristina and Sophie.

### 3.5 **Plans for 2025/26:**

Gemma outlined the planned events for the year, including:

- 3.5.1 Bend the Rules Day;
- 3.5.2 Christmas Market on 29th November 2025 from 12-3 PM;
- 3.5.3 Disglo on 20th March 2026 from 5-7:30 PM; and
- 3.5.4 Summer Fair on 20th June 2026 from 12-3 PM.

A fundraising target of £25,000 was set for the year.

### 3.6 **Staff Room Update:**

The staff room refurbishment was completed, providing a refreshed space for staff to recharge, funded partly by PFSA contributions.

### 3.7 **Stage Sound/Lighting Update:**

The new sound and lighting system for the school hall was installed, enhancing the experience for events like nativities and assemblies.

### 3.8 **Volunteer Opportunities:**

Hannah discussed the need for volunteers in various teams: Cafe Team, Secondhand Uniform, Cake Sales, Creative Team, Raffle and BBQ Team. Helen provided insights into the raffle process, highlighting its importance as a fundraising activity. Emphasis was placed on the need for more volunteers to ensure successful events and fundraising.

### 3.9 **Any Other Business (AOB):**

Tom Collins expressed gratitude for the team's efforts and mentioned potential projects for the infant playground. Discussion on improving the signing up for volunteers by using the poster with the QR, secondhand uniform system,

including payment methods and stock management. Helen suggested ways to enhance the raffle process and offered resources for volunteers interested in helping.

**Closing Remarks:**

Gemma thanked everyone for their participation and encouraged ongoing support and involvement in PFSA activities. The meeting concluded with a reminder to reach out with any questions or suggestions.

**Meeting Adjourned at: 08:30 PM**