



Plaxtol School Association
Minutes of Annual General Meeting
10 March 2020

Present: Nayna Ahmed – Meeting Chair (NA), Jenny Johnson (JJ), Merran Hilton (MJH), Marian Hemsted (MH), Victoria Palmer (VP), Claire Rowley - Head Teacher (HT), Helen Rust (HR), Vicky Cheeseman (VC), Helen Orry (HO), Kim Chubb (KC).

Apologies: Ayesha Green, Jo Rolls, Helen Sinclair, Marie Smart, Suzy Immer.

1. Apologies for absence

Meeting started at 09:10. Apologies for absence were noted as above.

2. Minutes of Annual General Meeting held on 4 March 2019

Those present approved the Minutes from the last PSA AGM on 4 March 2019. NA and JJ signed the AGM minutes.

3. Matters arising from the Minutes

None.

4. Chair's Report for the year ending August 31st 2019

JJ read the PSA Chair's Report - highlighting the amount of money the PSA had raised; the events run; income from donations, match funding and grants; and key areas of spend. Members of the PSA thanked Jenny for all the work she had done in the year. The Chair's Report was adopted by the meeting. A copy of the Chair's Report would be appended to the Minutes on the website.

5. Remarks from the Head Teacher

The HT said that the PSA had raised an amazing amount of money, and that the quick turn around of spending decisions had been great (with all classes involved). The HT said she would put a note of thanks in the newsletter. MJH would also produce a PSA Newsletter for parents.

6. Treasurer's and Examiner's Report year ending August 31st 2019

VP presented the Treasurer's Report, summarising how the PSA had raised money in the year; swimming pool income, running costs and emergency fund; and how the money the PSA had raised contributed to the School. A copy of the Treasurer's Report would be appended to the Minutes on the website.

MH presented the External Examiner's Report, noting that in her view management of funds had been good this year. MH reminded the PSA that it should not commit future committees or members to subscriptions. MH suggested that going forward the PSA should consider how much is being kept aside for the swimming pool (contingency) and recommended a written report to look at the long-term future of the pool (repair costs, usage by school etc). MH would send her additional report to the PSA Trustees. MH talked through the PSA accounts for the year ended 31 August 2019. Approval of the Accounts was:

- Proposed by Nayna Ahmed.
- Seconded by Merran Hilton.
- Agreed by those present at the meeting.

The Accounts and Report were signed by the Chair and the Treasurer. They will be appended to the Minutes on the website.

MH also noted the importance of record keeping by volunteers running PSA events, and the need to help the Treasurer by using the form. A copy of the form would be put on the PSA section of the School website.

MH suggested that Gift Aid forms could go out to every parent, including new parent induction packs.

MH noted that bank statements should be presented by the Treasurer at every meeting and signed off and stored with the minutes. This had been established last year.

VP thanked MH, on behalf of the PSA, for her work as Independent Examiner.

7. Appointment of an Independent Examiner of Accounts for year ending August 31st 2020

MH was appointed as Independent Examiner again.

8. Election of Officers and Trustees of the Committee

The following were voted in:

- Chair – Jenny Johnson
- Secretary – Merran Hilton.
- Treasurer – Victoria Palmer.
- Other Officer – Nayna Ahmed.

9. Special Business – PSA Constitution

None.

10. Any Other Business

PSA Newsletter was covered under item 5 above.

Meeting ended at 09:40.