



Plaxtol School Association
Minutes of Annual General Meeting
4 March 2019

Present: Nayna Ahmed – Meeting Chair (NA), Merran Hilton (MJH), Helen Sinclair (HS), Jo Rolls (JR), Caroline Ward (CW), Anisa Ferguson (AF), Stephen Davis (SD), Marian Hemsted (MH), Victoria Palmer (VP), Claire Rowley - Head Teacher (HT), Mary Olley (MO), Suzy Immer (SI), Tanya Mellor (TM), Holly Smith (HS), Nikki Thomas (NT), Steph Campbell (SC), Angela Shorter (AS).

Apologies: Ayesha Green, Tony Rolls, Helen Rust, Sian Rickard, Julie Docherty, Caroline Scheuermann, Louise Stiff.

1. Apologies for absence

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

2. Minutes of Annual General Meeting held on 18 May 2018

Those present approved the Minutes from the last PSA AGM on 18 May 2018. NA signed the AGM minutes.

3. Matters arising from the Minutes

None.

4. Chair's Report for the year ending August 31st 2018

NA read the Chair's Report, prepared by Louise Stiff and Caroline Scheuermann - highlighting the amount of money the PSA had raised and key areas of spend. NA thanked Louise, Caroline and everyone on the PSA for their efforts. 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. Any remarks from the Head Teacher

The HT said that the funds raised by the PSA remain absolutely vital to the School, they are not just a luxury. She thanked the PSA very much.

6. Treasurer's and Examiner's Report year ending August 31st 2018

SI presented her Treasurer's Report, highlighting events such as the Fireworks and Summer Fair. There had been no expenses out of the ordinary. SI reported that the policy of how the PSA gives money to the School had been changed, and it was working better for accountability. A copy of the Treasurer's Report would be appended to the Minutes on the website.

MH presented the External Examiner's Report, highlighting how an annual external Examination is required by the PSA Constitution. She also talked through the PSA accounts for the year ended 31 August 2018. These accounts and her Report will be appended to the Minutes on the Website. MH reflected on the fantastic grant fundraising the PSA had done. She also suggested that Gift Aid forms should be obtained from all parents: they can then be kept on file for all events (past and future). Approval of the Accounts was:

- Proposed by Stephen Davis.
- Seconded by Anisa Ferguson.
- Agreed by those present at the meeting.

The accounts were then signed by the Chair and the Treasurer.

MH said that the events form and folders had got better this year, but there was still room for some improvement. MH complemented SI's work as Treasurer, and PSA event organisers.

NA 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 2019

MH was appointed as Independent Examiner again.

8. Election of Officers and Trustees of the Committee

NA reported that Jenny Johnson had agreed to be chair, subject to other commitments and with support from NA. JJ was voted in.

The following were also voted in:

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

9. Special Business – PSA Constitution

NA explained why the PSA Constitution needed to be updated, and how it could be brought into line with a best practice example provided by "ParentKind". This included the sorts of things the PSA funds; and whether the Committee is bound by the decision of members. Those present at the meeting (over 2/3rds) agreed and the new ParentKind model constitution was formally adopted.

10. Any Other Business

The HT asked the PSA to send her the link to "Easy Fundraising", so she could promote it.

There was discussion about DBS checks for the PSA – the HT outlined the School's plans.

Meeting ended at 09:39.