# Plaxtol School Association

# Minutes of AGM

# 18th MAY 2018 at 2pm

**Present:** Nayna Ahmed (Chair), Caroline Scheuermann, Louise Stiff (Secretary), Julie Docherty, Suzy Immer (Treasurer), Merran Hilton, Marian Hemsted (Examiner), Victoria Palmer, Ayesha Green, Kerry Aston, Sian Rickard.

**Apologies:** Heidi Hollobon, Tanya Mellor, Mary Olley, Toni Ringrose, Ashy Burke, Jo Rolls.

**1. Welcome** - Nayna welcomed everyone and thanked everyone for attending.

**2. Apologies for absence**- apologies were received before the meeting from Heidi Hollobon, Tanya Mellor, Mary Olley, Toni Ringrose, Ashy Burke and Jo Rolls.

**3. Minutes –** the minutes from the previous AGM held on 7th March 2017 were circulated and no comments were received. The minutes were agreed and adopted and Louise signed these minutes as a true and accurate record of that meeting.

**4. Governors' Report** – This was given by Nayna.

The PSA is discussed regularly at Governors meetings in the context of finance and teaching and learning. School budgets continue to be tightened. Plaxtol will be £2-3k better off after the new funding formula is put into place, but this is a small difference.

The contributions of the PSA are remarkable and vital. £5k of PSA funds are set into the school budget every year and assist hugely in keeping us in the black.

The Govenors of the school are extremely grateful to the Chairs, Treasurer and Secretary for their relentless hard work, as well as everyone else who organises events, helps out and of course goes along to support and spend at them.

**5. Chairs' Report for year ending Aug 31st 2017** – This was given by Louise on behalf of the outgoing chairs Maddie, Nikki & Ayesha. A copy of the report is appended to these minutes. The report was agreed and accepted.

**6. Treasurer's report for year ending Aug 31st 2017** – The treasurer's report was sent by Heidi and read out by Louise. A copy of the report is appended to these minutes. The report was agreed and accepted. The Chair recorded the PSA's thanks to Heidi for her thorough work as Treasurer for a number of years.

7. **Examiner's Report for year ending Aug 31st 2017 and adoption of accounts-**

Marian summarised her report as follows:

- Record keeping is not up to the standard required. For each event we need to maintain records of number of people who came, list of who came (where available), how much was paid, money received paid into account in full, expenses taken out of bank in full, receipts for all expenses. Money received in is as important to keep a record of as money paid out. Agreed new event forms created by Heidi should cover this requirement, with some additions to the information held, and all event organisers must ensure these are completed in detail for each event. Examined accounts must be circulated at the end of each year.
- We should have a standard set of documents bundled for handing over to new committee members. This should include last few minutes, constitution, standard forms such as the event form etc. Agreed this could be held on KLZ.

- Dates for events must be submitted to the Herald to ensure there are no clashes with events in the village.
- PSA must donate money towards items to "help school buy", rather than paying for them, and headteacher should report how much spent in school as "supported by the PSA", rather than "paid for by the PSA", as otherwise this could cause issues with VAT relief.
- The PSA Treasurer must provide a report at every meeting, showing the bank statement and all incomings and outgoings since the last meeting. Marian will send a sample to Treasurer.

See Examiner's report appended to these minutes, which was received and adopted.

**8. Amendments to Constitution –** It was agreed that the PSA will have SIX committee members (in addition to the Headteacher) going forwards. These will be the Chair, Treasurer, Secretary and three others. This amendment to the constitution was voted for unanimously.

It was agreed that we should increase the amount of money that the committee can authorise to be spent between meetings to £1500. A majority of committee members can vote on this expenditure. This amendment to the constitution was unanimously agreed.

**8. Appointment of Examiner -** the Committee expressed their thanks to Marian as external examiner and voted that she continue for another year. Marian agreed to continue as examiner of accounts for the year 2017/18.

**9. Appointment of Officers and Committee** –

- Secretary: Julie stepped down from the role of Secretary at the last meeting, and Nayna had passed the role on to Julie earlier in the year. Merran very kindly agreed to take over from September and was voted in.

- Treasurer: Suzy asked to step down from the role of Treasurer. Victoria very kindly agreed to take over from September and was voted in.

- Chairs: Caroline and Louise will both have other commitments from September, which will make it harder to act as chairs. However, it was agreed that we will share some of the tasks out across the committee to help provide additional support. This list of roles and responsibilities will be agreed in the first meeting in September and held on KLZ so we can refer to it during the year. It was agreed that Louise and Caroline would continue in the role of Chairs with a reduced commitment.

- Committee: The committee was voted in, being core officers (Caroline, Louise, Victoria and Merran), plus Nayna, Kerry and Julie.

**10. AOB** - None

**Action points from meeting**

- Suzy/Louise/Caroline to review event form to ensure it meets record keeping requirements outlined by Marian.
- Nayna to create standard set of documents on KLZ for handing over to new committee members.
- Suzy to handover treasurer role to Victoria.
- Julie to handover secretary role to Merran.
- Louise/Caroline/Nayna to create list of roles required for next year ready for first meeting in September.