



Plaxtol School Association
Minutes of Annual General Meeting
7th March 2017 at 9.00am

Present: Maddie Pritchard (Chair), Nayna Ahmed (Secretary), Ayesha Green (Chair), Julie Docherty, Jo Rolls, Louise Stiff, , Nikki-Lea Garside (Chair), Kate Beynon, Sally Wolfe, Heidi Hollobon (Treasurer), Viv Holder, Lisa Mansfield, Marian Hemsted

Apologies: Aishling Burke, Mary Olley, Suzy Immer, Niki Funnell, Toni Ringrose

1. Welcome – Maddie welcomed everyone and thanked everyone for attending.
2. Apologies for absence- Apologies were received before the meeting from Aishling Burke, Mary Olley, Suzy Immer, Niki Funnell, Toni Ringrose
3. Minutes - The minutes from the previous AGM held on 10th March 2016 were circulated and no comments were received. The minutes were agreed and adopted and Maddie signed these minutes as a true and accurate record of that meeting.
4. Chairs' Report- Maddie gave a report of the activities of the PSA for the year 2015/16, on behalf of the three Chairs. The report was agreed and accepted.
5. Treasurer's and Examiner's Report for year ending 31st August 2016 and adoption of accounts- 2015/16 was a good year for fundraising and Marian has spent a lot of time auditing. The PSA team has worked very well together.

£5000 was put aside for the pool again and the PSA should keep an eye on this, although hopefully we are not looking at any large expenditure in the near future. The system worked better with Helen running the maintenance of the pool but we do need to keep a close eye on maintenance and keep a written report of things that are in good condition, need looking at, or need urgent repair. We should consider putting a bit extra in the pool contingency pot when there is a good year.

On the subject of language tuition which was to be discussed at the following PSA meeting, Marian advised that the PSA should try to avoid committing to regular annual payments as we should not be locked in financially. It would be better to make ad hoc payments, similar to the payments made annually for classroom supplies.

Paperwork for events could be improved. It was agreed that Heidi will create a form that can be used to record information for each event, such as number of tickets sold, prices of items, details of float, names of cash counters, receipts etc. These forms will also be useful when planning the same events the following year.

Marian thanks Heidi for her efforts as Treasurer. It was essential that there are two people to count the takings at the end of each event. Best practice is to count money on site at the end of each event. It was agreed that the new system would be put into practice at Pamper Night.

See Examiner's Report attached separately, which was received and adopted.

The 2015/16 accounts were circulated and adopted.

6. Headteacher's Report- Lisa thanks Marian for overseeing the accounts. Lisa also thanked Heidi for all of her work. The Treasurer is not such a visible role on the PSA but is extremely important.

Lisa confirmed that extra support from other adults is essential in a small school and that the school could not do what it does without the extra help. The fundraising by the PSA is vital.

School budgets are being tightened every year. Some of the expenditure of PSA money is not being spent on extras, but on essential things. The priority for spending going forward would be resources for the curriculum.

Viv Holder thanked Lisa for engineering the changes in the school and Jo Rolls commented that her guidance on where the money is needed is so valuable and was not forthcoming under previous leadership.

The Headteacher's Report was received and adopted.

6. Appointment of Auditor- the committee expressed their thanks to Marian as external examiner and voted that she continue as such for another year. Marian agreed.

7. Election of committee members- the three Chairs and the Treasurer confirmed that they would continue in their roles until the end of the academic year but that a new Chair and Treasurer would be needed from September.

Nayna agreed to continue as Secretary.

It was reiterated that ALL parents at school are members of the PSA and that those who regularly attend the meetings form a committee that works on behalf of the PSA. On this basis it was agreed that the following people would form the committee for the PSA:

Maddie Pritchard
Ayesha Green
Nikki-Lea Garside
Heidi Hollobon
Nayna Ahmed
Jo Rolls
Julie Docherty
Mary Olley
Suzy Immer
Louise Stiff
Aisling Burke
Kerry Aston
Kate Beynon
Sally Wolfe
Helen Homard
Claire Wickenden

The above appointments were all agreed and unanimously voted in.

8. AOB- the current constitution of the PSA would be posted on the school website by the Secretary.

The meeting closed at 9.40am.