



## *Minutes*

### **Annual General Meeting (AGM)**

**13 September 2011 at 7.30pm**

**H4, Hobhouse**

#### **Present**

Jane Thomas, Rob Hunter, Carrie Crook, Sheree Creighton, Darren Redgwick, Helen Snow, John Burrough, Di Ellis, Alison Hunt, Eve Anderton, Hazel Redgwick, Clare Chapman, David Atkin, Maia Rees, Amanda Hill

#### **Welcome and Apologies**

Jane Thomas, as the Acting Chairman, welcomed PSA members and new attendees, and opened the AGM. Apologies had been received from: Gaynor Lightfoot, Trish Maunder, Nic Jefferis.

#### **Chairman's Report**

Apologies had been received from the outgoing PSA Chairman, Gaynor Lightfoot. The Vice Chairman, Jane Thomas, presided over the meeting as Acting Chairman and read out a report prepared by Gaynor Lightfoot which summarised the work of the PSA over the past year. Event highlights included the Christmas Craft Fair, the family quiz night and the School Summer Ball. Maia Rees and Louise Light were thanked for their involvement and hard work with the school uniform shop, which provides a good source of funding for the PSA. In addition, it was noted that donations of around £4,200 had been made to various projects including bean bags for the fifth form common room, radio mics for the drama department and support of the school's orchard project.

The Chairman thanked all PSA members, staff members and parents whose work had contributed to the success over the past year, and in particular, thanked Rob Hunter, who has outgoing Treasurer, had worked tirelessly for the PSA over many years.

#### **Treasurer's Report**

The outgoing Treasurer (Rob Hunter) circulated a Trustee's annual report. It was reported that there is £17,593.40 in the PSA current account, with funding requests agreed but not yet paid totalling £3,800 giving a total available for distribution of £13,793.40. In addition, a Gift Aid tax rebate has been applied for of £1,979. It was noted that the donation to Joy Bells following the summer ball had not yet been paid.

A detailed income and expenditure sheet was circulated.

Rob thanked Clare Chapman for agreeing to take over the role of Treasurer.

#### **Election of Independent Examiners (Auditors)**

David Hallett FCCA and Julian Tomsett ACA were re-elected as independent auditors, and the PSA thanked them for their work on a pro-bono basis for the charity.

### **Approval of PSA Accounts**

The Accounts for the year ended 31<sup>st</sup> August 2011 were approved.

John Burrough took the opportunity to thank Rob Hunter for all his hard work as Treasurer of the PSA, and presented Rob with a gift. Rob Hunter left the meeting.

### **Election of New Committee Members**

Jane Thomas outlined the requirement for a PSA Committee and the responsibilities it entailed, and asked for candidates to put themselves forward for election onto the PSA Committee.

The following new members were proposed, seconded and duly elected to the PSA Committee:

**Maia Rees** (parent)

**David Atkin** (parent)

**Amanda Hill** (parent)

**Alison Hunt** (parent)

**Clare Chapman** (parent)

**Eve Anderton** (staff representative for the senior school).

### **Election of Officers**

Gaynor Lightfoot (Chairman) and Rob Hunter (Treasurer) had stepped down from their officer roles and from the PSA Committee as their daughters had now left the school. This left two vacancies – Chairman and Treasurer.

Appointments were made as follows:

**Jane Thomas**, elected as Chairman

**Clare Chapman**, elected as Treasurer

**Darren Redgwick**, elected Vice-Chairman

Carrie Crook agreed to continue as PSA Secretary.

Appointments were unanimously agreed by the Committee.

### **AOB**

#### **Fundraising**

It was suggested that the focus of PSA fundraising for the school should be shifted to concentrate on one or two larger items that were needed/wanted by the school. It was felt this may galvanise parents to become more involved with PSA events. It was noted that the items should be significant in size but achievable in monetary terms. This item will be discussed further at the next Committee meeting in October.

#### **PSA Communication**

Opportunities to spread the word about the PSA and to welcome parents and invite to PSA meetings or events were discussed. It was suggested that the PSA could have its own email address so that emails to parents from the PSA came direct rather than through the school office. Improving communications via the website, and providing a termly update for the prep school green bulletin were also suggested. Open Days and parent teas at school were seen as a good opportunity to promote the PSA. Clare Chapman suggested

that a 'kit' could be set up with leaflets and information so that it was easy to set up a PSA table at any event. To be discussed further at the next Committee meeting.

### **Craft Fair**

Maia Rees confirmed that she was happy to organise the PSA Christmas Craft Fair on 12 November, in return for a free stall – which was agreed by the Committee. The cost of a stall would be reduced to £25 and stallholders would be asked to contribute a raffle prize. Helpers would be required on the day with refreshments and raffle ticket sales. Helen Snow agreed for the prep school to organise gift hampers to be raffled. Maia Rees asked members to contact her if they knew of anyone interested in having a stall at the fair. Di Ellis requested that Maia Rees inform the receptionists and the school office staff about the event so that enquiries can be handled efficiently. To be discussed further at the next Committee meeting.

### **Close**

Clare Chapman, on behalf of the PSA Ball Committee, thanked the school staff for all their help with the summer ball.

The Chairman thanked everyone for attending and the meeting closed at 8.30pm.

### **Date of Next Meeting**

Tuesday 11 October at 7.30pm in Room H4, Hobhouse.