

## St Agatha's PSA

### Minutes of Meeting Wednesday 13th September 2023 8:00pm Virtually (Googlemeet)

#### Current Committee:

PSA Role	Name	In Attendance
Head Teacher	Mrs Cahill	Yes
Chair	Verity Matthews*	n/a
Vice Chair / Assistant Treasurer	Vacant	n/a
Treasurer	Lina Wilkinson	Yes
Secretary	Chloe Davison	Yes
Staff / Governor Liaison	Vacant	n/a
Committee Member	Elisa Livesey	No
Committee Member	Ben Coleman	Yes
Committee Member	Elizabete Hopkins	Yes
Committee Member	Vacant	n/a
Committee Member	Vacant	n/a

\*named chair until position is filled

#### 1. Apologies

Apologies have been received from Elisa Livesey.

#### 2. Approval of Minutes

The minutes of the meeting held on 14 June 2023 were approved by email as a true record after the last meeting. **Action CD:** send minutes to office for uploading to website (actioned **13/09/2023**).

#### 3. Headteacher's Report

We now have new leadership in place following Mrs Barley's retirement, with Mrs Hubbard and Miss Ost as Assistant Headteachers. Mrs Hubbard will also have pastoral and community links as an area of focus. Mrs Soanes is taking on responsibility for developing the school's approach to promoting better engagement with families from a diversity and inclusion perspective, both in terms of the curriculum offer and being part of the wider school community.

Over the summer, Mrs Cahill met with Tom Hoyle, school governor, to discuss issues around fundraising and other items including liaising with the PSA and setting up Gift Aid.

In order to facilitate communication between staff and PSA, LW noted it would be good to fill the staff / governor liaison roles (this has been previously raised with the governors). **Action: LW and CD** to draft something defining these roles and then liaise with Mrs Cahill to send out a communication.

#### **4. Update on School Funding / Funding Initiatives**

At the last committee meeting, we discussed that a key priority is the upgrade of the children's toilets (particularly year 3 and 4 boys' toilets). CD and LW also met with Tom Hoyle during the summer on this issue. Mrs Cahill has shared a quotation with the governors but the PSA are yet to have sight of this.

Since then, problems with the wifi / IT infrastructure have come to light. The school are seeking a one-off contribution from the PSA of c£10k to remedy the issue. Fully functioning wifi is critical to the continuous assessment of the children, e.g. for Phonics. The school have obtained two quotes to assess whether the quote from our current IT providers is competitive. **Action: LW to advise whether a third quote is required or whether two is sufficient.** EH also requested a copy of the needs assessment from the IT support company.

**Action: Mrs Cahill to provide quotation for toilet works (including if works done all at once or staggered) and quotation for the wifi as well as the needs assessment.**

The PSA will need to consider whether we have the funds to support one or both of these requests.

EH asked whether the school would consider renting out the school premises to generate revenue, e.g. for language classes. Mrs Cahill said that the sums that have been offered in the past have not been sufficient to cover the site manager's time or the damage / wear and tear suffered as a result of people not taking adequate care of the classrooms / school site. In the past the school premises have been successfully rented out to the military wives' choir. We have also allowed Kingston Adult Education to use the premises for free, as a charitable gesture for the benefit of the community.

#### **5. Committee vacancies**

We are continuing to face difficulties in filling the vacant committee positions, especially the role of Chair. Nevertheless, we were very pleased to vote in Cate Ryder as committee member (proposed / nominated by Lina Wilkinson and seconded by Chloe Davison). Thank you Cate; we are very grateful for your support and enthusiasm!

#### **6. Finance Update**

LW presented the finance update to the Committee (see Appendix I for details).

#### **7. Welcome Event Planning**

Mrs Cahill is confident that a number of governors will also attend the welcome event and perhaps speak alongside her.

The committee discussed that in future, we would like to combine the PSA Welcome Event,

Class Information Evening and Stay, play and meet sessions on the same day as one event.

**8. AoB**

The usual chair we borrow for Santa's grotto is no longer available; LW may be able to donate a chair to the Nurture room, which can also be the replacement chair at the Christmas Fair.

**9. Date of Next Meeting**

Next PSA Committee meeting will be 15 November 2023.

**ST AGATHA'S PARENT STAFF ASSOCIATION**  
**FINANCE UPDATE 13<sup>th</sup> September 2023**  
Lina Wilkinson – Treasurer

**Cash in Bank as at 11/09/2023:**

- **GBP £25,069** current account
- **GBP £5647** savings account (Note: the savings account is a holding account for emergency funds and is not be considered available for spending)

**Income / Incoming Payments:**

The current account balance is reflective of the following recent significant *incoming* payments from events / donations:

- **PSA Lotto Jun, Jul, Aug - £658**
- **PSA Uniform Sales Jun & Jul - £406**
- **Dragon Boat Fundraiser – £1140**
- **Donations - £1222**
- **Summer Fair Gross Income - £11562**

**Expenses / Outgoing Payments:**

The current account balance reflects the following significant *outgoing* payments from recent events / commitments:

- **Summer Fair Gross Expenses – £6061**
- **School Purchase - Labour for fence and sleeper replacement - £3870.00**
- **School Purchase - Classroom Resources - £1000**

**Upcoming Expenditure:**

- **Welcome Event Expenses (Sept 20<sup>th</sup>) – TBC**
- **PSA Contribution towards bathroom / toilet repairs / refurb – TBC**
- **Fireworks Event Expenses (Nov 8<sup>th</sup>) – TBC**
- **Christmas Fair / Event (Dec 2<sup>nd</sup>) - TBC**

**Financial Accounts 2021-2022:**


The Annual Return for the FY 2021-2022 has been completed, reviewed and signed off by the external accountant and was submitted to the Charity Commission on time. The external accountant has notified us of her intention to shut down her practice. We will need to discuss / consult on options for a replacement.

**Bank Acc screenshots:**

 St Agathas Parent and Staff As

 **CHARITABLE** **25,069.19 GBP**  
40-23-29 | 81394134  
Available Balance 25,069.19 GBP

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 **BMM ACCOUNT** **5,647.06 GBP**  
40-23-29 | 81394142  
Available Balance 5,647.06 GBP

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As of 14:33, Monday, 11 Sep 2023