

PSA – AGM Meeting Minutes

Date: Wednesday 26th February 2025

Location: Virtual meeting, 8pm

Current Committee:

PSA Role	Name	In Attendance
Head Teacher	Mrs Cahill	Yes
Chair	Vacant	n/a
Vice Chair/Assistant Treasurer	Vacant	n/a
Treasurer	Lina Wilkinson	Yes
Secretary	Chloe Davison	Yes
Governor Liaison	Cate Ryder	Yes
Committee Member	Ben Coleman	No
Committee Member	Vacant	n/a
Committee Member	Vacant	n/a
Committee Member	Vacant	n/a

Agenda:

1. Welcome

- Apologies from:
 - Ben Coleman
- Also in attendance:
 - Michael Myburgh
 - Agata Murray
 - Tracy Dickson
 - Dinny Shaw
 - Michalina Cichowicz

2. Head Teacher Welcome – Mrs Cahill

Welcome from Mrs Cahill. Expressed thanks to outgoing committee and incoming committee as well as all those in the background who have contributed to the success of PSA run events. Welcome to those who have stepped forward to continue the amazing work of the PSA. Thank you to Lina - as outgoing Treasurer but who also took on a wider role in the absence of a Chair - on behalf of the staff, pupils, parents and carers for everything she and the team have done.

3. PSA Overview of Events and Initiatives in 2023/2024 – Lina Wilkinson

See Appendix.

4. Finance Report for FY (September 2023 – August 2024) – Lina Wilkinson

See Appendix.

5. PSA Committee Members: Resignations and Nominations

Resignations

PSA Role Name	Name	Notes
Committee Member	Lina Wilkinson	Resigning wef AGM

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Committee Member	Chloe Davison	Resigning wef AGM
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In the interim period where new signatories are being set up with banking access, Lina will continue to make any urgent outgoing payments as required.

Nominations

President / Head Teacher – Elizabeth Cahill

PSA Role Name	Name	Proposed	Seconded	Voted in Favour
Chair	Michael Myburgh	Cate	Lina	Unanimous
Secretary	Cate Ryder	Lina	Chloe	Unanimous
Treasurer	Agata Murray	Chloe	Cate	Unanimous
Committee Member - Governor Liaison	Vacant			
Committee Member	Ben Coleman*	Cate	Lina	Unanimous
Committee Member	Tracy Dickson	Chloe	Cate	Unanimous
Committee Member	Toni Bradford*	Cate	Lina	Unanimous
Committee Member	Matt Scott*	Lina	Chloe	Unanimous
Committee Member	Beata Vaiciunaite*	Chloe	Cate	Unanimous
Committee Member	Dinny Shaw	Cate	Lina	Unanimous
Committee Member	Michalina Cichowicz	Lina	Chloe	Unanimous

*nominated and voted in as member of the committee in absentia

6. Any Other Business

Incoming chair, Michael, extended thanks to Lina and Chloe and the remaining committee members. There is a significant amount of planning, time and effort that goes into the PSA. Thank you to Mrs Cahill for the time she has dedicated and for her support. The PSA isn't just about raising funds but building a strong school community - bringing people together. We all play a role in shaping the best possible experience for our children. Thank you to the incoming committee and returning members; excited about what we can achieve this year.

7. Next PSA Committee Meeting

Next committee meeting is in person on 12th March.

Meeting Closed

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PSA Overview of Events and Initiatives (FY 2023-2024):

The 2023-2024 school year was another very busy year for the PSA, with not only the usual fundraising and social events taking place throughout the year, but also a number of other additional initiatives that were organised as part of the hugely successful 'Spend-A-Penny' Fundraising campaign.

Autumn Term (Sept-Dec 2023):

The PSA team kicked off the new school year with a 'Welcome Back' Bingo evening in September 2023, which was a wonderful way to start the year and a fantastic opportunity for new and existing families to come together in a social setting.

We then held our annual fireworks display in November which was a very popular event as always, followed closely by the Christmas Fair in December where, with the help of parent volunteers as well as generous donations from local businesses towards the raffle, we were able to make a profit of over £6500.

As is tradition, the PSA also funded / contributed to the cost of several children's Christmas performances / events in December, including the KS2 Rose Theatre trip, the KS1 Pantomime, the Nursery Tiny Tunes show as well as the children's annual Christmas school lunch.

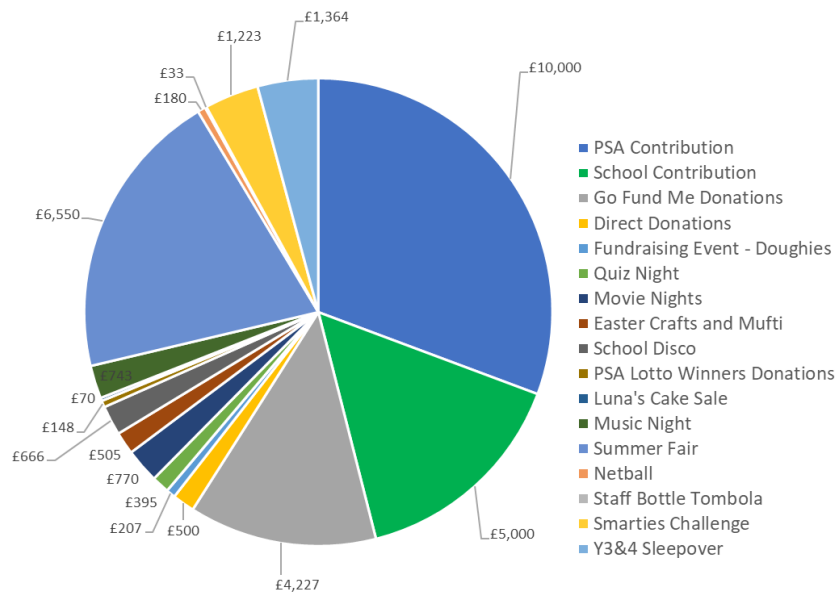
Spring & Summer Terms (Jan-Jul 2024):

In January 2024, on request from the school, the PSA were able to fund a significant Wi-Fi and Networking Replacement and Expansion project, to improve and extend Wi-Fi access throughout the school, in particular to the intervention rooms and de-mountable room and to repair damaged cabling.

The 'Spend-A-Penny' Fundraising campaign was launched in February 2024, where we set out with a very ambitious target of raising £30k to fund the much-needed refurbishment of the Y3 & Y4 boys' and girls' bathrooms.

With an upfront contribution of £10k, from the PSA and a further £5k from the school, we then raised a further ~£4k thanks to the generosity of those who so kindly made donations via our 'Go Fund Me' page. Further to this, we were able to raise an additional ~£13k through several different fundraising events and initiatives led by a combination of parents, children, staff and the PSA and Fundraising teams, surpassing our initial target and raising a total amount of £32,580 by the end of the Summer Term!

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None of this would have been possible without the support of our incredible school community, parents, carers, staff, children, families, friends and all involved! We are extremely grateful to everyone that contributed to this campaign in one way or another.

'Good As New' Uniform Sales:

With thanks to the continuous stream of generous second-hand uniform donations, and the time and effort taken by all those involved in the 'Good As New Uniform Sales', we were able to make in excess of £2k over the course of the school year from the uniform sales.

PSA Lotto and other donations:

Despite Lotto membership numbers decreasing, we were still able to generate a net profit of £1.8k from the PSA monthly lotto and a further £1.3k through various other donations including parent donations and easy fundraising.

Thanks & Appreciation:

As always, our sincerest thanks go to all those parents, carers and school staff members who have offered up their valuable time to help organise and run the various PSA events throughout the year. Without this support, the PSA simply could not function and we would not have been able to raise the funds to support the school projects we have committed to, and host the events that have allowed us all to come together as a school community. We are extremely grateful for your continued support!

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Finance Report for FY Sep 2023-Aug 2024

- Total cash at in the *current account* as at 01/09/2023 - £28689
- Total cash in the *savings account* (contingency) as at 01/09/2023 - £5647

- Total cash at in the *current account* as at 31/08/2024 - £29958
- Total cash in the *savings account* (contingency) as at 31/08/2024 - £5757

- Total Gross Income for the school year - £49063 (approx. £10k increase YOY)
- Total Expenditure for the school year - £48090 (approx. £11k increase YOY)

- NET INCOME/EXPENDITURE FOR THE YEAR - £1223 (down marginally vs £1881 last year)

- **Summary of Expenditure and Income for FY:**

Item	Expense	Income	Net
Uniform	£0	£2,235	£2,235
Welcome Social	£950	£1,698	£748
Fireworks	£3,403	£4,591	£1,189
Xmas Fair	£4,072	£10,631	£6,559
Xmas Events	£1,490	£0	-£1,490
Tea Towel Fundraiser	£790	£1,216	£426
Smarties Fundraiser	£134	£1,357	£1,223
Music Night	£319	£1,062	£743
Movie Night	£377	£1,147	£770
Quiz	£90	£497	£407
Disco	£740	£1,467	£726
Summer Fair	£4,496	£11,639	£7,143
Lotto	£352	£2,248	£1,896
Donations	£0	£7,331	£7,331
Deposits from Previous FY	£0	£250	£250
Bathroom Refurb	£14,818	£0	-£14,818
Garden fence and playground sleeper replacement	£3,870	£0	-£3,870
Wifi Upgrade	£10,000	£0	-£10,000
Bank Charges	£170	£0	-£170
Book Fair	£1,393	£1,302	-£91
PSA Expenses (Subscriptions, Licences, Management Expenditure, Supplies etc.)	£625	£0	-£625
PSA Cake Sales & Doughies Fundraiser	£0	£642	£642
TOTAL	£48,089	£49,312	£1,223

*Note - Final set of YE accounts and Trustees Report are yet to be published. Once reviewed and signed off by accountant, these will be circulated accordingly.

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ST AGATHA'S PARENT STAFF ASSOCIATION General FINANCE UPDATE for AGM 26th Feb 2025

Lina Wilkinson – Treasurer

Cash in Bank as at 26th Feb 2025

- **GBP £39,963.67** current account
- **GBP £5,812.48** 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:

- **Christmas Artwork Fundraiser - £167**
- **Uniform Sales Dec, Jan, Feb - ~£400**
- **PSA Lotto (Jan, Feb) - £333**
- **Donations (Jan, Feb) - £534**

Expenses / Outgoing Payments:

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

- **Fireworks 2025 Deposit - £600**
- **Cash for Movie Night Float and Quiz Cash Prize - £200**
- **Christmas Fair Expenses - ~£1000**
- **ParentKind Membership Renewal - £162**
- **School Purchases - DT Room Equipment - £250**
- **Rose Theatre Trip Contribution - £500**
- **KS1 Panto - £400**
- **Tiny Tunes Nursery Xmas Performance - £150**

Upcoming Events / Planned Expenditure:

- **Adventure Playground Bark Replacement - £2366 – Awaiting Invoice**
- **Phase 2 Bathroom Refurb (KS1 boys and girls) - £21,600 – Works to be carried out during Easter break**
- **School Disco – 25th April - £60 deposit paid, balance of £515 to be paid in April**
- **Pub Quiz – 27th March - £100 Cash prize**
- **Movie Night – Minimal Expenses TBC**

School Requests / PSA Proposals to be discussed / considered:

School Requests:

- **Replacement of Laptops – Approx £2,000**
- **Additional SmartBoards – Approx £3000**

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- Forestry Area - Fence and Hard Stone flooring – **TBC**
- IT Upgrades – Server Refresh, Phone System upgrade, switches and CAT Cables upgrade – **TBC**

PSA Proposals:

- Friendship Benches – **TBC**
- Playground games painted on tar surface outside KS1 behind Roar Den - **TBC**
- New School sports kits and jackets - **TBC**
- New High Vis Vests for School Trips – **TBC**




Financial Accounts 2023-2024:

- Year end accounts and Trustees report are due for submission to the Charities Commission by end of June 2025.

Other Updates:

- Fireworks 2025 Date – Pencilled in for Thursday 6th Nov 2025. Deposit of **£600** to be paid by 1st March. Balance of £1,500 + VAT due in September.
- ASDA's 'Cashpot for School's' scheme – **£231.80** raised - Payout expected in March
- Lotto Membership – Down to 34 people. Propose additional marketing to attract new members and flyers to go out in welcome packs and be made available at all open mornings.

Bank Acc screenshots (as at 26/02/2025)

 St Agathas Parent and Staff As	
 CHARITABLE	39,963.67 GBP
40-23-29 81394134	
Available Balance	39,963.67 GBP
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 BMM ACCOUNT	5,812.48 GBP
40-23-29 81394142	
Available Balance	5,812.48 GBP
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As of 13:41, Wednesday, 26 Feb 2025	