

St Agatha's PSA
Minutes of Meeting Wednesday 15th January 2025
8:00pm In Person (St Agatha's Catholic Primary School)

Current Committee:

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

1. Apologies / Absences

Apologies have been received from Ben Coleman.

Elisa Livesey has resigned with immediate effect (resignation received 15 January 2025). Notices of resignation have been received from Lina Wilkinson and Chloe Davison, who will both be stepping down with effect from the AGM (26 February 2025).

No apologies have been received from Olivia Attard. As this is the third consecutive missed meeting Olivia has been absent from without prior notification, she has been removed from the committee under section 6.7.3 in accordance with our constitution

Other attendees:
Michael Myburgh
Tom Hoyle
Tracy Dickson

Due to time constraints, the PSA went straight into discussing the agenda items for the evening rather than following the usual meeting format.

2. Finance Update

The Finance update is included in Appendix I.

3. AoB

- Future of PSA Committee: Recent 'chat with PSA and leadership' coffee morning was successful. To hold regular coffee meeting, with a particular topic, to encourage greater engagement and act as a forum for people to come together and discuss pertinent matters. Specifically regarding the future of the PSA committee, communications have already been sent to the parent / carer body asking people to step forward to fill the vacant or soon to be vacant roles within the PSA. If not much traction, to follow up with further messages via Class Reps WhatsApp group
- Bathroom: Mrs Cahill confirmed that all issues with Phase 1 of the build have now been resolved (e.g. issues with the cubicle doors opening inwards and hitting against the toilets). Discussed that the full quote for Phase 2 (c£22,000) will be contributed by the PSA
- Queries on school requests: request for funding for certain items has been received from the school – laptops (£2,000), server box (£1,500), smart boards (£3,000), forestry area (TBC), IT commitment (TBC). Agreed it was good for the PSA to have oversight of what funds might be requested in future but that we would commit to funding Phase 2 of the bathroom build for now and leave the other smaller requests to the new PSA Committee to vote on (post AGM)
- Caterlink survey feedback: asked when parents can expect to know the outcome of the Caterlink survey and the next steps that would be taken to address the issues raised previously by parents. The PSA strongly believe that we have a role to play as a conduit between the school and parents, particularly where there are issues affecting a large number of the school body and there is not as much communication with the school as parents would like. Hopefully the chat with leadership coffee mornings will go some way to addressing this as they will provide a forum to discuss relevant topics with leadership. Tom Hoyle advised that these issues are already being considered by the Governors
- Update on DT room: the DT room is now in use, stocked with equipment bought with PSA contribution. Discussed celebrating these 'small wins' in a separate communication to be shared with parents / carers
- Marketing: discussed whether there is a detailed strategy re marketing of the school. Likely to be picked up further by incoming PSA committee

- Improving links between the church and the school: Tom Hoyle advised that this is currently on the Governors agenda
- Movie night: discussed possibility of running another movie night at the school. Cate to lead

4. Date of Next Meeting

Next PSA Committee meeting will be the AGM on Wednesday 26th February.

ST AGATHA'S PARENT STAFF ASSOCIATION
FINANCE UPDATE 15th January 2025
Lina Wilkinson – Treasurer

Cash in Bank as at 14th Jan 2025

- **GBP £39,970.24** current account
- **GBP £5,794.46** 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 Fair Gross Income - £6,104**
- **Uniform Sales - £341**
- **PSA Lotto (Nov & Dec) - £347**
- **Donations - £350**

Expenses / Outgoing Payments:

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

- **Christmas Fair Expenses - £1,141**
- **ParentKind Membership Renewal - £162**
- **School Purchases - DT Room Equipment - £250**
- **School Purchases – Rose Theatre Trip Contribution - £500**
- **School Purchases – KS1 Panto - £400**
- **School Purchases – Tiny Tunes Nursery Xmas Performance - £150**

Upcoming Events / Planned Expenditure:

- **Adventure Playground Bark Replacement - £2000 – TBC**
- **School Disco – 25th April - £60 deposit paid, balance to be paid in April**
- **Pub Quiz – 27th March - Minimal expenditure expected**
- **Movie Night – Date and Budget TBC**

School Requests / PSA Proposals to be discussed / voted on:

- **Phase 2 Bathroom Refurb (KS1 boys and girls) - £21,600**
- **Laptops - £2,000**
- **SmartBoards – Approx £3000**
- **Relocation of Server Box – Approx £1,500**
- **Forestry Area - Fence and Hard Stone flooring – TBC**
- **IT Upgrades – Server Refresh, Phone System upgrade, switches and CAT Cables upgrade - TBC**
- **Friendship Benches - TBC**
- **New School sports kits and jackets - TBC**
- **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:

- **ASDA's 'Cashpot for School's' scheme - £50 + £1 for each customer that chooses St Ag's + 0.5% of the value of each customers shop. LW to investigate when cashpot will be paid out.**
- **Fireworks 2025 Date – Pencilled in for Thursday 6th Nov 2025**

Bank Acc screenshots (as at 15/01/2025)

 **St Agathas Parent and Staff As**

	CHARITABLE	39,970.24 GBP
	40-23-29 81394134	
	Available Balance	39,970.24 GBP

	BMM ACCOUNT	5,794.46 GBP
	40-23-29 81394142	
	Available Balance	5,794.46 GBP

As of 18:22, Wednesday, 15 Jan 2025