

St Agatha's PSA Minutes of Meeting

24th April 2025

8:00 PM at St Agatha's School

Current Committee:

Position	Name	In Attendance
President	Liz Cahill	Yes
Chair	Michael Myburgh	Yes
Treasurer	Agata Murray	Yes
Secretary & Governor Liaison	Cate Ryder	Yes
Committee Member	Ben Coleman	No
Committee Member & Lotto Lead	Matt Scott	Yes via googlemeet
Committee Member	Tracy Dickson	Yes
Committee Member & Rep of Reps	Dinny Shaw	Yes
Committee Member	Toni Bradford	Sent apologies
Committee Member	Beata Vaiciunaite	Yes
Committee Member	Michalina Cichowicz	Yes

Also in attendance: Parent Governor Tom Hoyle.

1. Apologies

Apologies were received from Toni Bradford to Cate in person.

2. Approval of Minutes

The minutes from the previous meeting (March 2025) were approved via email.

Approved minutes sent to school office to upload to school website.

3. Welcome by Chair – Michael Myburgh

We have had a positive start to the new committee.

The PSA part of the school website look better.

The social media has increased interest.

The communication forms school and PSA is better.

Thank you for the good energy and high level of commitment from you all.

We have started on a clean slate as a new committee and will build our momentum going forward.

4. Finance Update

Finances explained by the Treasurer, committee members decided not to have the finance report attached to the minutes.

The new Treasurer is completing the handover process and has gained access to accounts.

Income from Sept 2024 up to date: We have £38,000 in the account which will decrease to around £13,000 after our spending commitments and agreements.

£6,000 remains in the untouchable savings account. Agata will look into a better returns method but this is restricted due to our charitable status and the relatively small amount.

Upcoming expenses include:

- Summer fair expenses.
- Early years playhouse and planters

Actions:

- Jumblebee responsibility will be handed over in September - A huge thanks to Ailsa who has done this job for 5 years. Appeal to be sent out for a new point person for jumblebee.
- Consideration to be given to jumblebee/paypal double fees, especially for large events.

5. Working together

- Voting on expenses and PSA priorities is the equal responsibility of all committee members. All members have an equal say and voice.
- We will include expenses on the agenda for members to vote on. These will be agreed prior to meetings by Michael, school, Cate and Agata where helpful.
- We will be flexible with our spending during the year as new priorities arise. The School and the PSA will work together on these.
- There will be an expiry date on offers of payments for items requested by school. PSA to agree on a limit - 6 months suggested by Michael. After this expiration date, the request will have to be voted on again.
- School requests that increase in cost after approval by the PSA committee will need to be voted on again as to whether we increase money given or school must make up the shortfall. It is preferred to have an invoice to vote upon.
- We agree to pay for standing items such as the adventure playground bark and Christmas theatre tickets but they will be invoiced and requested as usual.

- School will discuss and agree priority items with the PSA committee, including future smaller items.
 - We will retain a buffer account in case of emergency (e.g. lost deposits for cancellation on events).
 - Class rep communication is going well, thank you Dinny. Reps will be invited to attend the Coffee mornings with the SLT.
- Dinny is doing a weekly reminder message.

6. Toilet Phase 2 update

- The works were completed over Easter for reception and year 1 toilets.
- Michael will construct an email to parents/ carers including pictures shared on the committee whatsapp.

7. Summer fair

- Keen for the parents to promote outside the St Agatha's community.
- Need a promotional email once the stalls are confirmed.
- Matchfunding - Dinny is confirmed via work. Need an email for parents/carers, including our registration to make it easier for applications. Agata will assist with applications. Higher earning stall will need to be allocated to those with matchfunding.
- Meeting on Monday for those on the summer fair committee.
- Mrs Cahill to ask staff about their participation in the fair.

Coffee Morning:

- May 2nd. Dinny and Cate to attend. Other PSA members welcome.
- Focus to be Summer fair - engage and encourage parents to attend and volunteer.

8. Future large campaigns

- To be considered by PSA and school for next academic year if feasible with a separate fundraising campaign like the spend-a-penny-campaign.

9. Updating website

- There is increased visibility on the school website.
- PSA newsletter will be put in to a template like to school newsletter, not a plain document.

Calendar planning is coming up for next year. Cate to liaise with Sharon in the office. The office/ Mrs Hernandez will be responsible for allocating the class cake sale dates as the PSA has no involvement and receives no profits from these. The PSA cake sales will be held the week before term ends, not when term closes.

10. Colour run and Teddy bear's picnic and other suggestions.

-Colour run - ? would only affect year 6 therefore re-think for a start of new year welcome event. People pay to cover costs then have picnic/ drinks.

-Teddy bear's picnic - suggested to Mrs Cahill by Cate for the new intake of reception and nursery. Mrs Cahill to discuss with early years lead and liaise with PSA as necessary.

-Play area behind the demountable - to make it more welcoming. School to investigate outside sports funding before funding from PSA.

-New children intake - party bag/ balloons/ welcome photo area ? Is there a sign already in the PSA shed from yr 6 leavers do. To Liaise with Mrs Hope if something special can be created for new pupils.

-spring clean after Summer Fair - to involve parents.

Next meeting: TBC end May 2025

Action: Survey committee members via WhatsApp for availability.

Thank you everyone for your contributions.