

St Agatha's PSA Minutes of Meeting

7th July 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	Yes
Committee Member & Lotto Lead	Matt Scott	No, apologies given
Committee Member	Tracy Dickson	Yes
Committee Member & Rep of Reps	Dinny Shaw	Yes
Committee Member	Toni Bradford	No, apologies given
Committee Member	Beata Vaiciunaite	No, apologies given
Committee Member	Michalina Cichowicz	No, apologies given

Also in attendance for Summer fair discussion: Parent, Tony Scott

1. Apologies

Apologies were received from Toni, Beata, Michalina and Matt.

2. Approval of Minutes

The minutes from the previous meeting were approved via email.

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

3. Welcome and overview by Chair – Michael Myburgh

-We had a great summer fair

-We want to pursue the forestry school plans and push forward on progress

-We need to make a plan for upcoming events in September and fireworks and Christmas fair.

-Have a look at expenses and upcoming expenses.

4. Finance Update - Agata

-Update

We have £23,125 in the current account, £5,845 in the savings account.

- Agata put forward a vote on moving all savings to an interest gaining account and leave £5,000 in current account. This will hopefully generate approx. £17/month in interest.
- Unanimous vote YES

-Generated income this academic year:

- Uniform sales- £1,981
- Lotto - £1,230
- Donations - £2,228
- Summer fair - £6,521

- Matchfunding

Action: Dinny to send out message via whatsapp group for matchfunding to Summer fair.

Action: Cate has sent Cherry a charity letter. To send Dinny the same.

-Expenses

- Playhouse paid out and constructed
- Items agreed upon but invoices not received by PSA - laptops, interactive white board, raised planters.

Invoices received after end July will not be paid until next academic term.

- School reminded of commitment to send invoices in a timely fashion and before the cut off of 6 months from time of vote to agree on spending. After 6 months, the committee will have to vote again on the spending request.

Action: - Mrs Cahill to chase.

No upcoming expenses requests from school to approve.

Expenses to be paid out still - summer fair related items to committee members and fair rides.

Action: All expenses to be submitted by committee members for pay out by end July and accounts closed for the year.

Action: Tony to chase rides company for invoice and to remind them that they will wait until September if not submitted by end July.

Action: To advertise for a new jumblebee lead from September (roll over from last meeting).

5. Summer fair

- The summer fair was a huge success

-£6,500 profit - Cate and Agata to reconcile accounts as we are waiting on some expenses and invoices and payments to come in.

-Food and bar big earners

-Fair rides to be reconsidered next year due to difficulties with reliable hiring and expense

- More stall/ games next year to increase earnings - need to encourage parent volunteers
- Fire engine - big draw
- Consider new stalls e.g nerf gun targets
- Consider design of estate agent boards - too small
- Consider and balance prices next year e.g. ice cream vs cocktails.
- Push matchfunding as previously stated.
- Booked for June 27th next year.
- To reassess Sumup usage as it was unreliable.

6. Free Freezy Friday

- Last day of term
- Lollies already purchased
- Mrs Cahill agreed to the event
- Mandy to store lollies in school freezer prior to event
- PSA to give out lollies at 2pm pick up on the last day of term.

Action: Cate to submit expenses and liaise with Sharon over details.

Action: Dinny to send out message via whatsapp group

Action: Michael to include message in newsletter

7. Welcome event

- Tracy liaised with the magician company - perhaps suitable for a full event as parents will be coming/ going.
- Thursday September 18th 2025
- Event usually 5:30-7:30 ish at school.
- Michael volunteered to do BBQ
- Tony volunteered to do bar
- ?Bingo - not like last year!
- Garden games
- ?ticket with one price for burger (or veg burger) and a drink - adult price for alcoholic/ kids price for non alcoholic.

Action: Michael to source second hand BBQ for events as current ones are inadequate/broken

Action: To have meeting during holidays re: event. Cate to set up.

Action: Buy a bingo game.

8. Fireworks night

- Booked for November 6th with usual company.
- To consider laser show - more expensive but smaller area needed therefore more tickets to sell and increase in food and bar sales.

-Need 15 volunteers as marshals and first aiders needed

-To consider food options- hotdogs/Mandy

-Bar

Action: Cate to speak with fireworks company and report back to committee.

Action: to have further planning meetings on this.

9. Ben's resignation

-Huge thanks to Ben for all his years on the PSA.

You are always welcome back!!!

10. Forestry school area

-Under utilised space

-Outside is used for some classes already but the idea is to have a dedicated area for play and lessons and develop it for everyday provisions.

-We have had a designer working with the school and children. We have plans.

-School has felled the tree our side. We have the money to proceed. PSA keen to commence campaign supporting installation of forestry area ASAP.

-Crack in the wall is causing problems. Problems linking the MOD grounds/neighbour/designation of tree (?protected). Assessment by MOD of tree does not coincide with council decision.

-Ben to chase MOD side.

-? School to write a letter to council stating that it is dangerous for the children.

Problem has been going for 2 years. Children are missing out, school is unable to advertise a much desired area and it's dangerous!

-PSA to support school to find a resolution to this matter.

Next meeting: TBC September

Action: Cate to survey committee members via WhatsApp for availability.

Due to time constraints:

Action: To roll forward discussions on picnic tables/ work stations.

Action: To roll forward discussions on higher fencing between the astro and the alleyway - football and ROAR

Action:: To roll forward second request for green netting for privacy