

St Agatha's PSA Minutes of Meeting

15th December 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	Camilla Raven	to be voted in at AGM
Committee Member & Lotto Lead	Matt Scott	Yes
Committee Member	Tracy Dickson	No, apologies given
Committee Member & Rep of Reps	Dinny Shaw	Yes
Committee Member	Toni Bradford	No, apologies given
Committee Member		
Committee Member	Michalina Cichowicz	No, apologies given

1. Apologies

Apologies were received from Michalina and Tracy and Toni.

2. Approval of Minutes

The minutes from the previous meeting were approved via email.

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

3. Welcome and overview by Chair – Michael Myburg

- It's been a busy year! Thank you everyone.

-We've had good feedback and no complaints! A few learnings to take forward and set up next year for success.

-We will have spaces on the PSA from June - notably Class rep of reps.

4. Finance Update - Agata

-Finance emails are kept in the dropbox, managed by Agata. Secretary forwards emails from PSA gmail to Treasurer.

We have £31,000 in the bank account (Sept last 3 months)

Current account has £6000.

-Welcome event made £57

-Fireworks made £1717 (Treasurer will see all monies in once Cate has banked the cash)

-Donations received are £2150 (£1000 over from last year's accounts)

- Uniform sale made £899
- Lotto made £342
- Interest accrued is £100
- Smarties amount to be verified by Cate and Agata
- Xmas fair profit TBC

- Ryft payment platform is working - Matt and Agata in charge

- Expenses: Xmas trees £1000
 - :Theatre £690
 - :privacy screen £180
 - :Plug £186
 - :Fridge
- Agata met with Mrs Hernandez to discuss requests from school.

5. Christmas fair

- We worked hard as a team.
- Sold 20 Christmas trees for £388 profit and would like to repeat the stall next year. Some trees were delivered by committee members. Perhaps organise something more formal for next year.
- ?Presale next year then a few for fair day itself. Camilla to lead.
- Choc stall sold out in 1.5-2 hrs. As usual. Maybe bulk it out with committee spending?
- Ewelina's stall - amazing and happy to do it again next year. Looked beautiful.
- Raffle - no stall, just QR codes and lots of advertising.

- Silent auction for returned prizes. Coffee maker and New Malden membership. Matt to lead.
- Online silent auction with people's fundraising platform, to finish 18th Dec. Minimum buy £60.

- Agency boards. Start earlier next year! £650 profit. Fair sign needs to be bigger.

- Can use people's fundraising to pre-buy food, drink, rides and stall tickets for future fairs.

6. Roles

- We need to step down and stand for re-election at the AGM.
- We can advertise for a few more people to join.
- Must give 21 days written notice of AGM taking place as per commission rules.

7. Sports

- To link in with Miss Ost and support her as she is the sports lead.
- What can we help with, purchase, support, help action?

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8. Volunteer structure

- Michael to design a volunteer structure to assess needs

- ? joint letter from PSA and school to parents to ask for help before events. Actually wasn't needed for the Christmas fair as we had lots of helpers.
- People prefer specific tasks.

9. Tesco's

- School to chase

10. Class reps

- No gaps anymore!

11. Future events for 2026

- Pub quiz - Cate to email Wych Elm
- Disco - need to find another lead
- Movie night - Cate and Michael to lead
- ? PJ day (when it's warmer)
- ?Sleepover (parents and PSA to support staff)
- ?Break the rules day (at some point, with specific rules)

Next meeting: To be decided as new day. Mrs Cahill may not need to attend every meeting if it is around planning. Meet approx monthly, Tuesdays, to be held at school with Mrs Cahill, around her standing commitments. Thank you!

Any priorities, please message Cate or Michael.

Thanks all!