**Minutes of PA AGM, 8th November 2017**

Present: Miss Campbell (Headteacher), Clare Newson (Staff), Mags McDonagh (Joint Chair), Carolin Schonherr (Joint Chair), Kim Price (Joint Vice-Chair), Elena Buchberger (Joint Vice-Chair), Angela Jameson (Treasurer), Natalie Goulet (Secretary), Stephanie Sharro, Sarah Lewis, Simone Barrera, Ben Rodgers, Kyoung-Won Park, Giusi Coppola, Jana Matejovicova, Kosar Anwar.

Apologies: Ehryn Torrell

**Agenda:**

**Welcome and thanks**

**Review and sign off previous AGM minutes**

**Review and sign off PA accounts for 2016/17 and present funds raised to the school**

**Overview of how the school has used and plans to use PA funds.**

**Appoint the PA auditors for 2017/18**

**Appoint the PA charity trustees/committee members for 2017/18**

**AOB**

**1. Welcome and thanks**

The outgoing Joint Chairs thank and welcome all those in attendance.

They take this opportunity to say what an enjoyable, not always easy, but enriching experience the year heading up the PA has been. The PA continues to be so important to the school both in terms of fundraising and in fostering the community spirit.

More than 200 people have helped the PA in some way during the year! Special thanks for the much appreciated support from the school staff, the school office team with particular mention for Sue, and for the vital help from Gaetano – without whom none of the events would be possible.

Very big thank yous also to the other committee members and the many people who take on big roles helping with specific activities such as volunteer recruitment & coordination, Christmas cards, Easter eggs, pre-event shopping, auction and quiz organisation, managing PA subs, running cake & uniform stalls, designing posters, and much, much more. Without people being willing to take on such roles, the PA would simply not be able to carry out its activities.

On behalf of the PA, Kim thanks the outgoing Joint Chairs, Mags and Carolin, for their huge contribution of time, energy and enthusiasm, leading the PA over the past year.

**2. Review of 2016 AGM minutes**

Minutes of PA AGM 2016 are approved.

**3. Review of 2016/17 accounts and presentation of funds to the school.**

The outgoing treasurer, Angela, presented the accounts with a fundraising total of £26,529.

The shortfall of less fete sponsorship money (due to Knight Frank no longer being able to be sponsors and Anthony Pepe’s sponsorship being a lower amount) was more than made up for by a significant increase in funds raised by the cake & uniform stalls (thanks to a monthly frequency and all Elena, Michelle, Erin and the volunteers’ hard work) and the significant increase in PA subs (thanks to Sarah taking this on). The PA subs are particularly important as they represent the only funds on which the PA can claim gift aid.

A cheque for £26,500 is presented to the school.

Miss Campbell offers her thanks for this very impressive contribution to the school’s activities, both in terms of funds, which truly help all the pupils, and the community’s enjoyment of the PA events.

This leaves a healthy cushion of £3,500 in the PA account to cover ongoing expenses.

As nothing is confirmed so far regarding 2017/18 potential sponsors, it is considered wise to have this cushion of funds available.

The outgoing Joint Chairs offer their sincere thanks to Angela for all her time and hard work as PA treasurer over this year.

**4. Overview of how the school has used and plans to use PA funds.**

As in previous years, the PA funds are being used partly for larger investments and partly in smaller expenditures throughout the school year. In this way, all pupils benefit from the funds, including those leaving at the end of the year (larger projects tend to involve works carried out during the summer break).

Larger investments:

- The outdoor classroom, which will be paid for over a two-year period.

Both children and their families were consulted about the design of this new space.

The classroom is now equipped with lights and heating enabling staff to make use of this space all year round. As well as class use including story times, it is being used at lunchtimes for drawing, chess, etc and by after school club.

- Updating outdoor nursery facilities.

Playground pod, bike storage area, flowerbeds.

- Improving the Hobbit House

This was not being used enough by the children so it has been updated as a sensory area with mirrors, soft play, velcro games on the walls, etc. All year groups are welcome to use this space.

Ongoing smaller expenditure throughout the year:

* Financing school trips. Approx two trips per child per year. This enables all children to participate, regardless of each family’s financial situation.
* The Christmas theatre trip for the junior years (approx £12 per child).
* The Christmas theatre company performance at school for the infant years.
* Hugely subsidised Year 6 activity week. The £50 contribution per family has been unchanged for a number of years.
* Sports coaching, workshops from external providers, etc. For example, in the coming year there will be Olympics themed coaching for all pupils.

**5. PA Auditors**

A unanimous decision is made to renew the contract with Taxassist Accountants for the 2017/18 accounts.

**6. Appoint the PA charity trustees/committee members for 2017/18**

Thank you to all those who put their names forward.

The 2017/18 St Joan of Arc PA committee members were appointed by unanimous voting as follows:

Joint Chairs: Kim Price and Elena Buchberger

Joint Vice Chairs: Jana Matejovicova and Giusi Coppola

Joint Treasurers: Ben Rodgers and Kyoung-Won Park

Secretary: Natalie Goulet

The relevant names will need to be updated with the Charity Commission (Natalie to look after) and for the bank account (Angela to organise this).

**7. AOB**

**Staff link for the PA:**

Clare Newson will be the school staff link with the PA for the coming year. She will be the first point of contact for any questions the PA may have for the school.

**PA meetings:**

Morning meetings would be the most suitable and when possible, Clare will attend. The school can also organise a crèche during the meetings to enable parents of pre-school children / babies to attend.

Kim and Elena will propose the dates for the next few PA meetings.

**Dropbox PA files**:

The sharing of PA files via Dropbox has been a huge help in the planning and running of PA activities. This means information about previous organisation details is easily found, even when the people involved change regularly. It is agreed to continue to use and update these files.

**Shadowing PA roles:**

It is agreed that it makes a lot of sense to encourage people to shadow the PA roles – both the committee roles and all the many and varied roles in the planning and organisation of events and activities. This is the ideal way for people who are interested in helping but unsure of what to volunteer for, to find out more and hopefully become more involved in the future.