

ST ALBAN'S CATHOLIC PRIMARY SCHOOL

PFA AGM

Minutes

Tuesday 10th November 2020

Attendees

Jane Burke (Chair)

Angela Bennett (Vice Chair)

Carolina Stannard (Treasurer)

Irenka Lennon (Secretary)

Sacha Watson

Maria Goodall

Susan Hutchinson

Liz Callery

Anja Irwin

Adriana Ordonez

James Taylor

Emma-Jane Farrell (Parrott)

Alicja Zavros

Emma Boland

Amy Shayle

1. Welcome

Jane welcomed everyone. She confirmed that this one-off Zoom meeting was in line with Covid guidance from the charity commission, and that our constitution has not changed.

2. Minutes of the last AGM

These were proposed, seconded and accepted to be a true account by those attending the last AGM, and therefore signed off by the Chair.

3. Matters arising

There were no matters arising.

4. Chair's report

Jane reported on the events of the 2019/20 school year, some of which were cancelled due to Coronavirus. Special thanks were given to the school's teachers for their outstanding efforts during national lockdown, members of the PFA committee, all those who ensured the successful completion of the KS2 playground project, and the events committee who were responsible for a very successful Advent fair in December 2019. The Chair's full report will be added to the school website.

5. Treasurer's report

Carolina reported on the main fundraising events of the 2019/2020 school year. These were the Advent fair (raised £1506), Friday cake sales (raised over £1000) and the sponsored ride to Bethlehem (raised £3000). In total, £5245 was paid to the school, and a donation of £1500 was made to Addenbrooke's Charitable Trust. The Treasurer's full report will be added to the school website.

6. Election of Committee members

Carolina Stannard was proposed to continue as Treasurer by JB and EB.

Irenka Lennon was proposed to continue as Secretary by AI and MG.

Jane Burke was proposed for HMRC and Charity Commission Representative by SW & AB.

Angela Bennett agreed to remain on the committee as a general member.

No further positions were filled. Although there are sufficient committee members to adhere to charity commission rules, in practice a Chair is needed to chair meetings, discuss plans and activities with the headteacher, and prepare notes for the school newsletter. A deadline was agreed of the end of November for filling this role with one or multiple volunteers.

7. AOB

An EGM will be held on 24th November.

ST ALBAN'S CATHOLIC PRIMARY SCHOOL

PFA EGM

Minutes

Tuesday 24th November 2020

Attendees

Jane Burke (HMRC and Charity Commission Representative, and out-going Chair)
Irenka Lennon (Secretary)
Carolina Stannard (Treasurer)
Joe McCrossan (Headteacher)

Susan Hutchinson
Emma-Jane Farrell (Parrott)
Sacha Watson
Anja Irwin
Liz Callery

1. Welcome, Apologies

Jane welcomed everyone. Apologies were received from Angela Bennett, Maria Goodall, and Emma Boland.

2. Election of Committee members

Emma-Jane Parrott was proposed for Chair by IL and Liz Callery. Together with all attendees, Mr McCrossan thanked Emma-Jane for taking on the role.

3. Outdoor Classroom

Mr McCrossan thanked everyone present for organising the fundraising campaign for an outdoor classroom, and thanked all parents for their generosity in supporting it. We have raised £6820 through Crowdfunder, plus an estimated £1408 in gift aid.

Mr McCrossan aims to have the outdoor classroom built by the end of February. He indicated that our teachers' priorities are for the classroom to have a canopy covering it (not a pergola), a story-telling seat, and a comfortable seating area for the children. A waterproof blackboard would also be appreciated, if the funds raised (or a future fundraising campaign) would allow for this. Mr McCrossan will obtain some quotes for the canopy structure and share them with us.

4. Christmas dinner

Preparations are well underway for the Christmas dinner (on 16th December). Liz kindly agreed to donate crackers for the event and was thanked by all. Due to Covid restrictions, the staff will decorate the tables this year. £100 will be spent on a pantomime performance for the children. Mr McCrossan suggested that we could organise a small gift for each child to receive at the end of the day. We all agreed to give this further thought.

5. AOB

The process for re-claiming Gift aid was discussed. We have four years in which to claim it.

Christmas gifts for teachers were also discussed. On behalf of the teachers, Mr McCrossan thanked all parents for their generosity in past years. It was agreed that vouchers would be preferable to physical gifts this year, due to Covid restrictions.