

ST ALBAN'S CATHOLIC PRIMARY SCHOOL

PFA AGM

Minutes

Wednesday 6th October 2021

Attendees

Emma-Jane Farrell (Chair), Irenka Lennon (Secretary) Carolina Stannard (Treasurer), Joseph McCrossan (Headteacher) Jane Burke (HMRC and Charity Commission Representative), Caoimhe Keenan (Health and Safety Representative), Hannah Lee, Emma Boland, Liz Callery, Susan Hutchinson, Anja Irwin, Sacha Watson, Teeba Lundy, Meng Geng, Angela Bennett, Kirsty Hughes, Deon, Maria Goodall, Peter Krauthaus, Kimberley Boyoko, Arianna Pezzuolo, George Couch, Adrienne Leahey, Liz Callery, Rachel Won, Laryssa Mariano-Griffiths

1. Welcome

Emma-Jane welcomed everyone. She confirmed that this Zoom meeting was in line with Covid guidance from the charity commission.

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

Emma-Jane reported on the events of the 2020/21 school year, some of which were cancelled due to Coronavirus. She confirmed that the PFA met all its regular financial commitments. These included transport for Year 6's Hilltop trip, Science week (much reduced in scope), a live theatre performance, music for Year 4, and classroom materials for each year. Our main fundraising campaign was for a pergola in the KS1 playground, and this was a big success. Emma-Jane thanked everyone for their time and generosity.

Looking ahead to 2021/2022, we have agreed a school wish list with our teachers. This includes updated tablets for school. Our next event is the Pumpkin party for KS1, which is scheduled for 1st November.

Emma-Jane received a vote of thanks for the excellent job she has done during Covid. The Chair's full report will be added to the school website.

5. Treasurer's report

On behalf of Carolina (who was slightly delayed), Jane reported on the main expenses and fundraising events of the 2020/2021 school year. There were relatively few expenses due to the PFA organising fewer events because of Covid. We received two claims' worth of gift aid which amounted to £2000. For our first ever 'Big Ask' fundraiser for the KS1 pergola, parents and carers were immensely generous.

Mainly for these reasons, our account is healthier than expected. Income exceeded £15,000. £10,000 was passed on to the school. We are starting the year with £7000. This will be needed for the year ahead since our regular commitments amount to £6000.

Joe thanked everyone in the school community for their generosity over the past year. He thanked Anja and Maria for raising funds in memory of Beth and Anna, two members of staff who sadly passed away. He also expressed his thanks to all parents for all that they have done to remember Beth and Anna, and also to mark the departure of Miss Binnie.

The Treasurer's full report will be added to the school website.

6. Election of Committee members

Emma-Jane stood down as Chair.

Carolina was proposed to continue as Treasurer by Jane and seconded by Emma.

Jane was proposed to continue as Vice Treasurer (HMRC and Charity Commission Representative) by Susan and seconded by Emma.

Irenka stood down as Secretary. Emma B was proposed for Secretary by Maria and seconded by Angela.

Angela was proposed as Vice-Chair by Jane and seconded by Susan.

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. Hannah expressed an interest in the position and will meet with **Emma-Jane** further.

Discussions around the roles of committee members revealed that new parents need a fuller introduction to the PFA. **Maria** agreed to arrange a virtual welcome and explanation meeting for later in October 2021. It was agreed that next year, a PFA welcome and explanation meeting will be held prior to the AGM.

7. Health & Safety during Covid: implications for events

Caoimhe shared her expertise in H&S since she works for the council as the H&S wellbeing advisor for schools. The safety of cake sales was discussed at length since new regulations around the labelling of allergens have come into force recently. Caoimhe kindly offered to carry out a risk assessment. Joe decided that he needs to consult the governing body and get a directive from the local authority before we decide whether to proceed. It was agreed by all that there will be no cake sales for the time being, until we hear otherwise.

8. Pumpkin party (1st November)

Arrangements for the pumpkin party were discussed. KS1 will have their party during afternoon school time. KS2 will have their party after school. It was agreed that:

- the PFA will buy a carton of apple juice and one sealed snack for each child
- the event will be supervised by teachers with support from one or two PFA members
- children will be encouraged to dress in autumnal colours, as saints, or as superheroes.
- there will be a pumpkin carving competition (non-scary designs only)
- we will ask parents for a small online donation to meet the cost of the party (around £500-600 in total).

The DJ from previous years' parties has been booked. It was agreed that in past years the volume of music was too high, and this overwhelmed some children. This year, to ensure that the party is as inclusive as possible, **Joe** agreed to ask the DJ to play music less loudly this year.

9. Any other business

Joe confirmed that a theatre production of *Beauty and the Beast* has been arranged for later this term. The cost is £900. It was agreed that we will request anonymous parental contributions for this event. Discussion of this issue then extended into a broader discussion. The idea of requesting a single donation to cover all school parties throughout the year was suggested, however, this would need to be costed out and greater advance planning would be needed. It was agreed that the issue of parental donations would be revisited at the next meeting; the possibility of surveying parents will be considered at that point.

Joe asked about the rules and usage of WhatsApp groups for parents. Recently there have been some complaints from one group that too many messages are being sent, and these are sometimes very late in the evening. It was agreed that **year reps** will come up with some light touch guidelines for parents.

Joe explained to new parents that we have a school development plan, which was created out of vision evenings with parents and governors in recent years. The governors are planning to have another vision evening in the coming year.

10. Date of the next meeting

An EGM will be held at 8pm on 3rd November 2021. It is hoped that a Chair will be elected at this meeting.

Actions

Who?	What?
Emma-Jane	Meet with Hannah to discuss the role of the Chair.
Maria	Arrange a virtual welcome and explanation meeting for new parents.
Joe	At this year's pumpkin party, ask the DJ to play music less loudly.
Year reps	Create so some light touch guidelines for parents using the WhatsApp groups.

