

PSA AGM 23rd November 2023

Present – Sara Shaw (chair), Lyndsey Robertson (Vice-chair), Laura Sheppard (Secretary), Renee Bald, Jill Bowman, Fenella Watson, Dan Veal (via phone)

1. Welcome and Apologies

Sara welcomed everyone to the meeting and noted apologies from the following:
Jan Anderson, Mark Watson, Mary Turner, Carol Allardyce, Kirsten Patience (Head Teacher)

2. Chair Person's Report

There have been a number of successful fundraising events organised by the members of the PSA Committee for the 2022/23 school session. These included:

Autumn 2022	Children's Christmas Card Designs / Sales
December 2022	Christmas Fayre in Kirknewton PS
May 2023	Coronation Disco in Kirknewton PS
Easter May & August 2023	School Uniform Sales

The update regarding the PSA at the meeting of the Parent Council on 30 August 2023 reported:

Numbers of parents in PSA has been decreasing, and there is currently no chair/secretary. There is still a treasurer. Previously it was discussed that the PSA could amalgamate into the PC, but there hasn't been capacity to do that work. There is now a lack of volunteers for the PSA such that it is no longer viable. We need at least 5 volunteers who would take on those roles. If we don't have enough volunteers by mid-September we will dissolve PSA, and the school will continue to function without a parent fundraising group for the time being. Funds will be kept and ringfenced by the school for aims it was raised for. Information to be sent out to community within the next week.

Following this, sufficient numbers of parents came forward to form a Committee and fill the Office Bearer roles, including Chair and Vice Chair.

The new Committee met for the first time on 5 October 2023 and is still becoming established. The current Committee has arranged Children's Christmas Card Designs / Sales for this year, over October and November 2023.

It also organised a Halloween event in October 2023 selling donations of second hand Halloween costumes and school uniform.

A Christmas event is planned for Friday 1 December 2023 in Kirknewton Primary School: a preloved Christmas Toy Sale including sales of donations of second hand Christmas jumpers and school uniform as well as various Christmas items such as Reindeer Dust and Hot Chocolate sachets.

3. Treasurer's Report and approval of the current year's accounts

Report unavailable but Dan joined the meeting via telephone call.

Dan reported back from a recent 'Connect' online session:

- It is good practice to have more than 1 person on the PSA bank account.
- It was recommended for PSA events, as far as possible, that people do not buy things individually and then be reimbursed by the PSA as there may be no audit trail of the expenditure.
- The Treasurer doesn't have sole authority over the money: it is a Committee function.

Dan confirmed there is no internet banking facility for the current PSA bank account through Virgin and suggested it may be helpful to set up a new account with this option.

It was confirmed that for 'Connect', the PSA pays for its own membership. 'Connect' confirmed today by email that the PSA currently has valid membership so we have public liability insurance.

Action: Dan agreed to circulate the current year's annual accounts (2023) after the meeting.

4. Adoption of previous year's Audited accounts

Last year's accounts were not available at the meeting. **Action:** Dan agreed to find out if last year's accounts were audited.

5. Appointment of the Auditor

The constitution confirms the auditor doesn't have to be an accountant. **Action:** Dan mentioned that Simon Fuller may be willing to audit the accounts and said he would enquire.

6. Any resolutions submitted by members

No resolutions.

7. Election of members to serve on the committee

Renee Bald, Jill Bowman, Fenella Watson/Mark Watson, Jan Anderson, Mary Turner, Carol Allardyce, Kirsten Patience (Head Teacher) all noted as current Committee members.

8. Election of staff member to serve on the committee

Mrs Patience as headteacher is automatically a member of PSA. Allowed one more staff member. Ask school if any member of staff would like to join PSA.

9. Election of office bearers by the committee

Sara Shaw Chairperson - nominated by Lyndsey 2nd Laura
Lyndsey Robertson Vice chair – nominated by Sara 2nd Jill
Laura Sheppard Secretary – nominated by Lyndsey 2nd Renee
Dan Veal Treasurer – nominated by Renee, 2nd Laura

10. Proposed Dates for Future Meetings:

Thursday 18 January 2024 (Village Hall)

Thursday 18 April 2024 (Village Hall)

Thursday 29 August 2024 (Green Room)

11. AOB

Changes to constitution:

- Change from meeting no less than every 2 months to once a term: Section 5.1 Ordinary Meetings, second paragraph, delete “2 months during school each term” and replace with “school term”;
- Minutes to be written prior to the following meeting: Section 5.1 Ordinary Meetings, fifth paragraph, delete “within two weeks of the meeting date” and replace with “prior to the next meeting”;
- AGM to be in the autumn: Section 5.2 Annual General Meetings (AGM), first paragraph, delete “but no earlier than the 4th October”;
- AGM Minutes to be written prior to the following meeting: Section 5.2 Annual General Meetings (AGM), fourth paragraph, delete “within two weeks of the meeting date” and replace with “prior to the next meeting”;
- To reduce the number of people required to be at AGM from 10 to 8; Section 5.2 Annual General Meetings (AGM), fifth paragraph, delete “10” and replace with “8”;
- References to versions and sources to be deleted from latest version.

Action: Minutes to be emailed to the school office to go on the school website and made available in hard copy format at the entrance to the school (next to the office) – **Sara**

PSA Meeting following AGM

Toy sale – at school on Friday 1st Dec 4pm until 7pm. Can get into school from 2pm onwards to set up. Lyndsay can collect from peoples homes on Sunday 26th. More advertising on class WhatsApp groups and Facebook PSA page.

KPS 100 year anniversary events –

- Penny challenge
- Scavenger hunt around the village
- Local people who went to the school in each decade.

Ideas -

- ? ball at stables. Previously successful.
- Tesco – community champion to be nominated for blue tokens.
- Easy Fundraising.

Next Meeting: Thurs 18th Jan 8pm.

