

## PSFA AGM

Date of Meeting: 11 September 2018

### Apologies

Fidelma Smyth ~ Finnley Year 6

Gaye Biry ~ Matt (Left Sibford summer 18)

Stuart Fowler ~ Scarlett Year 11 & Henry Year 6

Biba Spencer Pratt ~ Holly Year 8

Emma Robinson ~ Jacob (Left Sibford Summer 18) (Staff: House parent)

Frances Claydon ~ Finley Year 7 & Niamh Year 5 (Staff: Support for Learning)

Lisbeth Uhrskov Sørensen ~ Clara Year 12

### Attendees

Ali	Bromhall	(Staff: Community Development Officer)
Mark	Cadbury	Joshua Year 7
Morag	Drysdale	Logan Year 5 and Chelsea Year 4
Claire	Ferley	Emma Year 6 (Staff: PE)
Tara	Cheetham	(Staff: PE)
Alice	Pennell	George Year 9 (Staff: Year 6 Teacher)
Caroline	White	Jamie White Year 7
Dan	Burman	Felix Year 9
Tracey	Knowles	Florin & Wilf Reception (Staff: Assistant Head Pastoral)
Berry	Wallis	Shae Year 12, Tane Year 10
Jane	Weaver	Joe Year 10
Janine	Coaker	Edward Year 10
Heidi	Fowler	Scarlett Year 11 & Henry Year 6
Jaynie	Ford	Charlie Year 12
Ally	Lynch	(Staff: Business Manager)
Liam	Hogan	Joseph Year 8
Phillipa	Upton	Ben Year 10
Jill	Spence	Eliza Year 2, Isobel Year 7 & Oscar Year 6 (Staff: PE)
Karen	Watt	Max Watt Year 9
Bernadette	Sears	Sutton Tombs Year 7
Darren	Mellor-Clark	Tom Year 10 & Imogen Year 6
Jessica	Mellor-Clark	Tom Year 10 & Imogen Year 6
Katy	Downes	Rosie Year 6, Henry Year 4
Toby	Spence	Eliza Year 2, Isobel Year 7 & Oscar Year 6 (Staff: Head)
Sukey	Symes	Jemima EYFS, Yasmin Year 1 (Staff: House Parent)
Peter	Robinson	

## **Welcome**

PSFA Chair Heidi Fowler welcomed everyone

## **Constitution and appointment of officers**

In the absence of no additional volunteers, the meeting reappointed the following officers:

- Chair: Heidi Fowler
- Vice Chair: Janine Coaker
- Treasurer: Peter Robinson
- Secretary: Ali Bromhall

Note it is hoped that new volunteers will be found to take on the role of Treasurer and Secretary over the coming 12 months.

It was suggested that a link to the constitution be included on the PSFA page of the website and that details about the responsibilities of the officers be circulated prior to next year's AGM.

## **Thank You**

Heidi thanked all those who have supported PSFA over the past 12 months but in particular:

- Gaye Biry for organising the Christmas Faye
- Phillipa Upton for organising the Second Hand Uniform Shop

## **Financial report**

The accounts for the year ending 31<sup>st</sup> July 2018 are attached and show activity to this point in time which includes income and all expenditure for the 2018 May Ball and annual subscriptions for 2017/18.

Peter explained that a number of payments were awaited at the time of the annual accounts being prepared last year. These have now been received and the resulting account balance is a very healthy total of £38,905 at year end (with further deposits having been made since this date). It does, however, mean that the Ball account shows income and expenditure spread over **two** years.

The headlines for the year are positive with the following worthy of note –

- Second hand uniform sales - £4773.35 – this is an outstanding sum far exceeding anything previously realised.
- Christmas Fayre - £2,699.80

Unfortunately, numbers for the ball were down this year resulting in a reduction in income which was not reflected in a reduction in costs in all areas, although the donation of £6,000 to Home Start was still significant.

Looking to the future, with a large donation due to the school for the climbing wall (£35,404), funds to support other activities will be limited for the next 12 months and additional fund raising events will be required.

## **Second hand uniform shop**

The shop now has a new location at the entrance to the staff room.

Phillipa announced that the shop would now be open every Friday afternoon from 3.30pm – 4.30pm to coincide with Junior School Celebration Meetings and Music Meetings. Two Gold D of E students would be helping to run it.

In an update to the accounts presented, since September 2017 the Uniform shop has banked a total of £5,568.90. Expenditure (money back to parents) has been £769.80 resulting in a profit as of today's date of £4,799.10

## **Christmas Fayre Friday 30 November 2018**

We need someone to take over the running of the Christmas Fayre and in particular collating and liaising with stall holders. Gaye no longer has a child at the school and, while she is willing to assist in the handover, does not wish to be responsible. Currently some 20 stalls have been booked so much of the work has already been done. No volunteer was forthcoming at the meeting but Heidi urged all to consider if they might be able to take on this role and to email her soonest ([h.fowler@wg-plc.com](mailto:h.fowler@wg-plc.com)). This need not be an onerous task, so perhaps a group of 2 or 3 may be considering doing it together? There are very detailed plans of what needs doing and lots of help and support available.

Jane Weaver has volunteered to act as coordinator of the volunteers helping to set up, run and pack down the fair.

Last year there was a problem finding place for pupil stalls as applications were received too close to the event. Pupils are therefore being asked to confirm whether or not they require a stall by 9am on 19<sup>th</sup> October 2018 (ie before the break for half term). Tracy reported that the pupils had already been told about this early deadline. However, it was requested that an item go into the senior school newsletter so that parents were also aware of the early deadline.

## **Events**

It was agreed to 'rest' the May ball for 2019.

A brain storming session took place as to what other events could be hosted during the year ... both as fund raisers and also as social gatherings.

- Sibfest (Music Festival ... possibly also to include Rocky Okey) BBQ or Street Food to be served. Possible date sometime in May instead of the May Ball. Katy Downes volunteered to help coordinate.
- Quiz and Curry Night ... February?
- Cinema & Pizza night ... for kids but parents would have to attend. Kids watch film in one half of dining room, parents socialize in the other.
- Children's Disco

- School sleepover
- Family orienteering/treasure hunt
- Ceilidh ... on a less grand scale than previous Ceilidhs ... food to be curry/chilli rather than Burns supper and served in hall foyer. There would therefore be no need for hire of tables. Tickets could therefore be cheaper and there would be more room for dancing. PSFA recorded official thanks to our catering company, Thomas Franks, for its generous sponsorship of the Ceilidh over the past two years.
- Coffee Mornings/Afternoons ... possibly to tie in with music meeting/parent evenings (3pm start?). Ideally to take place once a term. One to be sorted asap to give chance for new parents to get together. Carolyn White volunteered to co-ordinate donations of cakes (nut free) across Year 7.

**Action:** Heidi to liaise with the school about possible dates and email information round.

Heidi also encouraged parents to organise their own events through Classlist.

Suggestion of Year group reps was once again brought up ... message to be issued via Classlist.

### **Climbing Wall**

PSFA handed over a cheque to Toby Spence for £35,404 for the Climbing Wall .

Toby thanked PSFA for their tremendous support. He reported that the specialist flooring company who had been in today remarked that they have never seen such a good climbing wall in a school.

Toby also reminded the meeting that it was still possible to sponsor a 'brick in the wall'. Sponsorship opportunities will remain open until the end of the year. It is planned to hold an official opening ceremony early in 2019.

### **Dates and times for Future Meetings**

It was agreed that future meetings would start at 6.30pm and would be held on the second Tuesday of each half term.

Dates as follows:

- Tuesday 13 November
- Tuesday 15 January
- Tuesday 5 March
- Tuesday 7 May
- Tuesday 4 June (this is one week earlier than usual to assist with planning for Open Day which takes place on Saturday 15 June).

### **Correspondence**

Ali read out a letter of thanks received from Home Start with regards their donation from the ball

proceeds.

## **AOB**

Toby took parents to view the new climbing wall.

## **INCOME AND EXPENDITURE FOR THE PERIOD ENDED 31st July 2018**

### **INCOME**

	<b>12 months to 31.07.2018</b>
Annual Subscriptions	£ 7,769.00
May Ball	£ 36,691.25
French Café	£ 1,645.00
Christmas Fayre	£ 2,699.80
Other functions	£ 2,166.25
Uniform	£ 4,773.35
Cake sales	£ 147.40
Projects	£ 1,064.07
<b>Total income</b>	<b>£ 56,956.12</b>

### **EXPENDITURE**

French Café	£ 800.00
Christmas Fayre	£ 387.07
May Ball	£ 30,608.68
Functions	£ 755.60
Projects, approved support	£ 3,053.25
Uniform	£ 230.50
<b>Total</b>	<b>£ 35,835.10</b>

**Excess Expenditure over income** **£ 21,121.02**

**BALANCE SHEET AS AT 31st July 2018**

Balance to  
31/07/18

**CURRENT ASSETS**

Cash at Bank

Treasurer's Account (Current)

£ 38,904.95

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**£ 38,904.95**

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**FINANCED BY**

Balance Brought Forward 01.08.17

Excess expenditure over income

£ 17,783.93

£ 21,121.02

Closing Balance

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**£ 38,904.95**

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