

Staples Road School Parents Association Annual General Meeting

Friday 13th September 2024, 9am, Staples Road School

Registered Charity No. 1097511

AGENDA + PAPERS

AGM agenda

- 1] Minutes and apologies – see Annex A for Minutes
- 2] Chair's Report for Academic Year 2023/24
- see overleaf
- 3] Treasurer's Report for the year ending August 2024
- see Annex B for accounts
- 4] Appointment of an Independent Examiner of Accounts for y/e August 2023
- 5] Election of Officers and Trustees of the Committee
- see overleaf
- 6] Any other business

AGM papers

1] Minutes and apologies

- the minutes of the 2023 AGM are attached for info at Annex A
- No apologies have been received in advance, other apologies from Committee members will be confirmed on the day

2] Chair's report for Academic Year 2023/24 - Catherine Byers + Danielle King

- 2023/24 was a very successful year for the PA, with over £15k raised. The PA had been able to donate c£22k to SRS and to pupil events
- Danielle King, Katherine Elliott and Gemma Smith, three of our most long-standing members of the committee who have served as Co-Chair, Secretary and Treasurer stepped down as their children have now completed Y6 and left the school. We would like to extend our huge thanks and gratitude to them all for all of their hard work and contributions over the years. Catherine Byers is also stepping down as Co-Chair, but will continue as a member of the Committee.

We ran the following events in 22/23:

September-December	January-April	May-July
Autumn Disco Dare to be Different non-uniform Charity Forest Walk Quiz Night Pumpkin Competition Festive Hampers Advent Calendar competition Christmas Fair	SRS Bake Off Coin Wars World Book Day book swap Y5&Y6 Market Mother's Day shop Mini Marathon	Spring Disco Father's Day shop Y5&Y6 Market Sports week refreshments Summer fair Parents Summer Social
Plus throughout the year: Adventure Island wristbands, pre-loved uniform sales, pop-up shops, Frosty Fridays		

- We have continued to promote inclusion at our events, and we try to do a mix of events that cater to all our families. We work with the School Leadership Team at SRS to ensure that all PPG pupils can access PA events, and we support events in school such as the Young Voices Trips and Y6 events to keep them accessible and affordable for all. We are also working with the new SENDsations Parents Group to align our events, and support them by sharing equipment etc.
- We have tried to do more to include all of the SRS staff community in our events this year, and we introduced free entry for staff and their families to the Summer Fair.

- **Looking ahead to 2024/25**, we have a busy first half term planned with a new Family Social event, and a refreshed plan for our Christmas Events including a Shopping evening and Wreath Making. We are also launching a new Sports Lottery, with the goal of raising additional money for sports provision at Staples Road.

Planned Events in 2024/25

September-December	January-April	May-July
Family Social	Mini-marathon	Spring Disco
Launch of Sports Lottery (draws happen monthly)	Coin Wars	Father's Day shop
Autumn Disco	World Book Day book swap	Sports week refreshments
Dare to be Different non-uniform	Mother's Day shop	Summer fair
Charity Forest Walk	Quiz night	Summer Social
Pumpkin Competition	Y5&Y6 Market	
Christmas shopping event		
Festive Hampers		
Advent Calendar competition		
Christmas Fair		
Wreath making		
Plus: Adventure Island wristbands, pre-loved uniform sales, pop-up shops, Frosty Fridays		

The Committee are considering other events such as a Silent Disco and a Car Boot Sale. We would welcome any suggestions for new events throughout the year.

PA Committee

- in 23/24, our members were:
 - **Trustees:** Catherine Byers, Danielle King, Gemma Smith, Katherine Elliott
 - **Committee:** Amy Mitchell, Gerarda Kendrick, Joanne Cash, Katie Leigh, Katie Moroney, Lucie Hutton, Samantha Murrell, Samantha Wilkinson, Shelley Hall, Shivani Mann, Stephanie Burgess.
- This is the final year for three of our four trustees - Danielle, Katherine and Gemma will all be leaving the school at the end of academic year 23/24.
- Katie Leigh has agreed to replace Gemma as Treasurer. Katie has shadowed Gemma throughout 23/24 and will take over from her this September, subject to election.
- We have members of the PA committee who are planning to stand for trustee roles, and we would warmly welcome volunteers to either stand for a trustee role or to join the PA Committee. If you would like to be considered for a role, please reach out to Catherine Byers via

chair.pa.srs@gmail.com or 07967361626 before the AGM on 13th September, or attend the meeting and put yourself forward.

3] Treasurer's Report for the year ending August 2024

Final accounts are attached at Annex B. We are in a strong financial position:

- we raised c£15k in 23/24
- We donated c£20k to the school
- Our opening balance for 24/25 is c£19.5k

The Chair will update the AGM on the financial plan for 24/25.

4] Appointment of an Independent Examiner of Accounts for the year ending August 2024

- for the 2023/24 accounts, Gemma Smith has produced the accounts and Katie Leigh has acted as independent examiner
- looking ahead to the 2023/24 accounts, Katie Leigh is standing as Treasurer and if elected she will produce the accounts
- Gemma Smith has agreed to act as independent examiner in future years

5] Election of Officers and Trustees of the Committee

Co-Chairs

- Nominees already received: Joanne Cash and Stephanie Burgess
- Seconded by Catherine Byers

Treasurer

- Nominees already received: Katie Leigh
- Seconded by Joanne Cash

Secretary

- Nominees already received: Gerarda Kendrick
- Seconded by Stephanie Burgess

Any other nominations can be made to by e-mail in advance of the meeting to chair.pa.srs@gmail.com, or on the day.

6] Any Other Business + Close

Annex A - 2023 AGM Minutes, November 13th 2023

1] Welcome + Attendees:

Catherine Byers chaired the AGM and welcomed all attendees:

PA Committee - Cat, Danielle, Steph, Sam M, Shani, Katherine

Parents: Claire Baxter, Sarah Weeks, Kellie Green, Nicky (no surname given), Jodie (no surname given)

SRS staff: Mr Mallendar, Headteacher

2] Chair's Report for Academic Year 2022/23

- Catherine Byers + Danielle King updated attendees on the highlights of the 2022/23, including adding the new Charity Walk event.
- Mr Mallendar updated attendees that during 22/23, the school had used PA donations for improvements to the playground including artificial grass and a new OPAL shed, and extended his thanks to the PA for their hard work and fundraising. In 23/24, SRS are planning to invest in more artificial grass and a scooter track. The playground also needs more shaded areas, but most options are incredibly expensive. SRS will look for more creative solutions eg roofing the existing structures, extending roofs, using awnings and sail shades.
- Mr Mallendar would also like to fundraise for some 'big ticket items' such as an outdoor classroom/converted shipping container which would be a multi-use space. He also wants to do more planting and use trees for shade. he asked attendees if they thought there would be the appetite for a crowdfunder campaign? Attendees discussed and felt:
 - Some parents would be very keen
 - Need to share visuals so parents can understand what an outdoor classroom would look like and how it would be used
 - the real benefit will be the 'how do the children use it day-to-day?'
- Mr Mallendar agreed to articulate all the benefits and launch crowdfunder next year. He explained that SRS are also hoping to maintain the Chelsea sporting offer and the in-house mindfulness and mental health provision, which is currently unaffordable. Clearer comms are needed for parents on the overall financial position, and on what the PA funding is supporting. SRS need to tell a better story of how parents can help, the value of volunteering etc 'parents volunteering for forest school saves the school £20k a year, you volunteering to support reading saves the school £xxx per year'
- There was a linked discussion on SEN provision and what the school can do, there is a working party being pulled together to try to articulate the current issues.

3] Treasurer's Report for the year ending August 2023

- Attendees noted the accounts, and that the PA finances were in good health with a balance at the end of 2022/23 of c£28k.

4] Appointment of an Independent Examiner of Accounts for y/e August 2023

- Katie Leigh had acted as the Independent Examiner of Accounts for the year ending August 2023, and would continue to play this role for financial year 2023/24.

5] Election of Officers and Trustees of the Committee

- Catherine Byers + Danielle King were re-elected as Co-Chairs
- Katherine Elliott was re-elected as Secretary
- Gemma Smith was re-elected as Treasurer

The Chair advised attendees that all of the current Trustees would be stepping down at the end of the academic year as Danielle, Katherine and Gemma's children were leaving SRS. Catherine would remain on the PA Committee but would be stepping down as Co-Chair. This would be a significant change to the leadership of the PA, but the wider PA Committee are excellent and would be able to step up, plus other parents would be encouraged to join.

Any Other Business + Close

- There was no other business. The Chair thanked all attendees for coming to the AGM, and brought the meeting to a close.

Annex B – Annual financial accounts for academic year September 2023-August 2024

STAPLES ROAD PRIMARY SCHOOL PARENTS ASSOCIATION			
ACCOUNTS FOR YEAR ENDING AUGUST 2024			
FUNDS TRANSFERRED TO STAPLES ROAD PRIMARY SCHOOL			
Event	INCOME	EXPENSE	PROFIT
Playground renovations	£0.00	-£13,124.22	-£13,124.22
Chelsea and yoga - activities at school	£0.00	-£5,000.00	-£5,000.00
Xmas Donation to school	£0.00	-£697.67	-£697.67
Playground staff	£0.00	-£680.00	-£680.00
Young Voices - Coach to O2	£0.00	-£395.00	-£395.00
Reception bags	£0.00	-£94.78	-£94.78
TOTAL FUNDS TRANSFERRED TO STAPLES ROAD PRIMARY SCHOOL	£0.00	-£19,991.67	-£19,991.67
2022/2023 EXPENDITURE AND RECEIPT			
Year 6 Leavers prom 2022-2023	£0.00	-£2,156.00	-£2,156.00
Summer fair 2023	£5.00	£0.00	£5.00
TOTAL 2022/2023 EXPENDITURE AND RECEIPT	£5.00	-£2,156.00	-£2,151.00
2024/2025 EXPENDITURE			
2024 Christmas	£0.00	-£1,037.47	-£1,037.47
2025 Disco	£0.00	-£298.91	-£298.91
Pocket money stall Sept 2024	£0.00	-£254.07	-£254.07
Family fun 2024-2025	£0.00	-£84.86	-£84.86
TOTAL 2024/2025 EXPENDITURE	£0.00	-£1,675.31	-£1,675.31
ADMINISTRATION EXPENSES			

Stationary and equipment for events	£0.00	-£569.58	-£569.58
Candy floss machine	£0.00	-£427.89	-£427.89
Parentkind Subscription	£0.00	-£153.00	-£153.00
Bookwhen Subscription	£0.00	-£129.60	-£129.60
Pamper night license	£0.00	-£21.00	-£21.00
TOTAL ADMINISTRATION EXPENSES	£0.00	-£1,301.07	-£1,301.07
DONATIONS RECEIVED			
Donation to school	£1,000.00	£0.00	£1,000.00
Easy Fundraising	£176.80	£0.00	£176.80
TOTAL DONATIONS RECEIVED	£1,176.80	£0.00	£1,176.80
FUNDS RAISED FROM EVENTS			
Summer fair	£9,695.02	-£4,872.77	£4,822.25
Christmas week	£7,022.40	-£3,925.29	£3,097.11
Autumn Disco	£3,169.97	-£571.95	£2,598.02
Summer Disco	£2,968.86	-£1,065.83	£1,903.03
Summer Quiz Night	£1,796.89	-£250.00	£1,546.89
Forest walk	£1,013.28	-£34.80	£978.48
Autumn Quiz Night	£977.35	-£150.00	£827.35
Mothers Day	£2,274.98	-£1,567.44	£707.54
Frosty Friday	£1,478.95	-£783.27	£695.68
Summer Social	£1,165.22	-£572.00	£593.22
Uniform sale	£589.70	-£30.00	£559.70
Year 6 Market	£299.63	£0.00	£299.63
Charity Walk	£225.00	£0.00	£225.00
Pumpkin carving	£137.68	£0.00	£137.68
Pop up Sale	£127.07	£0.00	£127.07
Sports day	£72.24	-£5.88	£66.36
Costume Sale	£39.26	£0.00	£39.26
Fathers Day	£1,777.30	-£1,778.26	-£0.96

Mini Marathon	£74.00	-£75.50	-£1.50
Year 6 Leavers prom 2023 - 2024	£4,188.15	-£5,427.00	-£1,238.85
Wristbands	£9,990.50	-£12,800.00	-£2,809.50
FUNDS RAISED FROM EVENTS	£49,083.45	-£33,909.99	£15,173.46
OPEN BALANCE ON ACCOUNT	£28,271.81	£0.00	£28,271.81
TOTAL FUNDS TRANSFERRED TO STAPLES ROAD PRIMARY SCHOOL	£0.00	-£19,991.67	-£19,991.67
TOTAL 2022/2023 EXPENDITURE AND RECEIPT	£5.00	-£2,156.00	-£2,151.00
TOTAL 2024/2025 EXPENDITURE	£0.00	-£1,675.31	-£1,675.31
TOTAL ADMINISTRATION EXPENSES	£0.00	-£1,301.07	-£1,301.07
TOTAL DONATIONS RECEIVED	£1,176.80	£0.00	£1,176.80
FUNDS RAISED FROM EVENTS	£49,083.45	-£33,909.99	£15,173.46
FINAL BALANCE OF PTA ACCOUNT 31.08.24			£19,503.02