

St Aidan's N4 Parent School Association
Annual General Meeting Minutes
25th September 2023

1. Attendance and Apologies

Attendees:

Clare Plested, Reception Rep	Lina Burduk, Y5 Rep
Nicola Dyball, Reception Rep	Simon Vacher, Y5 Rep
Rosie Bradford, Y1 Rep	Giles Massie-Taylor, Y6 Rep
Niamh Riddell-Carre, Y1 Rep	David Sansom, PSA Treasurer
Nanna Soenya, Y1 Rep	Kerryn Rossander, PSA Assistant Treasurer
Jennifer Paker, Y2 Rep	Elaine Gutzmore, School Governor & LSA
Henry Mance, Y3 Rep	Kate Stevens, Headteacher
Nic Stacey, Y3 Rep	Susannah May, PSA Chair
Leah Woodburn, Y4 Rep	

Apologies received: Caia Daly (Reception rep), Jo Gate-Eastley (Y1 Rep), Sharon Rubin (Y2 Rep), Kim Greaves (Y2 Rep), Sarah Harkins (Y3 Rep), Lucy Lorraine (Y4 Rep) and Katherine Bell (Y4 Rep).

2. Chair's report

Susannah May, PSA Chair, welcomed attendees.

St Aidan's faces a challenge (in common with many other London schools) of a school budget deficit and reduced pupil numbers. This underlines the importance of the work of the PSA and the need to publicise the availability of school places more widely.

3 & 4. Treasurer and Assistant Treasurers' reports

David Sansom will be stepping down as Treasurer and Niamh Riddell-Carre will be taking over. Susannah thanked them both.

David gave an overview of the Grants/Services funded by the PSA:

Table A: Granted to the School each year by the PSA (approved at AGM on 25 Sep 23)			
Tottenham Hope School Counsellor	Termly invoice (x 3 invoices)	25.9.23	£10,000.00
Islington Library Service	Invoice Nov 23	25.9.23	£1,410.00
School IT support	Triannual per year invoice	25.9.23	£4,095.00
Mathematics Mastery Ark Curriculum	Invoice May 24	25.9.23	£2,930.00
Target Tracker	Invoice April 24	25.9.23	£1,380.05
Whole Class Instrumental Teaching	Invoice Sep 24	25.9.23	£3,692.00
Garden grant	Garden Grant	25.9.23	£500.00
			£24,007.05

Two further amounts were approved at previous PSA meetings in 2022/23, and the invoices have recently been received:

Maths Circle Yearly Subscription	Maths support	25.9.23	£315.36
RWI phonics online training subscription	Support for early reading		£ 4,468.80

In addition to the annual grant agreed by the PSA to fund the services listed at Table A above, the PSA funds 'one off' projects such as refurbishment of toilets. Once all invoices in Table A are paid, along with the invoice for the recent refurbishment of Orange class toilets and the extra two invoices just approved, then there would be a c£5k deficit. This does not take account of any future donations or fundraising, and reflects the date-based accounting system we use and the fact that we dipped into PSA reserve funds in the past academic year. However, it is not sustainable to keep spending PSA reserves, so we need to reduce spend this academic year and/or raise additional funds. The PSA aims to keep a minimum £10,000 contingency fund in case of urgent requirements eg: the PSA has previously funded carbon monoxide monitors and emergency tree surgery. In future, the PSA may not be able to fund 'one off' projects unless we can raise more funds – which is our ambition, though St Aidan's N4 PSA already raises a lot of money compared to similar schools.

It was agreed that, given budget pressures, the PSA would discuss with school governors the funding of capital expenditure on the school interior projects such as toilets. Subject to that discussion, the AGM agreed to fund the list of annual services requested by the school (Table A).

5. Voting in new Committee members

Susannah May was re-elected as PSA Chair. Proposed by Clare Plested and seconded by Leah Woodburn.

Jennifer Paker and Nanna Soenya were elected as joint PSA Secretary.

Jennifer Paker proposed by Rosie Bradford and seconded by Kerryn Rossander.

Nanna Soenya proposed by Jennifer Paker and seconded by Clare Plested.

Niamh Riddell-Carre was elected as Treasurer, proposed by Susannah May and seconded by Nanna Soenya.

We need a new Assistant Treasurer to take over from Kerryn Rossander – ideally with spreadsheet and/or accountancy skills!

6. School's spend requests

See item 4 above

7. Fundraising & Event Plans

The PSA aims to balance fundraising activities with free events that enrich the school community and pupils' experience. The PSA organises one fundraising event and one cost-free enriching event each term. The main fundraising event is the summer fair. We also run a winter party and a PSA quiz night. In addition, this term:

- the PSA will launch a crowdfunding campaign with a video showcasing life at St Aidan's followed up with weekly content to drive engagement.
- the PSA will present to parents at the 'bring a parent to school' day for all parents/carers on 11 October. One carer can come to school with their child; be invited to the school hall for a talk from the PSA and for school assembly; and will then go to their child(ren)'s class(es) for 45mn where they will enjoy a maths lesson. We will evaluate the impact/attendance.
- this will replace the traditional PSA new parents' drinks that have not been very well attended.

We discussed further potential fundraising ideas to encourage parents to make regular or one off donations eg: putting leaflets at the WCIT concerts to inform parents that the PSA funds it; re-publicising the Amazon wish-lists; or maximising opportunities for donations by having reps with card readers at the front gate/alongside cake sales.

8. Any other business

The PSA Chair thanked attendees.

Signed by

Signed by

Printed Name

Printed Name

Position

Position

Date

Date