

Parents' Association Lady Manners School

Minutes of the Annual General meeting held on 5th Feb 2019

Present: Amandine Poirier (Chair) **AP**, Dulcie Jones (Treasurer) **DJ**, Ruth Whiteside **RW**, Katy Pugh (Vice-Chair) **KP**, Karen Rouse **KR**.

Attending: Mr Meikle (Headteacher), David Coe (Chair of Governors)

		Action
Welcome	AP welcomed parents and school representatives to the meeting.	
Apologies	Josephine Pickworth (secretary) JP	
Minutes of the previous meeting	Minutes from the AGM on 6 th February 2018 were signed as a true record by AP as Chair.	
Election of Officers	<p>Amandine Poirier was confirmed in post as Chair of the Parents Association by DJ and KP.</p> <p>Katy Pugh will finish as Vice-Chair at the end of this academic year.</p> <p>There were no nominations for the 2 Vice-Chair posts.</p> <p>Dulcie Jones was confirmed in post as Treasurer by AP and KR.</p> <p>Josephine Pickworth was confirmed in post as Secretary by AP and RW.</p> <p>Dulcie Jones agreed to act as the PA Lottery coordinator with Katy, Amandine, Josephine, Karen and Ruth agreeing to be ticket sellers.</p> <p>The group discussed the importance of continuity planning. All agreed it was important to keep each role to a manageable time commitment to avoid individuals becoming overwhelmed or putting off potential helpers. Recruiting for the 2 vacancies of Vice Chair is now essential to provide cover and continuity.</p>	
Chairs Report	AP thanked the committee for their help and support throughout the year.	
Financial Report	<p>DJ gave a short report of the PA's financial performance for the 2017/18 school year. See appendix 1 'Profits'</p> <p>The Car Boots continue to be the PA's biggest fundraiser, with raffles and refreshments at concerts continuing to bring in very useful contributions. The £1 Club income is still steadily increasing along with the Gift Aid this brings. The Christmas Concert Photos (arranged by Karen Rouse) are a great bonus. There has been a modest increase in income from the Lottery. Karen has increased both the quality of the refreshments at concerts and the amount they raise for the school significantly. Direct donations to the Parents' Association from WisePay were received this year for the first time.</p> <p>£3,485 was donated to Lady Manners School during 2017/18, with a further £10,360 being donated since. This is the first batch towards a proposed new science laboratory.</p>	

School's Report	<p>Mr Meikle thanked the committee for all their hard work and noted that there was a huge amount achieved given the amount of people involved. Mr Meikle noted that the PA was not just about fundraising but also about the overall experience of parents and guardians when they attend school events. Refreshments, raffles and hospitality given by the PA all helped to make school events sociable and encouraged parents to attend and support the school.</p> <p>In particular he felt the breadth of donations across the departments and extra-curricular activities had a real benefit to the student experience. The untied funds raised by the PA are particularly valuable as the school faces significant budget stresses.</p> <p>The school has just launched a fundraising campaign to enable the refurbishment of one of the science laboratories. This is to continue the work of Mrs Sinnott, respected Head of Physics who very sadly passed away recently. Mr Meikle thanked the PA for the initial £10,000 donation towards this campaign and hoped that by working together, the remainder could be raised.</p> <p>Mr Coe, on behalf of the School Governors, reiterated Mr Meikle's thanks to the PA for all its contributions. He said that if the PA was agreeable a governor would like to attend each PA meeting to give support and encouragement. This offer was welcomed.</p>	
	Non-AGM matters followed	
Finance	<p>Balances: Co-op current account £3517.87 Natwest PA Lottery account £1578.20</p> <p>The PA have historically supported the school clubs funding. In the past the PA has given approximately £1000 a year for this. DJ to ask Mrs Goodwin if the fund needed topping up and to transfer money if required.</p>	DJ
Car Boots	<p>For a long time now the PA has been struggling to draw in new helpers for the car boots. Many of the regular long term helpers have left or are about to leave as their children move on. So as a compromise between running as we have been, and not running at all, it was decided to open the car boots but with no refreshments offered. This keeps the option for the future to expand the operation again if we can recruit enough new parents.</p> <p>Having been allocated April 21st when planning next year's Car Boots it wasn't noticed that this is Easter Sunday. It was decided not to run the April Car Boot.</p> <p>It was hoped that the helpers for the reduced this year's Car Boots could be finalised before the end of the school year.</p> <p>KP agreed to update the advertising and circulate</p>	KP

	<p>KP agreed to staff the May, June and July Car Boots</p> <p>DJ agreed to staff the September Car Boot</p> <p>Volunteers for October required.</p>	<p>KP</p> <p>DJ</p>
Fundraising for the new school Lab	<p>As Mr Meikle already mentioned above the school has just launched a fundraising campaign to enable the refurbishment of one of the science laboratories. The PA decided to print a PA/Science Lab banner to help with fundraising efforts. A design produced by school was shown and approved. It was agreed to add the JustGiving logo and URL to the banner.</p> <p>If the school found it useful to use a PA bank account for their Just Giving page that would be fine. DJ to provide the account details to school</p>	DJ
Recruiting new PA members	<p>There is currently 1 vacancy for a Vice-chair position and another coming free in September. These vacancies will continue to be advertised via school newsletters and on the website.</p> <p>There was discussion as to how best to reach new parents.</p>	AP/School
Upcoming events	<p>Music Concert - Wednesday 13 March 2019</p> <p>Music Concert - Tuesday 9 April 2019</p> <p>Music Concert - Wednesday 26 June 2019</p> <p>Year 7 Intake Evening - Wednesday 3 July 2019</p> <p>The PA agreed to provide refreshments for the music concerts in March and April. Provision for the July concert will be discussed at the next PA meeting.</p>	KR
	AP thanked those present and closed the meeting at 8.40pm.	

MINUTES SIGNED BY:

POSITION:

DATE:

APPENDIX 1

LADY MANNERS SCHOOL PARENTS ASSOCIATION ACCOUNTS 2017-2018 ANNUAL PROFITS

	Income	Expense	Profit	16-17 Profit	15-16 Profit
Late payment April'17 Car Boot		117.07	-£ 117.07	-£ 125.75	
Sept'17 Car Boot	£ 813.65	£ 98.90	£ 714.75	£ 1,364.15	£ 1,285.00
Oct'17 Car Boot	£ 884.90	£ 97.03	£ 787.87	£ 319.50	£ 1,191.00
April'18 Car Boot	£ 1,133.55	£ 369.11	£ 764.44	£ 1,337.12	£ 841.02
May'18 Car Boot	£ 1,377.73	£ 222.45	£ 1,155.28	£ 1,319.38	£ 1,298.32
June'18 Car Boot	£ 1,025.06	£ 209.95	£ 815.11	£ 694.98	£ 776.58
July'18 Car Boot	£ 762.44	£ 149.13	£ 613.31	£ 1,057.07	£ 588.43
Total Car Boots			£ 4,733.69	£ 5,966.45	£ 5,980.35
£1 Plus Club	£ 2,524.00		£ 2,524.00	£ 2,094.00	£ 1,173.00
Raffles	£ 1,544.30	£ 16.00	£ 1,528.30	£ 1,414.22	£ 1,126.94
Refreshments @ Concerts	£ 1,192.80	£ 171.95	£ 1,020.85	£ 676.02	£ 675.95
500 Club	£ 1,400.00	£ 713.50	£ 686.50	£ 583.50	£ 370.00
Gift Aid	£ 527.71		£ 527.71	£ 293.84	£ 461.53
Photos	£ 505.58	£ 0.00	£ 505.58	£ 523.00	£ 617.68
Donations/Grants	£ 212.61		£ 212.61	£ 196.10	£ 663.47
Refreshments @ Parents Evenings	£ 60.20	£ 0.00	£ 60.20	£ 101.72	£ 153.77
Quiz	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 530.85
Art & Craft	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 1,997.03
2nd Hand Uniform	£ 0.00		£ 0.00	£ 48.00	£ 46.00
Other (inc floats)	£ 117.07	£ 117.07	£ 0.00	-£ 180.00	-£ 383.83
General Expenses		£ 137.00	-£ 137.00	-£ 244.51	-£ 233.39
Grand Total	£ 14,081.60	£ 2,302.09	£ 11,662.44	£ 11,472.34	£ 13,179.35

Donations to Lady Manners by Parents Association 2017-2018

LMS, Speech Day prizes, 4x£40 2017 (ought to have gone in Jan'17)	£	160.00
LMS, 6th Form Barndance contribution, repaid to Dulcie Jones	£	200.00
LMS - Food tech (new display plates)	£	375.00
LMS - Geography (Fieldwork equipment)	£	690.00
LMS - English (Theatre workshop)	£	400.00
LMS - Gardening Club (resources for new projects)	£	300.00
LMS - School Library (Guest author reading)	£	500.00
LMS - Whole school garden project (centenary garden by main hall)	£	700.00
LMS, Speech Day prizes, 4x£40 2018	£	160.00
	£	3,485.00