

**Tetherdown School
Parent Staff Association
Minutes of
ANNUAL GENERAL MEETING**

16 October 2013

PSA members present

Sophie Plimley, Naomi Greenland, Marco Di Palma, Ros Morshead, Helen Lee, Judith Walters, Helen Grey, Angelique Di Palma, Kat day, Kate Fox, Senake Afureliya, Tamara Grant, Sarah Robb, Selena Morris

Apologies for absence

Katy Everett, Helen Lee, Paola Cook, Shane Gibson, Simone Antoniazzi

1] Welcome and approval of Minutes of the Annual General Meeting held on 10 Oct 2012

The minutes were for the 2012 meeting were approved.

2] Chair's Report for 2012/13

Sophie thanked Liz Martin for her fantastic work as Chair of the PSA. Since Liz stepped down in the summer term, Sophie Plimley has been Acting PSA Chair with the help of Naomi Greenland as Vice-Chair.

Sophie began by outlining the role of the PSA:

- to raise funds on behalf of the school
- to provide these funds for the educational enrichment of the children
- and to engender and enhance the community spirit of the school

Fundraising 2012/13

Sophie reported that 2012/13 saw the PSA demonstrate its commitment to the school by organizing and hosting a number of exciting and well attended events raising **£32,500** in the last academic year.

Key events were:

Summer fayre	£12,000 net profit
Christmas fayre	£4,600 net profit
Quiz night	£2,000 net profit
Wine tasting	£830 net profit

Other items:

Production of the school calendar	£2,000
Production of Christmas cards	£350
SEE Tickets	£500

Investment 2012/13

The main areas of where investment has been made to the school during the 2012/13 include:

- Music
- ICT
- Grounds / playground equip/
gardening
- Activities / outings incl panto
- Literacy & classroom equipment

However, Sophie re-iterated that the PSA is not only about raising money, and we will continue to focus on child orientated, fun events like discos, cake sales, carol singing and hopefully film nights. Whilst these don't produce significant revenue, the children enjoy them and they are part enhancing their school experience.

Going forward,

This year's PSA goals are:

- To continue to organize inclusive events that both raise money and bring together the school community (fairs, quiz, kids discos, cake sales, comedy nights etc.)
- To organize further effective fundraising avenues such as re-advertise online donations through the Friends of Tetherdown (capitalize further on the opportunity to use gift aid), and launch a new fundraising opportunity through online shopping.
- Work with the new Head, Mr Woodward, to understand the schools priorities and establish how the PSA can support the school to achieve their goals
- Enhance the PSA communication to all parents/carers through the website, survey tools and termly updates.

3] **Treasurer's Report for the year ending 31 Aug 2013**

Marco Di Palma talked through the main features of the Financial Activities of the PSA for the year ending August 31st 2013 (attached).

Marco indicated that the accounts are draft but good reflection of Income and Expenditure for 2012/2013.

- Compared to 2012, there were fewer big items of expenditure in 2013 accounting for an increase in net incoming resources for the year of £4,938 as opposed to a reduction of £8,080 the prior year. It was noted that this was raised in last years AGM due to the school expansion being complete and the PSA expecting the level of expenditure to drop back to more stable levels.
- Net assets at the end of financial year were £45K. Marco explained that the beginning of the year (September/October) sees funds at their highest due to the fayre which usually raises the greatest amount of funds and is held at the end of the prior year. Net assets usually decrease through the remainder of the year.

- Marco and Sophie explained that now that the school is two-form entry throughout, we will be reviewing our targets for spending. Over recent years, the school expansion has dominated spending and PSA funding has been focused on this, especially on improving the school grounds. We now have a new Head and a new PSA, and will need to work out what to prioritise for spending.
- One of the parents attending the meeting requested that we make good use of the funds we have and spend generously to benefit the school. Marco explained that we would be reviewing the policy of keeping £25K in reserve however the aim of keeping a reserve of such amount is to provide for any annual fundraising shortfalls in any given year.
- Andrew Glynn asked where the PSA banked and at what interest rate. He suggested that if we keep a reserve, we could consider investing it, perhaps in a bond. Marco answered that the PSA banks with Barclays at a rate of around 0.05% . The Charities Commission doesn't allow us to make the reserve inaccessible, but better terms for banking could be investigated.
- Marco was also asked if we could use Gift Aid more, for example with ticketing. He replied that Gift Aid regulations are complex, and the best way to use it is with regular online donations through Friends of Tetherdown. Marco explained that Friends of Tetherdown allows people who may not have much time to contribute to the school. It was noted that not enough parents are aware of this scheme, and that the PSA will be doing some work to rectify this.
- A parent asked about the relationship between school spend on books and PSA funding of books and resources. Mr. Woodward explained how important PSA funding is. The school receives a pot of money from Haringey, but this has to be spread thin with the largest allocation going on staffing. Without PSA money, the school would not have enough money for resources. Last year the PSA provided £6K that was used to replace all the infant reading books.

Summary of Incoming Resources

Total incoming resources before expenditure is £32,595 (2012: £42,857). The main incoming resources for the year were:

- The Summer and Christmas Fayres, Quiz Night and school calendar are the main events and initiatives contributing to funds raised
- TEA contributions (to be renamed 'Friends of Tetherdown') – ongoing direct debit contributions from parents are down on year at £2,010 (2012: £3,632)

Summary of Resources Used

Total charitable expenditure is: £17,036 (2012: £39,393). The main areas of spend include:

- Literacy & classroom equipment and supplies spending was £3,516 (2012: £9,901).
- Music equipment & enrichment saw spending of £420 (2012: £5,083).
- Garden landscaping/ grounds saw significant drop in spending to £300 (2012: £9,891 plus £3,150 accrued). At the end of the year there still remained £3,045 of funding for completion of grounds works.
- ICT of £2,404 (2012: £750)
- Grounds and playground equipment of £4,769 (2012: £5,208)
- A full list of the PSA Expenditure Approvals was included with the documents supporting the accounts.

Other expenditure (event related/ expenses) is approximately £10,620 (2012: £11,543). These are detailed in the Draft Accounts supporting documents.

Overall expenditure for 2012/13 totals: £27,657 (2012: £50,936), which resulted in net incoming resources for the year of £4,938 (2012: drop in resources of £8,080)

The PSA cash position is detailed below.

Balance Sheet

Total Net Assets at 31 August: £45,203

(Cash at bank is £57,235 less outstanding PSA creditors/ approved expenditure of £12,032)

A breakdown of Tetherdown PSA Creditors at 31.8.2013 is included with the Draft accounts

In summary, the level of detail provided by Marco's report was much appreciated and draft accounts approved.

4] **Appointment of an Independent Examiner of Accounts for the year ending 31 Aug 2014**

Chris Dale was appointed.

5] **Election of PSA Committee**

Naomi thanked the outgoing members of the PSA for their valuable contribution to the PSA over the years.

Outgoing members include:

- Georgie Herskovits
- Helen Lee & Selena Morris - catering
- Katy Everett
- Paola Cook
- Paula Higgins Browne
- Ros Morshead & Sarah Robb – Fairs
- Shane Gibson
- Simone Antoniazzi
- Liz Martin – Chair

Naomi also thanked ongoing PSA committee members, including:

- Angelique Di Palma
- Marco Di Palma – Treasurer
- Kat Day & Kate Fox - both managing the summer fair
- Senake Afireliya
- Sophie Plimley – previously the secretary
- Also, Helen Grey, Tamara Grant (fairs), and Naomi Greenland (Christmas Fayre) – all of whom were voted in during the past year since the last AGM

Parents who have nominated themselves to join the PSA Committee are:

- Judith Walters
- Clodagh Fahy
- Emanuel Risse
- Andrew Hind
- Nathalie Dimitrov
- Johi Gehrke
- Nick Fussell
- Corrina Harris
- Joan Reilly
- Robert Glynn
- Robert Walker

The ongoing members and new members were approved.

Election of Officer Roles

Nominations were received for the following roles:

- Chair Sophie Plimley
- Vice Chair Naomi Greenland
- Secretary Judith Walters
- Treasurer Marco Di Palma
- Vice Treasurer Nathalie Dimitrov

The election of each officer was approved.

6) Class Reps:

All classes now have a good compliment of reps. A list was given out for reference.

Reception - Bach Mr Paterson	Louise Richmond Deirdre O'Shaughnessy Sara Bierer Anna Scott
Reception - Mozart Ms Kyriacou/ Ms Berry	Emily Tsui Catherine Glenny Claire Parker Athena Pavlou Sheila Fox
Yr 1 - Fitzgerald Ms Barnett	Sara Hodgkinson Inma Lopez Lisa Jerome Kate Rees Ren Wilson
Yr 1 - Simone Ms Troman	Emma Spitzer Natasha Ratcliff Amanda Gilmore Sam Sweet
Yr 2 - Rembrandt Ms Eystathiadis	Catrin Jones Joanna Crickmay Judith Walters Philip Davies
Yr 2 - Vermeer Ms Yong	Deborah Denner Catherine Cochrane Jane Maier Mikha Mekler
Yr 3 - Johnson Ms Slater	Jo Rynold Sandra Levene Hannah Sanders Deborah Leustean
Yr 3 - Earhart Mrs Compton/ Mrs Evans	Debbie Linton Corinna Harris Raquel Mendez Sarah Cowley

Yr 4 - Potter Mrs Jethwa/ Mr Evans	Paola Cook Janete Smith Helen Gray
Yr 4 - Rowling Ms Essex	Ros Morshead Nadege Meriau Naomi Rennard
Yr 5 - Pankhurst Ms Ashraf Yr 5 - Fawcett Ms Cohen	Nicola Sanders Gillian Gholam Karen Phillips Sarah Purdy Anita Mangan Jane Garrard Louise Parsons Allison Appelquist
Yr 6 - Curie Mrs Hedley Yr 6 - Goodall Ms Harria	Fiona Grainger Nyree Wright Mascha Shennan Jane Drinkwater Kate Humphreys Eliabeth Wilkinson Catherine Mulvihill Emer McCourt

Special Business

7] Motion to adopt standard PTA UK constitution

Sophie put forward a special motion to adopt the standard PTA UK Constitution. She explained that the School PSA is a member of PTA UK – a national charity and membership organization for up to 75% of PTA's in the UK. PTA UK provides support and resources to the PSA and going forward we would like to more actively use its resources.

The Proposal is to adopt the model PTA UK constitution as the governing document of the PSA. This does not vary hugely from our current constitution but it has been developed by PTA UK, in conjunction with charity lawyers, to reflect current Charity Law, good practice and it is accepted by the Charity Commission for England & Wales and HMRC Charities Division for the purpose of charity registration.

The main differences between our current constitution and the model PTA UK constitution are:

- We need to give 21 days prior notice to PSA members (ie all parents) of the holding of any AGM – previously it was 14 days
- Quorum rules are clarified
 - AGM is now twice the numbers of PSA members as Committee Members present need to attend - previously it was 1 officer and 15 members
 - Regular Committee meetings – 50% of the committee need to attend – previously it was 2 officers and 6 other committee members
- Finally, a special general meeting may be convened at the direction of the committee or at the written request of a minimum of 10 members – previously 40 members

We think these changes are acceptable in light of being governed by a nationally recognized and approved constitution.

Motion approved and PTA UK Constitution adopted.

8] Welcome and introduction of Mr. Tony Woodward as new Head Teacher. Overview of his vision for Tetherdown School

Sophie Welcomed Mr. Woodward to the school on behalf of the PSA

Mr. Woodward began his address by saying how glad he is to be at the school, and went on to outline his background and what he brings to the school:

- He has been in education for 21 years, and early on in his career worked in a Leadership and Management capacity to improve some challenging Primary schools.
- For the last 9 years he was Head of a Junior school in Surrey. He was attracted by working in Tetherdown as a Primary school with the whole age range from infants to Juniors. He also knew of its reputation and its great community.
- Outside of school, Mr. Woodward is very keen on music and sport. (As he was a competitive gymnast - trampolining, several Tetherdown children have already requested a trampoline!)
- In his professional role, Mr. Woodward is also an Ofsted inspector, and this puts him one step ahead
- In Surrey, Mr. Woodward was a Local Leader of Education, developing leadership and management across a network of schools

Mr. Woodward went on to talk about what he has seen at Tetherdown so far and how he plans to take things forward:

- Mr. Woodward said how much he likes the Community at Tetherdown and how impressed he has been with his team of staff, and with the children. He approaches his role with openness and inclusivity and likes to give all children an opportunity to shine.
- Mr. Woodward told us that he has high expectations of pupils, staff and parents, and is passionate about creativity.
- For now, Mr. Woodward is familiarising himself with the school and will be beginning to develop a plan with the Governors. He has been learning all the children's names, and visiting all the classes where he has already seen examples of good and outstanding teaching.
- Mr. Woodward has already started work with School Improvement Advisors with a view to writing an enhanced School Development Plan, building on current plans. He wants to have time to learn about the school and to build on its excellent reputation

- Finally, Mr. Woodward made a commitment that irrespective of whether or not we have an inspection, Tetherdown will be an outstanding school again in 3 years' time.

In the immediate term, the school is looking at the New National Curriculum and how they will adapt the existing school curriculum to fit with the changes.

And one for the PSA, it looks like ICT will be an area for school development, so the School is likely to need funding!

Any Other Business

9] The date for the next PSA committee meeting was set for Wednesday 13th November.

Thanks and Close

Sophie and Marco thanked everyone for attending and for all the hard work over the last year.

Tetherdown School PSA Statement of Financial Activities for the year ended 31st August 2013

1	Tetherdown Primary School Parent Staff Association Statement of Financial			
2	Activities for the year ended 31 August 2013			
3				
4				
5		2013		2012
6	INCOMING RESOURCES			£
7	Summer Fair - Takings on the day less float	9,153		9,619
8	Summer Fayre - Sponsorship	2,805		2,990
9	Summer Fayre - Tasty Promises	1,336		1,121
10	Summer Fayre - Tasty Promises recble	215		165
11	Fruit and Veg	-		144
12	Christmas Fair	5,118		5,355
13	Quiz Night	1,650		1,550
14	Quiz Night - Bar takings	1,371		1,222
15	School Calendar	2320		4007
16	School Calendar sponsorship	835		700
17	Valentines Disco	305		302
18	Comedy Night income - 2011	-		415
19	Wine Tasting/Comedy Night - Tickets	1,475		1,650
20	Wine Tasting/Comedy Night - Bar	856		2,043
21	Comedy Night - Auction	-		6,850
22	Comedy Night - Auction - receivable	-		208
23	SEE GROUP LIMITED	535		-
24	On the Map	-		166
25	Miscellaneous	169		276
26	Christmas Cards	1,954		-
27	Bank Interest/Credit	20		-
28	New Book Bag Sales	467		442
29	Total Incoming Resources (excl TEA):	30,585		39,224
30				
31	TEA Donations	2,010		3,632
32	TEA bank Interest	-		-
33	Gift Aid Receivable TEA	-		-
34	Gift Aid Received in the period	-		-
35	Total Incoming Resources TEA:	2,010		3,632
36				
37	Total Incoming Resources:	32,595		42,857
38				
39				

39				
40	RESOURCES USED			
41	Charitable Expenditure			
42	Books and Library and computer equipment	1,198		6,885
43	Classroom/Other equipment	13		1,736
44	Classroom Supplies	2,305		1,280
45	Activities and outings	1,111		381
46	Music Equipment & Enrichment	420		5,083
47	General school/ office/ admin expenses	726		1,000
48	ICT Expenditure	2,404		750
49	SEN Expenditure	835		1,203
50	Garden and Landscaping	300		9,891
51	Garden and Landscaping - remaining	-		3,150
52	Outdoor grounds, storage, fixtures	3,669		3,895
53	Playground Equipment	1,100		1,313
54	Subscriptions	1,018		816
55	Haringey Road Safety Chart	295		295
56	Carols and Christmas Crackers	233		-
57	School Book Bags	1,410		1,716
58	Total Charitable Expenditure	17,036		39,393
59				
60	Charitable TEA Expenditure			
61	Playground Landscaping	-		-
62	Total Charitable TEA Expenditure	-		-
63				
64	Other Expenditure			
65	Summer Fair 2013	1,424		-
66	Summer Fair 2012	-		1,949
67	Summer Fair 2012 - leftover stock	-		203
68	Jubilee celebrations	-		299
69	Panto	2,530		2,228
70	Elvis night	-		423
71	Halloween/Valentines Disco	275		415
72	Christmas Fayre	480		904
73	Christmas Cards	1,605		-
74	Quiz night	940		866
75	Comedy Night - Catering	218		330
76	Comedy Night - Comedians	-		500
77	Comedy Night - Drinks	1,283		688
78	School Calendar	976		1,134
79	PSA honorariums	-		650
80	Tea Urn	-		167
81	Easter Eggs	144		107
82	Finger food for Reception new parents evening	-		80
83	Miscellaneous	638		158
84	Insurances, subscriptions	-		421
85	Licenses and bank charges	108		20
86	Total Other Expenditure	10,620		11,543
87				
88	Total Resources used	27,657		50,936
89	Net incoming resources for the year	4,938		-8,080
90				

1	Tetherdown Primary School Parent Staff Association				
2	Balance Sheet as at 31 August 2013				
3					
4	Current Assets	Notes	2013		2012
5					£
6	Debtors	2	3,098		2,373
7	Cash at Bank		47,467		43,314
8	TEA Cash at Bank		6,670		3,626
9	Total		57,235		49,314
10					
11	Creditors – Sundry accruals	3	12,032		10,391
12					
13	Net Current Assets		45,203		38,922
14					
15	Net Assets		45,203		38,922
16					
17	Funds				
18	Unrestricted funds at 1 September		38,922		49,051
19	Incoming resources in the year		6,281		-10,129
20					
21	Unrestricted Funds at 31 August		45,203		38,922
22					
23	TEA Unrestricted funds at 1 September		-		-
24	TEA Incoming resources in the year		-		-
25					
26	TEA Unrestricted funds at 31 August		-		-
27					
28	Total Unrestricted funds at 31 August		45,203		38,922
29					