

Blackhall PSA AGM Minutes 2022

Date of Meeting: 15th June 2022
Chair: Jill McIntyre
Venue: School
Circulation: PSA reps, Whole school via Classlist
Prepared by: Clare Mackersie, PSA Secretary

	Action With
<p>1. Attendees:</p> <p>Formal attendance noted of Jill McIntyre (JM) (Chair), Clare Mackersie (Secretary), Nick Ramage (Treasurer), Carol Walker -Lyon (Football/Library), Michael Cockburn (Independent Adviser) along with a number of PSA reps (Jenny Young, Wendy Stuart, Julia Young, Frances Ross, Nuala Rodger.) to ensure the meeting is quorate.</p> <p>Unfortunately a large number of reps were unable to attend due to the evening / face to face nature but ongoing participation will be discussed at the first meeting in the new term and dates for the 2022/2023 are to be determined.</p>	Jill
<p>2. Welcome from Chair</p> <p>JM started by expressing her thanks to the rest of the PSA Committee including the Staff representatives for their support and hard work throughout the year whilst juggling other priorities.</p> <p>JM recognised that progress was being made with the COVID-19 restrictions which would allow the PSA AGM and Parent Council AGM to take place on the same evening.</p>	
<p>3. Approval of minutes from 2021 AGM</p> <p>The minutes from 23rd August 2021 were approved. Proposed by Nuala Roger, seconded by Carol Walker Lyon. JM confirmed that there were no outstanding actions that were carried forward.</p>	
<p>4. Matters Arising</p> <p>None.</p>	
<p>5. PSA Chair Report</p>	

<p>In the year up to April 2022 the PSA had 4 Committee meetings due to social distancing restrictions and school closures as a result of COVID-19 and the AGM held in August, 2021 via Teams.</p> <p>It remains a successful fundraising year despite the impact of COVID-19 throughout.</p> <p>Events in the past year:</p> <ul style="list-style-type: none"> ▶ Open Donation via JustGiving and Virgin Money previously (Summer Challenge in June 2021) ▶ Halloween carving pumpkin competition ▶ 3 x Coffee Mornings at Blackhall Bowling Club ▶ Christmas Lights switch on at the Young Family Garden ▶ 3 raffles including a fabulous summer raffle ▶ Gardening day ▶ Support at Sports Day ▶ P7 Tuck shop and raffle <p>A special thanks to Carol who supported the Library when it reopened and invested a significant amount of time in the re-organisation of the books post school return.</p> <p>The PSA has also taken over organisation of the School Football logistics – 145 children attend with teams across all year groups of boys and girls. It's a great social and healthy activity and special thanks to Carol for the perseverance of managing this year. Additional support is needed for next year to coordinate.</p> <p>The PSA also supported in arranging collections and gifts for staff and retirals.</p> <p>Upcoming diary dates:</p> <ul style="list-style-type: none"> ▶ Special thanks to M&S for providing goodies for the P7 show ▶ 16th June – P1 Induction ▶ 23rd June – Parents and Carers Night Out at Ye Olde Inn ▶ 28th Football World Cup next stage. <p>Kirsty Martin provided a short update on the progress that has been made in the school year and plans for the year ahead. She will also share some of this with the Parents/Carers at the School End of Term Assembly on 29th June.</p>	
<p>6. PSA Treasurer Report for financial year ending 30/04/2022</p> <p>This year the PSA raised £18 082, including:</p> <ul style="list-style-type: none"> ▶ £10573: Charity Funding (Open Donation) including Gift Aid ▶ £7431: Football Subs ▶ £78: Other Funds Received 	

The PSA spent **£13 390** including:

- ▶ £1510: Christmas parties, Panto/P1 Gifts
- ▶ £1359: School staff gifts (Christmas)
- ▶ £352: Fundraising expenses
- ▶ £1444: P7 Events
- ▶ £143: Insurance and PSA admin
- ▶ £363: Library books
- ▶ £500: Child Support Fund top up
- ▶ £510: Netmedia
- ▶ £6104: Football
- ▶ £1000: Sensory purchases
- ▶ £106: AGM, meetings, other costs

Financial position as at 30/04/2022:

- ▶ Bank balance: £10,335
- ▶ Reserves policy: Keep £3,000

Upcoming (June 2022) funds raised:

- ▶ Summer Raffle – ongoing – current total £750.

- ▶ Upcoming (June 2022) committed spend with further fundraising:
- ▶ P7 Fun Day/Event - £440
- ▶ Earth calling sessions
- ▶ School staff gifts (Summer) - £800

The school will provide up to do estimate to Nick before end of term.

Other financial matters:

- ▶ Purchasing uniform from BE Uniforms remains a good way to raise additional funds for the school.
- ▶ Just Giving Account was set up and used successfully.
- ▶ AmazonSmile and Easy fundraising was promoted throughout the year although the commission from this is relatively low.

The OSCR report was submitted on 20th June 2022.

- ▶ The PSA continues to rely on parent volunteers to be Committee members and to organise and support events. As a charity the PSA benefits from matched funding from qualifying organisations. Matched funding wasn't available from larger institutions as in previous years.

Appointment of independent Examiner for Accounts

Michael Cockburn has agreed to continue as Independent Examiner for accounts. JM thanked Michael for his support and guidance.

Proposed by Nick Ramage, seconded by Clare Mackersie.

7. Election of PSA Committee Members 2022-23

The Committee list for next year has not been fully confirmed, but the following changes and vacancies are known:

Chair – Jill McIntyre

Vice Chair – ***Vacant see note below.***

Treasurer – Nick Ramage

Secretary – **Vacant**

P1 – To be confirmed.

P2 - Karen Sim plus Vacancy

P3– Erin Mason, Julia Young, Louise McFadyen, Claire Yates

P4 – Frances Ross, Vacancy

P5 – Vacancy x 2

P6 – Kay Carr, Ann Crawford, Kiran McConnell, Stef Robertson

P7 – Jane Horan, Jenny Young

Admin – Carol Walker-Lyon*

Staff – Kirsty Martin, Gail Middlemiss, Hannah Lucas, Megan McKinney

Parent Council liaison rep: TBC

*remains as PSA lead for Football & Library and a Trustee.

Thank you to departing PSA reps:

Wendy Stuart, Nuala Roger, Fiona Dill, Pam Crawford

Changes as known so far (with exception of P1 and P4 and P5 reps, as notified post meeting) were voted in by all members.

Proposed by Wendy Stuart, seconded by Gail Middlemiss.

Replacements for outstanding vacancies are actively being sought and further changes will be voted in in the first meeting in September. The aim is to have a minimum of 1 per class or 2 per year with 4 being optimum.

A discussion on re-energising and promoting the PSA, 1 year rotational positions instead of 2 year as an option.

An email will be sent to new P1 parents seeking volunteers and also to remind them of the benefit of joining Classlist to receive communications.

All reps

<p>8. AOB/ Q&A</p> <p>Committee dates: Discussion required on frequency and dates for 2022/2023 Committee dates. This should involve the school on probability/options to revert to traditional fairs etc.</p> <p>A full audit of reps and roles will be carried out as new term begins.</p> <p>Other outstanding admin: None.</p>	<p>Jill/Clare</p> <p>Jill/Clare</p>
<p>9. Date of next AGM</p> <p>Next year's PSA meeting dates TBA.</p>	<p>Jill/Clare</p>