

Parents' Association Lady Manners School (PALMS)

Minutes of the Annual General meeting held on 7th Feb 2018

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

Attending: Mr Meikle (Headteacher)

		Action
1. Welcome	AP welcomed parents and school representatives to the meeting. Due to the small numbers present it was agreed the AGM business should be conducted quickly to allow discussion of fundraising activity during 2018.	
2. Minutes of the previous meeting	Minutes from the AGM on 9 th January 2017 were signed as a true record by AP as Chair.	
3. Election of Officers	<p>Amandine Poirier was confirmed in post as Chair of the Parents' Association by KP and Mr Meikle.</p> <p>Katy Pugh was confirmed in post as Vice-Chair by AP and Mr Meikle.</p> <p>A second Vice-Chair post remains vacant.</p> <p>Dulcie Jones was confirmed in post as Treasurer by Mr Meikle and AP.</p> <p>The post of Secretary, being vacant, was discussed and Dr Josephine Pickworth offered to volunteer for the role. KP proposed and AP seconded her appointment and AP and DJ thanked her for supporting the association with this important role. AP asked for her thanks to Tessa Lindebaum to be recorded. Tessa had served as Secretary to PALMS for several years providing considerable support with meetings and communication with helpers etc and had given her time and skill with great commitment and enthusiasm.</p> <p>Dulcie Jones agreed to act as the PA Lottery coordinator with Katy, Amandine and Josephine agreeing to be ticket sellers.</p> <p>The group discussed the importance of continuity planning. KP will leave the Parents' Association in 2019 when her daughter finishes Sixth Form, similarly DJ felt she would wish to reduce her role at fundraisers, particularly music concerts but would be happy to continue to volunteer as treasurer. All agreed it is important to keep each role to a manageable time commitment to avoid individuals becoming overwhelmed or putting off potential helpers. Recruiting to the role of Vice Chair is now essential to provide cover and continuity for the governance group.</p>	Election of Officers
1. Financial Report	DJ gave an overview of the Association's financial performance for the 2016/17 school year. Referring to a pie chart showing the breakdown of the total income DJ noted the continued reliance on the Car Boot Sales as the most significant element of fundraising. Although there is no particular problem with this it was noted that the Car Boot Sales are not without financial risk: the events are very weather dependent, there is significant financial expenditure	Financial Report

	<p>for each event and they require volunteer helpers. The £1 Plus Club has shown significant growth and is particularly effective as a fundraiser because it has low costs and requires fewer helpers and no upfront financial commitment. Donations are also increasing since the 'donate' button on the new school website encourages and allows one-off donations to be made easily when completing routine tasks like paying for trips or lunches.</p> <p>One-off fundraisers such as the photographs of students engaged in activities such as the drama productions or music recitals had been very profitable but are reliant on Karen Rouse and her local contacts and significant time commitment. The PA Lottery income remained static.</p> <p>DJ noted that in 2016/17 £9,930.00 was donated to Lady Manners School.</p>	
2. School's Report	<p>Mr Meikle thanked the parents for their work, especially the parents who formed the core governance group or those leading on fundraisers such as the photos or car boot sales. Mr Meikle noted that PALMS 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 PALMS all help to make school events sociable and encourage parents to attend and support the school. Public fundraisers such as the Car Boot Sales also reflect well on the school as they are well-run and encourage recycling, reuse and local community engagement.</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. As the school faced significant financial challenges the funds raised by PALMS offered departments and lunchtime clubs the opportunity to provide stimulating activities and an outlet for students' skills and interests. PALMS funding has helped to keep investment in the school when otherwise core budgets are most stretched.</p> <p>Mr Meikle also recalled that PALMS offers a natural forum for parents and guardians such as the special meeting on funding in 2017 when he had the opportunity to meet parents in an informal setting and explain the financial pressures on the school and PALMS continues to offer opportunities for communication.</p>	School's Report
4. AOB	No other items were discussed.	AOB
Close	AP thanked those present and closed the Annual General Meeting for 2017/18.	Close

MINUTES SIGNED BY: **POSITION:**
DATE: