

KSF AGM – 14th October 2021

Attendees: Hannah Cole (Chair), Hazel Baker (Deputy Chair), Jess Jenkins (Treasurer), Nicola Allison (Secretary) Emily Dougall, Richard Chapman, Joy Baker

1. Apologies for absence

Steve Brett, Charlotte Barlow, Jen Hogben, Sophie Crossley, Victoria Miller, Olivia Houselander, Zoe Cumming

2. Chair's report

Hannah gave her thanks to the team for everything we have managed to achieve in another difficult year. We held a surprising number of virtual activities and raised a good amount of money which is fantastic. The highlight of the year was the auction and we give our thanks to Hazel for all her hard work on that.

She said that we recognise that often the fun part of the PTA is meeting other parents and we hope we will be able to bring that back this year.

Hannah's PowerPoint is available on request.

3. Treasurer's report

We started the year with £1300 (plus a float and a small amount in the giro account). We made a profit during the year of £2800 and we spent £1500. This leaves us with a balance of £2548 at the end of our financial year and gives us £2400 of available funds to spend.

Jess reminded us that we like to spend funds in the year in which they were raised or very soon after, unless we are saving for a larger project.

Jess asked if the committee were happy to approve the renewal of our Parentkind membership. This was approved.

Jess and Hannah to meet to sort online banking for this year.

Jess' financial reports are available on request.

4. Appointment of an Independent Examiner of Accounts

Our accounts must be audited before June when they are uploaded to the Charity Commission website. For the last two years the audit has been done by Caroline Cater and Simon Smith. They have agreed to do it again. The committee approved their appointment.

5. Election of Officers and Trustees of the Committee

All Officers were re-elected:

Hannah Cole (Chair) – proposed by Jess Jenkins, seconded by Nicola Allison

Hazel Baker (Deputy Chair) – Proposed by Hannah Cole, seconded by Jess Jenkins

Jess Jenkins (Treasurer) – proposed by Nicola Allison, seconded by Hazel Baker

Nicola Allison (Secretary) – proposed by Hazel Baker, seconded by Hannah Cole

Sophie Crossley, Emily Dougall and Richard Chapman will replace Lucy Emmerson (moved away), Zoe Cumming (now parent governor) and Victoria Miller (children have now left the school) who all officially step down from their formal Committee Member role. Jen Hogben and Charlotte Barlow continue as regular members.

Stepping down as regular members this year are Steven Brett and Olivia Houselander.

6. School fundraising priorities for 21/22

Three main fundraising priorities have been flagged this year:

- Setting up a school library
- Science equipment audit
- Grant/letter writing for smaller items (e.g replacement fridges and play area bark)

Joy talked us through her involvement at her previous school in The Big Science Event and explained how effective it was at getting children to think scientifically. She will check if we are able to get involved this year and, if so, some support will be required in purchasing resources.

Richard kindly offered to check with his employer regarding science equipment donations. Charlotte has also offered to do the same. Joy will ask Mr Protherough to conduct an audit of the current resources in school.

7. Christmas discussion

A date has been set for a Christmas event of Friday 10th December. We agreed that we would plan for an outdoor event on the school grounds. A planning session will follow shortly and all KSF members will be invited.

Some initial ideas include:

- Marquees and gazebos with open sides
- Outdoor classroom to be used as a grotto
- Elf trail through forest school
- Invite stall holders

- Kids games
- Food and mulled wine
- Hampers for auction

Joy suggested we have some sort of non-uniform day in return for donations for the hampers.

Hazel suggested we auction the hampers online as a replacement for the big auction last year. It will be hard to get the level of prizes again for a big auction so this will be a year off replacement.

Nicola to find a date for a meeting at the Dashwood.

8. AOB

Hazel mentioned that the Tesco blue token charity system is back. We will apply once we have costings for the library.

We will investigate a film night this term with more staff support instead of having parents attend with smaller children.