

Kings School Parent Teacher Association

Registered Charity No. 1167661

Annual General Meeting -27th April 2023

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| Date | 27 th April 2023 |
| Time | 7.00pm Kings School Hove |
| Attending | Sarah Price – Headteacher Kate Watts -Chair Kate Osborne – Vice Chair Francesca Ferrari - Treasurer Kate Sales-Secretary Laura Thaxter-committee member Celia Nicholls Edwin Jayakumar Apologies Nikki Nestora Kitty Birney-Taylor |

Ordinary Business

| Agenda Minutes | Points and Actions |
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| Introduction all present attending | |
| 1) Apologises for absence | <ul style="list-style-type: none">• As above |
| 2) Minutes of Annual General Meeting 27th April 2023 | <ul style="list-style-type: none">• No ongoing action |
| 3) Matters arising from Minutes | <ul style="list-style-type: none">• No immediate matters arising |
| 4) Kate Watts Chair – Chairs Report 2022-2023 | |
| Achievements for the year for PTA discussed, Colour Run, Parent and Carer walk, uniform sale is popular. Interest in uniform for September 2023 intake in uniform, sum-up worked well Mentioned Victoria Simpson – brought idea of School lottery which continues to contribute approx per month to funds | |

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| <p>Refreshments at events also good sources of fund raising for the school through the PTA</p> | |
| <p>5) Treasurers Report for the year ending April 2023</p> <p>Francesca outgoing treasurer is stepping down from her role, thanked her for her hard work and support</p> <p>Easyfundraising – as nominated school funds raised £326.78 income 1.4.22-31.3.23 will not be ongoing as unable to continue</p> <p>Kate Watts – crowdfunded for girl’s football kit £270</p> <p>Lottery earned £1,103.80 income, will continue, there are 50 members in the school can opt in or out each week</p> <p>Other expenses Parentkind -PTA body for lottery Gambling licence for raffle</p> <p>Sum- up machine for cashless purchases 1.4.22-31.3.23 £31 commission Has boosted sales Uniform total sales £862.70 income £10.00 re-imburement of funds</p> <p>Items purchased for the school include</p> <p>Trampoline £3,0564 Battery power packs for science x 5 £500 Year 11 prom £500</p> <p>Francesca sourced second handbooks from children’s wish list £309 Colour run expenses – have snow machine used 2022, reusable and popular</p> <p>Income = £5,000 Expenditure = £7,000 Net income = £1,957.82</p> | <ul style="list-style-type: none"> • Balance Sheet of Income and Expenditure provided. • Lottery requires documentation to be updated every three months. • Regular promotion as a source of fundraising for the PTA |

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| <p>PTA funds earmarked for drama department Mrs Grosvenor aware</p> <p>Discussion that Kings School and Kings PTA have separate Just Giving pages – pay as two accounts?</p> <p>Discussion around one charity rather than two</p> <p>Donations</p> <p>Has been donation by a sponsor for girls' football kit</p> <p>Laura discussed donation from a school family for the SEND department in memory of Louise Clark were via parent donation then donated to the PTA to be spent in SEND department</p> <p>Had SENCO funding for sensory items, lights, fish tank, fidget toys, furniture, Has re-vamped room, sensory tiles, rubix cubes</p> | <ul style="list-style-type: none"> • Sarah Price will look in to this further |
| <p>6) Appointment of an Independent Examiner of Accounts for year ending 2023</p> | <ul style="list-style-type: none"> • No notion put forward for this |

7) Election of Officers and Trustees of the Committee

Current Committee

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| Chair | Kate Watts |
| Vice Chair | Kate Osborne |
| Treasurer | Francesca Ferrari |
| Secretary | Kate Sales |
| Other members | Emma Jarvis, Suzanne Smith, Laura Thaxter |

Committee 27 April 2023- as seconded and agreed by members present

Kate Watts – stepping down as chair – Kate will kindly hand over to incoming chair

Kate Osbourne – stepping down as vice-chair

Francesca Ferrari -stepping down as treasurer – Francesca is kindly holding account until 31.05.23

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| Chair | Sarah Price (interim chair until 31.05.23) |
| Vice Chair | Vacant |

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| Treasurer | Vacant |
| Secretary | Kate Sales (continuing in role no objections) |
| Communications | Suzanne Smith |
| Other Committee Members | Kate Watts, Kate Osbourne, Laura Thaxter, Celia Nicholls, Edwin Jayakumar |

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| <p>8) Special Business</p> <p>Discussion of no candidate for chair or vice chair</p> <p>Mrs Price has volunteered to hold as chair until 31.05.23, Kate will hand over to new chair Francesca is overseeing accounts until 31.05.23 Discussion that meeting needs to discuss future and vote in new chair, vice chair and treasurer</p> <p>Committee thanked Kate Watts, Kate Osbourne and Francesca Ferrari for all their hard work and efforts and to Kate W for her leadership</p> <p>Laura – suggest will ask in Bishop Hannington church community for wider scope of people that may be experienced and want to volunteer</p> <p>Treasurer role, does not need to attend every meeting or attend all events</p> <p>Celia – discussed as year 7 parent would like to encourage this year group</p> <p>Sarah Price discussed about drafting an email to outlining the work of the PTA, roles required, that small commitments to support is helpful and message that PTA may close if we do not have support</p> <p>Discussion about running PTA committee members as a collective, decided that chair is needed</p> <p>Laura mentioned social events could be considered for parents</p> <p>Discussion around voluntary financial contribution by parents to PTA is modelled in other secondary schools</p> | <ul style="list-style-type: none"> • Plan meeting to discuss PTA going forward early June 2023 • Laura is going to consider if volunteer from Bishop Hannington community could consider Chair or Treasurer roles • Sarah Price will draft email to Kate Watts outgoing chair letter to parents regarding PTA potential closure without ongoing support |
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Celia mentioned idea of year group rep, discussion around tasked with raising money for specific events/items

Kate Osbourne discussed idea of asking for parents for short-term commitment to a slot of time at a given event, class sign up idea discussed 30 minutes slots of time that can be booked online

9) Any Other Business

Other business

Upcoming School events

Summer Showcase end June/July 2023

Colour Run September 2023

Meeting Concluded

- 2023-2024 school calendar currently being organised