Bishop Perrin School Association

2024 AGM Meeting Minutes

Date: **Oct 23rd 2024**

Present:

Hannah Taylor (HT)   SA Co-Chair (attended in-person)
Madiha Hyder (MH)   SA Co-Chair (attended online)
Ijlal Syed (IS)   Outgoing SA Treasurer (attended in-person);
Rachael Macklearn (RM)   Interim Headteacher and SA Trustee (attended in-person)

Also Attending:

1. Harsha McArdle
2. Cathryn Tillekeratne
3. Kim Weir
4. Tara Besarani
5. Henry Reed
6. Hannah Dide
7. Sally Donaldson
8. Catherine Reddin
9. Alice Reddin
10. Nicola Twigg
11. Uyen Attrill
12. Hannah Harris
13. Jayna Valentine
14. Ed Valentine
15. Beth Hale
16. Claire Trew
17. Davinder Tank
18. Denzil Dsouza
19. Diane Fisher
20. Kereice Heaven
21. Priti Patel
22. Becky Hards
23. Rene King
24. Saheela Shaikh
25. Parm
26. Saheela Shaikh
27. Inderpal Grewal
28. Jaspreet Kaur Grewal
29. Orielle Walker
30. Lex Albon
31. Jen Knight

	Summary and actions	**Actions required**
1. Chairs Welcome	Welcome all those present and online	N/A
2. Miss Macklearn Welcome	Thanked the current SA Chairs for their commitment and work over the past 12 months. Shared an overview of the forthcoming changes that are being made to the events to become more inclusive and family oriented and the reasons why these changes are required based on new safeguarding guidance.	
3. Overview of BPSA Governance Update	New constitution adopted and accepted by charity commission. New Policies completed including: • GDPR, Expense, Conflict of Interest, Complaints, Volunteering, Risk assessment and Safeguarding • Social Media and Financial Reserves Policy to be voted on, no objections were received regarding these two new policies. New Chairs and Treasurer to approve and sign. • Digitalisation of all treasury activities All existing policies are on the schools' website, the new policies will be added to the site once they have been approved by the incoming Chairs and Treasurer.	**N/A**
4. SA Introduction	Bishop Perrin School Association is an independent charity that is regulated by the Charity Commission. It is a standalone legal entity that works with community organisations such as the school and council to achieve its objectives.	**N/A**

5. Finance Update	*Jan 2024 Balance: 26912*
	
	• Incomes:
	   o Summer Fete: £6200
	   o Donations: £997
	   o Sponsorship: £1500
	   o Money Club: £335
	   o Cauliflower cards: £329
	     ▪ Total (With additional earnt) = £10,314
	
	• Outgoings:
	   o School Wishlist: -£8133
	   o Events: -£2696
	   o Shed for SA: -£360
	     ▪ Total (with additional costs) = -£12,406
	
	Oct 2024 balance: £24,820
		N/A

6. School Wishlist Standard items	List request by School: • Educational Visits Subsidy £5000 • Contribution towards cost of swimming travel £2000 • Pantomime £1100 • Drama Workshops £500 • Library Books £450 Above reviewed. A suggestion to share swimming facilities with other local schools was raised to make savings. RM is already investigating this possibility for next year. All requested wishlist items listed above were voted on – no objections were raised by in-person or online attendees. Unanimously voted in favour of the SA purchasing these wishlist items for the school. SA Chairs to liaise with the school to discuss the purchasing timelines and requirements with the school directly.	**Chairs to action** **RM to investigate swimming option for next year**
7. School Wishlist for consideration	• Generic epi-pen for school medical room For administration under the direction of a paramedic (different from use-prescribed epi-pens) KITT Medical: The cost of subscription is £650 per year. This covers replacement of any used auto-injector pens. These are not compulsory and are not a substitute for ones that we must hold for children who are prescribed them, they are an extra provision • Book-scheme practise reading books (Y2 – 6) - £1,000 • Subscription to Times Tables Rock Stars - £180 • School Council budget - £200 • Additional playtime equipment - £400 (School Council can help decide how this would be spent) • Board games for use during indoor playtimes - £200 • Replace / update some of the signs in the playground (School Council project): £500 • Replacement history timeline for the playground: £345 • Hi-viz jackets for school visits (carried over from previous year) • Contribution towards Y5 and Y6 residential visits: £1,500 (£750 per year, £25 per child) • Library furniture - £1,200 (new chair/tables and floor mat)	**Chairs to request WhatsApp polls for each class group; response collated and published when available.** **HT to share poll details with each year group class rep**

	Above list reviewed	
8. SA leadership team	Nominations for the roles of SA Chair, Treasurer and Safeguarding Officer have been received for consideration. Votes for • Treasurer Ed Valentine - 1st Ijlal 2nd voted and carried • Secretary Cat Tillekeratne - 1st Ijlal 2nd voted and carried • Co-chairs Hannah Taylor & Tara Beserani - 1st Ijlal 2nd voted and carried • Safeguarding Jaspreet Kaur Grewal 1st Ijlal 2nd voted and carried Votes All 'for' no 'against' in person and online All voted unanimously	**To be completed: Charity commission form; trustee; DBS & treasury handover**

9. Events	Upcoming events recently voted for by SA membership via class WhatsApp groups.
	
	Discussed:
	
	o Christmas Fair - 28th Nov Thursday 5-7 at the school hall
	   o Suggestion to make fair all day in the hall for the kids discussed unfortunately not viable due to needing to share the space with lunchtime service
	   o Suggestion for kids to pay for gifts ahead of time and donations for gifts to streamline event on the day under consideration
	o Whitton lights not possible due to food licensing issues.
	   o SA Chairs Request for volunteers to run specific events
	   o Uyen; Kim & Nicola to run uniform sales
	   o Ice lolly sales 2 volunteers required
	   o Fairs - Diane & Lex
	   o Uyen to manage delivery of quiz and curry night
		Chairs to collate volunteers
		
		Further requests for volunteers to go out via WhatsApp class groups

10. Next Event	TBC	**TBC**
11. Thanks	Chairs thank all those who attended RM thanked the new Chair, Treasurer and Safeguarding officer for coming forward and volunteering for the roles.	**N/A**