



PSA AGM minutes: 10 October 2024

7.30pm at Westgate Lower School

The Westgate School PSA ("The PSA") AGM held on 10th October 2024 at The Westgate School, Cheriton Road, Winchester and Online via Microsoft Teams. Notice of the meeting was sent more than 21 days in advance to all eligible participants.

Agenda

1. Welcome & introductions (Charlie)
2. Attendees & apologies (Charlie)
3. Treasurer's report (Kate)
4. Report on activity highlights over the past year (Charlie)
5. Elect committee members (Charlie)
 - a. Co-Chair – Charlie Damant
 - b. Co-Chair - Vacant
 - c. Vice-Chair: Aysha Day/Vacant
 - d. Treasurer: Vacant
 - e. Secretary: Jenny Harvie/Vacant
6. AOB

1. Welcome

Mr Damant welcomed all people to the meeting. He expressed his thanks to the PSA Trustees Kate Brook, Jenny Harvie and Aysha Day for the hard work and effort they put into the PSA, as well as the others who are the stalwarts who support with both the everyday running and major events.

Mr Damant pointed out that the major events held each year, specifically the Christmas and Summer Fairs, were incredibly important to the school community.

Mr Damant thanked Ros Priddle for her time as Co-Chair and highlighted the huge contribution she has made during her time with the PSA.

He reflected on the difficult time we have had recruiting volunteers recently and how pleased he was to see so many keen people stepping forward.

See Chair's Report below.

2. Attendees & apologies

Attendees: Charlie Damant (Co-Chair), Jenny Harvie (Secretary), Kate Brook (Treasurer), Caleb Lewington, Jason Gray, Lucy Gray, Anna Devlin, Debbie Hill, Andy Sweeney, Jo Gibson, Jane Edwards (Head of Lower School), Nicola Keay, Laura Watson, Julia Knock, Toby Moth, Minki Janse Van Rensbur, Dee Baldino, Lucinda Winkworth, Hannah Gray, Michelle Beck, Steph Barker.

Apologies: Aysha Day (Vice-Chair), Anna Reynolds, Lucy Macklin.

3. **Treasurer's report**

The Treasurer's Report is available below. Additionally, it should be noted that the following questions and statements were made:

Kate Brook: The PSA generally raises around £30,000 per year. We have committed to £60,000 to the Hub renovation project, but this is over a number of years so we can continue to support pupil learning with smaller donations, such as the 3D printer and Y6 play,

Charlie Damant: Commented that schools have seen budget cuts and it is not the PSA's role to buy exercise books etc, but supporting pupil learning can be small donations towards, for example, author visits and a recently agreed purchase of a 3D printer.

Kate Brook: A big fan of regular donations from those parents who wish to support financially as they do not have the time to support. For example, if 200 parents across the all-through school sign up to donate £5 a month to the PSA, that adds up to £12,000 a year.

7. **Report on activity highlights**

Charlie Damant ran through events from the last year, particularly the Summer and Christmas Fairs and the volunteers who were/are key in organising these. He commended the Upper School pupils, whose support is key to putting on these events and is part of what creates such a wonderful community atmosphere.

Mr Damant commented that the next summer fair will be held alongside the Upper School's arts festival Go West Arts, with stalls through the Upper School site and just inflatables on the field.

Mr Damant also reminded everyone of his quiz night next Friday 18th.

4. **Elections**

The PSA committee members are Trustees with responsibility for meeting the Charity Commission requirements. There are currently four Trustees; Charlie Damant, Kate Brook, Aysha Day and Jenny Harvie.

Treasurer: Caleb Lewington was proposed by Andy Sweeney and seconded by Debbie Hill. The vote was unanimous in accepting his nomination. Kate Brook will hand over to Caleb.

Co-Chair: Anna Devlin was nominated by Jenny Harvie and seconded by Debbie Hill. The vote was unanimous in accepting her nomination.

Vice-Chair: Aysha Day put in writing her willingness to either remain in post or to stand down should another candidate put themselves forward. Julia Knock was proposed by Jenny Harvie and seconded by Debbie Hill. The vote was unanimous in accepting her nomination.

Vice-Chair: Charlie Damant thanked Aysha Day for her time as Vice-Chair and her very valuable contribution to the PSA over 5+ years.

Secretary: Jenny Harvie put in writing her willingness to either remain in post or to stand down should another candidate put themselves forward. Debbie Hill commented that she would like to stand for election for this post next year. There were no other nominations so Jenny will remain in post.

Other volunteers were noted, including Andy Sweeney, Toby Moth and Anna Reynolds, and their valuable support noted.

Jenny Harvie will update the Charity Commission records.

5. AOB

Anna Reynolds has offered to get cake sales back on the calendar.

Kate Brook asked for the school to negotiate pricing and terms on any school purchases funded by the PSA. In particular the annual Cathedral carol concert which has doubled in price over the last 3 years. Kate also highlighted that donation buckets at the event need to be more transparent as many parents/visitors thought their donations were going to the school.

Jane Edwards and Charlie Damant commented that the PSA should get better visibility on the programme and the donations will be looked into ahead of this year's event.

Newsletter: it was agreed by everyone that the PSA needed a newsletter or better way to communicate with the school community, as many didn't realise how much the PSA raises or how that money is spent.

Jane Edwards will look at The Gate and include a regular PSA section, where the children can write about funds spent and include photographs. There is now a Y6 reporter role, to bring The Gate into the Lower School as an all-though newsletter.

Website: all agreed we should add more content to the website to raise awareness of what's been funded, and also look to have donation buckets for different projects.

Toby Moth will take photographs of the hub refurb.

Kate Brook asked Jenny Harvie to make title a compulsory field on website donations page, as this is needed for GiftAid purposes.

Toby Moth is going to look at all the PSA email address to rationalise. Jenny to support.

PSA Ideas box should be purchased and placed outside Lower School.

PSA should introduce the new committee to the school community.

Thanks from Charlie, meeting ends.

These minutes are accepted to be a true account of The Westgate School PSA Annual General Meeting.

PSA AGM 10/10/24

Chair's report

Firstly, I would like to thank the trustees Jenny Harvie, Kate Brook and Aysha Day for the hard work and effort they put into the PSA, as well as all the others who are the stalwarts who support with both the everyday running and major events. I particularly want to thank everyone involved with second hand uniform, as well as Andy Sweeney, for all he did with the Summer fair, and helping us all the time, and Chris, who has worked so brilliantly with Jenny to ensure the shop and the links to the PSA work.

We put on two major events every year-the Christmas Fair and the Summer Fair. Both are logistically incredibly complex, with many moving parts. I am so grateful to all the parents, pupils and staff who get involved and support these events, as they raise enormous amounts of money which in turn lets us fund so many important parts of the school. These events are also incredibly important for the community, and the thing I am most proud of is the fact that the PSA creates lots of lovely community moments where parents get together with their children, and we celebrate all the positive aspects of school.

We also do the quizzes (one next week, get your tickets now!) and I would like to thank all the team of people who help put these on, without the team I would not be able to do it!

Lastly, I would like to thank Ros Priddle, who acted as my co-chair, and has contributed so much to the PSA over the years. We are very grateful for absolutely everything she has done.

This is a sharp time for the PSA, as we need to recruit more parents from lower and upper school to join the community of people who do the bulk of the work for these events. I would like to particularly thank Jenny Harvey for all she has done to support this process, and to support me, since the last AGM we have had. We have never been in a better place, but I know that we can raise more money, put on more events, and improve our children's education even more than we are currently doing. It is vital that we recognise and utilise every avenue we can in terms of raising money, and that we find a balance between major large scale fundraising targets (support for the new toilets and queuing system for the hub) and those smaller, vital funding opportunities where we can bring extra resources and 'value add' to the provision our children enjoy.

The Westgate Parent Staff Association - Treasurer report for the period 15-Aug-23 – 14-Aug-24

The accounts are prepared on a cash in/cash out basis including all transactions up to 14-Aug-24.

Balance at start of year:	<u>£50,331.57</u>	
Fundraising:	£33,249.60	(Income of £43,581.61 minus costs of £10,332.01)
Donations to School:	£53,391.52	
Balance at end of year:	<u>£30,189.65</u>	

The total fundraising figure is slightly higher than last year (£29.5k).

Profit totals					
Event	23/24	22/23	21/22	20/21	19/20
Summer fair	£4,893.47	£4,126.55	£4,184.91	n/a	n/a
Christmas fair	£3,997.16	£3,071.96	n/a	n/a	£3,763.60
Uniform	£3,226.51	£2,881.33	£2,116.56	£1,388.05	£1,101.76
Quiz (x2)	£2,772.05	n/a	£1,177.16	£2,591.58	£2,067.83
Christmas raffle	£2,669.00	£3,013.00	£1,602.00	£3,582.33	£5,564.15
Christmas tree sales	£2,583.50	£2,155.60	£3,523.50	£4,495.56	£1,666.18
Lottery	£2,537.58	£2,928.80	£3,452.30	£3,551.70	£2,845.20
Summer raffle	£1,765.00	£386.00	£3,564.00	n/a	n/a
Wreath making	£1,047.62	£751.96	£941.90	£744.63	£370.12
LS Disco	£1,023.00	n/a	n/a	n/a	n/a
Christmas cards/gifts	£496.58	£488.39	£498.25	£665.10	£427.00
Cake sales	£155.90	£753.70	£1,264.87	n/a	£620.04
Calendars	n/a	£1,264.09	£1,450.90	£1,844.72	£1,138.43

Other income came from one off events eg. selling refreshments for the school play, direct donations, Easy Fundraising, Gift Aid and monthly direct debit donations.

Breakdown of donations to Westgate School:

* Christmas gifts - lower school	£341.99
* Postage for record of achievement letters	£2,484.00
* Christmas Cathedral carol service	£2,681.00
4 x Gazebos - Upper School	£32,860.60
Donation to hardship fund - backdated 21/22	£4,273.70
Acoustic improvements lower hall	£3,556.88
Donation to hardship fund 23/24	£2,917.00
Donation towards football goals	£2,000.00
560 x Community Challenge badges	£945.25
Year 11 prom (fundraised by them)	£442.20
Donation towards Macbeth play for Yrs 9 and 11	£200.00
1/3 donation towards author Andrew Lane visiting Yrs 6,9 and 10	£162.00
Removal of tree stump - LS	£150.00
Tug of war rope	£117.95
Year 6 play - Robin Hood and the Sherwood Hoodies	£110.00
School council badges	£90.91
Takings from Go West arts evening	£58.05
Total:	£53,391.53

*annual commitment