

# SMSA AGM and June Meeting 2013

June 20<sup>th</sup>, 2013. (7:30pm in the junior hall)

**Key:** volunteers required, spend approval

Attendees: Geraldine Gallagher, Lynne Riley, Claudia Wordsworth, Jessica Worthington, Sally Holyland, Laurence Penn, Karel McNamee, Tessa Cows, Lorraine Wells, Karen Revel-Chion, Rachel Wingfield, Rachel Maynard, Sarah Thomas, Clare Leach, Julia Weiner, Caroline Bystrom, Lucy Tudor. NB: Some names are missing, but we will seek to amend with full list of attendees.

Apologies: Toria Palmer, Mel Light, Kate Waine.

## Introductions:

Committee members introduced themselves.

Mrs Gallagher said how impressed she's been since arriving by the number of extremely well-run events. Gave thanks to the generosity and hard-work of the SMSA members for making the school about so much more than test results.

### 1. Review of the year 2012/3 - Outgoing SMSA Chair (Lynne):

Thanked Mrs Gallagher for her comments. Welcomed everyone to the meeting, stalwarts and new faces alike. Reflected on the success of the year's fundraising and what makes St Michael's such a special place, reminding those present that the effort is all about everyone wanting to improve our children's educational experience at school. At core of success is the communication between different elements of the school community. Talked about the 14 events held over the course of the academic year, starting with the autumn transfer evening and rescheduled campout, new parents' evening, New to You sale, fireworks, Battle of Bands, Christmas Fair, Panto, Red nose day dance, quiz night, Football fun day, imminent fun run, summer fair and camp out as well as discos, cake sales, xmas cards, library (thanks to Julia!) and the gardens which is such a major project this year in conjunction with Governors and the School management (thanks to Lucy and Alicia!).

Lynne spoke about what makes St M so special to her: the village feeling, beautiful grounds, sense of people caring for each other. "We all want a nurturing and caring start for our kids." On a very personal note, Lynne described her own experience of her son starting here all those years ago, 9 months after her husband tragically died and just how important the school had been in helping her get back on her feet and feel cared for. Lynne expressed the hope that this essence of St M continues with all those parents who will be here for future years.

Lynne thanked various people at the school: Dee, Tessa and Chris in the office, Geraldine Gallagher, and of course Troy and Maurice. Gifts and thanks to Lorraine (disco and netball), Toria (creative endeavours for many years) Mel (SMSA stalwart and glo-stick queen), Tessa and Claudia outgoing co-treasurer/co-sec.

Ruth then expressed all our huge thanks to Lynne for being such a wonderful chair of the SMSA for the last three years, presenting her with a framed thank you in Scrabble letters!

### 2. End of Year Accounts & Treasurers Report (attached)

Presented by Karel McNamee.

61£k taken over the financial year of which the profit was £39k and available for spending.

Website shopping results have doubled.

Sponsorship raised almost £3k.

Cake sales raised almost £6500!

Reference made to some of the key SMSA spending on the school over the year. SMSA has spent on the re-cabling for wifi etc, maths furniture and equipment, lawnmower for Troy, software licences,

carpets, pond-cleaning, jubilee celebration. We have spent £27k on school items and improvement of facilities. Our surplus on the year is £9k.

Attention drawn to the annual report, focusing on p4 on the responsibilities of the trustees (see attached). Page 5 independent examiners report. (Karel outlined their role, to ensure accounting follows effective procedures). Page 8 sets out our income compared to last year. Page 10 – spending on the school, this year compared to last year.

The meeting approved the end of year accounts and the retention of the independent examiners (Beatty & Co) at the same cost of £900 + vat

Karel spoke about committee members automatically becoming trustees of the SMSA. This was talked about at the AGM last year when felt that more formalisation of the trustee role was required.

Laurence spoke about whether it might be worth tying up the tax year being tied up with the academic year. Discussion ensued, not least the fact that the AGM falls before the end of the academic year. Decided to keep things as they are with end of year accounts being presented at this point in the year.

Head of Governors response: (Karen Revel-Chion) – expressed heartfelt thanks to Lynne and the outgoing SMSA committee members, as well as to the whole SMSA for the enormous contribution made to school life.

### 3. Election of the SMSA Committee 2013/14 (Sally Holyland, co-sec)

**Chair** – Ruth McBurney – proposed by Lynne Riley (& Laurence Penn) seconded by Sharon Lampi. Duly elected.

**Vice-chair** – Laurence Penn – proposed by Ruth McBurney and seconded by Clare Leach. Duly elected.

#### **Secretary – co-secretaries**

Rachel Maynard– nominated by Lynne, seconded by Ruth.

Clare Leach – nominated by Ruth and seconded by Rachel.

Duly elected.

#### **Treasurers – co-treasurers**

Karel Mcnamee– nominated by Sally, seconded by Tessa Cowsls.

Co-treasurer Sally Holyland nominated by Karel, seconded by Lynne.

Duly elected.

#### **Sponsorship – co-sponsorship officers**

Jess Worthington (Lynne nominated, Karel seconded)

Kate Waine – Nominated by Jenny and seconded by Lorraine.

Duly elected.

**Webmaster** – Laurence is happy to continue for another year.

Lynne nominated, Claudia seconded. Duly elected.

Laurence would like to hear if someone is keen to assist with the **website** with a view to taking over the website next year!

## **The June SMSA meeting then ensued:**

### **1. Matters arising from previous minutes:**

Two teachers are willing to take over the netball club, but can't do Tuesdays, so further exploration is required.

## **2. Governors Update/surgery review:** (Karen Revel-Chion)

Last surgery not held on a Saturday, one parent attended. Parents urged to voice preferences on what surgery time best suits. Karen said they would continue to vary the times these are held and advise on which Governor is responsible for what area. Will upgrade the emailing Governors facility on the website.

## **3. Wish List:**

- a) From Jenny Taylor re Y6 yearbooks funding. Lynne explained what the yearbook is and how it is year rather than class specific. Also spoke about the various Y6 outings. £300 sought and agreed.
- b) From Troy: Regarding cordoning off of areas at school events. Need to have a system that meets health and safety – cones. £50 each, 10 required (up to £500). Troy to explore options cost/quality.

## **4) Sponsorship: (Jessica Worthington)**

Need to replace parents currently on the estate board list who are leaving the school this summer.

One parent has offered to sponsor a school event(s) and this will be discussed directly to find the best options.

## **5) Library (Julia Weiner)**

Julia has compiled a list of books which the library would like to be circulated to Y6 families as each Y6 child has traditionally donated a book on leaving the school. A donor plate will be inserted in the donated book in the child's name.

Discussion about how to cut down on the books that aren't returned and identification of school books. Also, the tightening up of book return systems and seeking reimbursement from parents if their kids lose library books. Julia also outlined the potential for library upgrade software (approx. £700) which would make it easier for parents to know what books their kids had as well as seeing the catalogue of books held. Annual retention cost would increase to £530 from the current £300.

Discussion held and majority view that we should wait until the current system is really at the end of its life.

Julia reiterated that she will do the library for one more year, but new blood required for library duties (overseeing, book purchase, rota-planning, liaison with class teachers etc). Please contact her if you are interested! Julia is also planning a stock-take of the library at the end of term (Tues/Wed of final week) and would be delighted if anybody would like to volunteer to help with this. [AJW65@aol.com](mailto:AJW65@aol.com)

At the start of the autumn term, Julia to issue a sort of terms and conditions, or expectations of kids when it comes to borrowing library books.

## **6) Garden Update (Lucy Tudor):**

Recent audit with the consultant went really well – report due on July 8 – but some action points already identified and beginning to be acted upon. Amazing enthusiasm for our grounds expressed and clear potential for increasing usage remarked on. G. Gallagher mentioned the inset day in September (13<sup>th</sup>) when the teachers will be briefed about the outdoor classroom philosophy etc.

## **7) SMSA website (Laurence Penn)** – nothing to discuss.

Football funday photos are online!

## **8) Recent events:**

Disco, great experience for the kids, big success.

Fun Run – course to be set up on Sunday am and Troy would welcome some help. In the event of postponement, info will be put on the website and a groupcall sent.

## **9)Forthcoming dates:**

Sept 5<sup>th</sup> – Secondary School transfer evening.

September 19<sup>th</sup> – First SMSA meeting of 2013/14  
Oct 3<sup>rd</sup> – new parents' evening

**10)AOB:**

Sarah Thomas – link person for Kirima (school in Uganda) – school founder is visiting in September. The SMSA has sponsored three children each year and this comes up for renewal again in September. Questions raised about this payment because Karel says it has not appeared on the SMSA accounts during the past three years. Clarification of the payment etc will be sought by Karel/Ruth and will speak to Tessa in the office. Heidi Hales has offered to take the liaison role over from Sarah Thomas, thanks Heidi.  
Plastic boxes required for the SMSA cupboard. Jessica given clearance to **purchase** these as required.  
Cinderella DVDs – request for these to be available in the office.  
Sports day catering: July 2<sup>nd</sup> and July 4<sup>th</sup> – **volunteers required** to help serve tea and coffee, cakes, ice lollies for siblings. Please contact Lynne Riley [riley157@gmail.com](mailto:riley157@gmail.com) to offer to help. Laurence has offered to bring gazebos.

## June 2013 – SMSA meeting:

### **Summary of spending approved:**

Y6 yearbook - **£300**

Troy cones - **£500** maximum spend

Jessica Worthington – SMSA cupboard boxes, as required

SMSA auditing of accounts - **£900 +vat**

*Chris Dale, please note that some of this expenditure will be settled directly by the SMSA rather than coming via the office.*

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([www.thesmsa.co.uk](http://www.thesmsa.co.uk)) shopping link to shop at the top brands.**