



Leighton Park Parent and Staff Community Committee

Minutes of the Annual General Meeting

20th November 2018, 18.30, P5, Peckover

Attendees and Roles

Present	Michelle Pearce (Chair), Adrian Stewart, Eddie Falshaw, Melanie Falshaw, Kate Beauchamp, Simon Beauchamp (Treasurer), Rachel Milhofer (Secretary), Amanda Heppelthwaite, Stacey Corfield, Penny Wallington, Carmen Lakatos
Apologies	Emma Randall, Anna Cowles, Julie Shaw, Minnie Mohamed, Sabine Gruber, Marie Groucott, Deborah Tait.

Agenda Item

Informal part of AGM

We enjoyed refreshments and informal conversation in P5, Peckover

The meeting observed a short period of silent reflection in Quaker tradition.

Welcome

- 1**
 - Michelle welcomed everyone and thanked them for coming and reflected how the PSC has built into a partnership with the school over the years. She thanked all staff that support the PSC and its groups.
 - We noted apologies

2 Welcome by Eddie Falshaw

- Emphasised that it is a Parent Staff Community, not a Parent Teacher Association, as all staff are encouraged to be involved. The focus has always been on the community, not fund raising, and is driven by values and experiences supporting the students together. Parental involvement in Open days, Music for a Summer's evening and Fryer festival has a positive impact and the school appreciates that current parents are great advocates. Whilst the focus is not on fund raising, some of the events do produce profits which are donated to the school and the students do value these.
- Special thanks to Michelle who stepped in as chair three years ago when the committee had no secretary or chair and had an uncertain future.
- Adrian added his own thanks to Michelle, who he recognises works tirelessly behind the scenes to make everything happen smoothly.

3 Introduce committee 2017/18 and event coordinators

- The attendees introduced themselves and their roles.

Agenda Item	
4	<p><i>Formal part of AGM</i></p> <p>Agree Minutes of last AGM</p> <ul style="list-style-type: none"> Minutes were agreed as true and correct.
5	<p>Review of 2017/18 Academic year</p> <ul style="list-style-type: none"> New Parents Welcome – supporting the school at this event Annual Open Morning – supporting the school at this major event Parents Lunch in Oakview – an opportunity for parents to sample Oakview food Fireworks Night 2017 - the largest PSC project each year with 750 attendees. Decorating Peckover Hall – Cancelled due to snow. School production: Parade – PSC bar each evening Family Quiz Night – PSC organised event to bring the school community together in support of Africa charities LP general meeting – 4 members of PSC attended Sports Day Ice cream – organised van with % of profits Volunteers’ thank you – not held in 2018 Fryer Festival – Provided PSC presence to support Music for a Summer’s Evening – PSC Bar and support Book Club – meets once each half term in the library to discuss a pre-selected book (supported by Chris Routh) OL Parents book group – set up so ex parents could continue to attend a book club with the school. Meet 4 times per year Nearly New Shop – organised by Sabine and Stacey.
6	<p>Treasurers Report 2017/18</p> <ul style="list-style-type: none"> Balance brought forward on 1 Sept 2017 £5768.63 Total event profit - £4,612.96 Allocation of funds <ul style="list-style-type: none"> £384.50 Amicus (from Nearly New Shop Sales) £642.78 Africa Trip Charities (Quiz Night) £204.51 Africa Trip Charities (Music for a Summer’s Evening) £500.00 Sports Department for Score Boards Cash movement 31st August 2018 £2,881.17 Balance carried forward - £8,649.80 Two post 31st August 2018 Grants and Donations related to 2017: <ul style="list-style-type: none"> £165.51 Amicus (Glowstick sales at fireworks) £175.30 Africa Trip Charities (Fireworks – Krispy Kreme donuts) The PSC will request applications for grants from the wider school community to be paid from the surplus. <i>Additional details are in the attached documents</i>
7	<p>Thanks to departing Committee members</p> <ul style="list-style-type: none"> Meeting thanked Michelle as she steps down as chair, but is continuing as Charities Representative

Agenda Item

- 8 Appointment of Committee members 2018/19**
- Proposals:**
- Chair – Kate Beauchamp
 - Secretary – Rachel Milhofer
 - Treasurer – Simon Beauchamp
 - School Liaison – Eddie Falshaw and Adrian Stewart
 - Marketing – Julie Shaw with potential to hand over.
 - Marketing (The Park) – Kate Beauchamp with potential to hand over
 - Amicus and Charities co-ordinator – Michelle Pearce
 - PSC stock and refreshments co-ordinator - Melanie Falshaw and Amanda Heppelthwaite
 - Volunteers Coordinator – Minnie Mohamed
 - Additional committee members – Sabine Gruber, Stacey Corfield, Carmen Lakatos
- Events and Group Leaders**
- Nearly New Shop co-ordinator - Sabine Gruber and Stacey Corfield
 - Book Group co-ordinators – Lisa Munga, Michelle Pearce, Eme Dean-Lewis and Chris Routh
 - Theatre Group co-ordinators – Pending
- Autumn term**
- Open Morning event leader – vacant dependent on event requirements
 - Quaker Schools week talk – volunteers needed
 - Parent Lunch in Oakview – Minnie Mohammed?
 - Fireworks event leader – Kate Beauchamp with support from Stacey Corfield (and from sub-committee)
 - Decorating Peckover event leader – Deborah Tait (with support also offered by Stacey Corfield)
 - Bar for school production event leaders – Melanie Falshaw / Amanda Heppelthwaite
- Spring term**
- Note – Fireworks postponed from November 2018 to January 2019
 - Quiz – *volunteers needed*
- Summer Term**
- Sports Day ice cream van – Amanda Heppelthwaite (Michelle to support)
 - MFSE BBQ and bar event leaders – Overall co-ordination (tbc), Finance – Simon Beauchamp (tbc), BBQ – tbc, Bar – Melanie Falshaw (tbc)

Decision Meeting agreed with all the above appointments

Action Secure replacement committee/event group leaders where necessary

- 9 Other business**
- The PSC committee formally thanked Michelle for her leadership and support over the last three years and passed on some small tokens of thanks.

- 10 Thanks and Close**
- Michelle thanked everyone for attending.
End of formal part of AGM

Agenda Item	
Date of next AGM	Date of next AGM to be confirmed (Autumn Term 2019). The next PSC committee meeting is Tuesday 15th January 2018.
	<p>AGM closed at 7.25pm</p> <p>It was followed by an informative and amusing talk “Pick of the Archives” by John Allinson, School Archivist in Peckover Hall.</p>

Attachments:

PSC constitution

Event profits and Event List