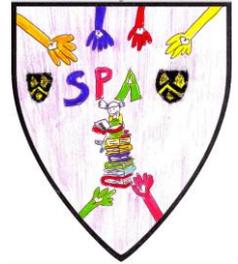


## **Stopfordian Parents Association AGM: November 13th, 2019**



### **In Attendance:**

Tim Wheeler (TW – Junior School Headmaster in the chair), Paul Milner (PM - Governor), Adam Burton (AB – Treasurer), Megan Mehra (MM), Lisa Porter (LP), Kate Morelli (KM), Lisa Lord (LL), Mrs Eseonu (E), Sureeta Nayyar- Abassi (SN), Helen Williams (HW), Kate Underwood (KU), Andrea Everitt (AE), Helen Redmond (HR) Dr Paul Owen (PO – Senior School Headmaster)

### **1. Opening Remarks:**

TW opened the meeting, welcomed everyone and thanked them for attending. He explained that he was chairing the meeting this year as the SPA had yet to formally approve the new co-chairs. A background into the work of the SPA was given. The SPA provides items for the benefit of the children, such as books and music equipment; creates a community for parents to be involved with the school and organises fundraising events, such as the Christmas Fair.

### **2. Minutes of the previous meeting**

These had been circulated in advance and were accepted as an accurate record. There were no matters arising.

### **3. Committee Members and Officers**

The SPA constitution requires a minimum of five committee members. Officers would be chosen from within the committee.

Current committee members: Lisa Lord, Jane Hanger, Sueeta Nayyar-Abassi, Megan Mehra, Adam Burton (retiring 2019) and Melanie Haisley.

Helen Williams and Helen Redmond also volunteered to join the committee.

The meeting asked if there were Officer Job Role descriptions. TW agreed to create and circulate to parents.

The committee approved the following officers:

Joint Chair: Sureeta Nayyar-Abassi and Lisa Lord

Secretary; tbc

Treasurer: Helen Williams

### **4. Treasurer's Report**

All relevant paperwork has been filed by AB with the Charity Commission and all is up to date. Once the new Committee members are confirmed these need to be updated/included on the reports. TW informed the meeting that he had checked the CC site and confirmed that all returns were up to date.

AB has handed in notice for the position as a Treasurer but will work with the new treasurer during a handover period.

TW thanked AB for his work as Treasurer.

## **5. Review of accounts**

AB circulated copies of the SPA account overview to the meeting. There is still a good amount in reserve in the accounts brought forward. The accounts had been independently reviewed but the SPA had not met the income threshold which would require submission to the Charity Commission. The meeting accepted the accounts.

## **6. Funding Requests**

Funding requests are generated within school and then circulated to the committee for approval.

Suggestions put forward by the group for the coming year included wet weather play boxes for the Junior School, car park improvements and equipment for departments including sport and music.

PO and TW noted that the School is constantly trying to improve the car park. However, they feel that this is a responsibility for the school.

PO and TW were happy for Committee members to meet with representatives from the Junior and Senior School Councils to gain greater insight into what areas pupils felt would benefit from funding.

The SPA contributes to the school's bursary fund each year and the meeting voted to continue with this allocation of funds. PO highlighted the importance of the Bursary Fund, how it is allocated and the difference it has made to the recipients. The meeting also agreed that the SPA would continue to fund class Christmas presents for Pre- Reception and Infant children. The current spending round for the Music department had come to a close. The meeting expressed a willingness to offer further funding in future but suggested that it might be appropriate to fund a different aspect of school life (e.g. sport).

The group asked that staff should be asked to suggest areas which would benefit from additional funding. PO and TW agree to action.

Further discussions, requests and approvals to take place in Committee.

## **7. Events**

LL raised a query about access to the school for Christmas Fair set up and new areas due to disruption from development work.

PO agreed that access will be available from 2.30pm on November 29. PO confirmed that classrooms around the Hallam Hall and the Dining Hall will be available for stalls. TW offered free After School Care to parents involved in set up on that day.

The meeting agreed to charge £1 for adult entry to the Christmas Fair.

SPA uniform sale will be continued. SN offered to run this event with support from Committee and volunteers.

New events to be discussed in Committee.

## **8. AOB**

The meeting queried the cost of insurance held by the SPA. AB noted that the school has a public liability insurance policy. PO suggested that the Bursar could review the current policy to find potential cost savings.

It was agreed by the meeting that greater promotion of the SPA was needed for new parents. PO suggests that this could be done at the New Starter information Evening in the Senior School. There is also a specific section of the website to which information can be added.

TW thanked everyone for attending and the meeting closed at 8.45pm