



Meeting Minutes

for the

Claygate Primary School Parents Association 2024 Annual General Meeting

Meeting Date:	27 th September 2024
Place:	Claygate Village Hall, Church Rd, Claygate, Esher KT10 0JP
Time:	18:45
Attendees:	Emily Tye - Chair (ET) Lee Wateridge - Treasurer (LW) Natasha Schoeler - Secretary (NS) Sally Barnes (SB) Emma Crabb (EC) Rebecca Douglas (RD) Ania Murlewski Greg Abigail Briggs Rich Bettinson Kate Bennett (part-way through) Rory (part-way through)
Apologies:	Mrs Cunningham (CPS head) Nicola Yates (ex co-Chair)

AGENDA ITEMS

- Opening remarks
 - ET welcomed all attendees. With five members, including three trustees present at 18:45, NS confirmed that a quorum was present and opened the meeting
- Minutes of the previous meeting



- No outstanding matters were raised. The minutes of the 2023 AGM were accepted. ET signed the minutes.
- Reports and accounts
 - ET presented the Annual Report to the meeting
 - LW presented the Accounts to the meeting
 - In total, we raised £17,500. After operating expenses, we are delighted to have put £22,000 back into the school.
 - Our biggest fundraisers were the Summer Party, raising almost £5,000, and the Christmas Bazaar, raising over £4,000.
 - Cake sales continue to be popular - these raised £3,200, with over £1,000 going directly to the classrooms
 - A special shout out also needs to go to our nearly new uniform team who raised nearly £1000.
 - Of our regular income streams, Amazon Smile has closed and Paypal Giving was primarily for the pool. However, we still received over £1000 from the Elmbridge Lottery and need to try and grow this over the coming year
 - Our fundraising was used to purchase Mud kitchens, maths resources, outdoor clocks, the wooden play huts, chrome books, and a National Geographics magazine subscription. We also provided £1,137 for new library books as a sponsorship match for the readathon.
 - Our operating expenses for the year totalled £1,590, covering our Parentkind subscription which includes insurance, accounting software, and sundry expenses.
 - We have reduced our retained funds from £16,233 last year to £11,025 this year. This balance includes £4,000 of reserves which is our target figure, £4,960 of funds from the summer party which are tentatively held for school field improvements, and £2,065 which is available for wish list funding
 - NS put the acceptance of the Annual Report and Accounts to a vote
 - Following a show of hands, the Annual Report and Accounts were accepted by unanimous agreement
- Independent Examiner



- LW thanked Mr Paul Hickson for undertaking the independent examination of the accounts.
- LW proposed that Paul Hickson be appointed to undertake the independent examination of the 24/25 accounts
 - Following a show of hands, Paul Hickson is appointed to undertake the independent examination of the 24/25 accounts by unanimous agreement
- Appointment of charity trustees
 - NS thanked Nicola Yates, who is standing down after two years as Trustee.
 - LW proposed that Emily Tye be re-appointed as Chair for a third period of one year
 - Following a show of hands, Emily Tye is re-appointed as Chair by unanimous agreement
 - ET proposed that Natasha Schoeler be re-appointed as Secretary for a third period of one year
 - Following a show of hands, Natasha Schoeler is re-appointed as Secretary by unanimous agreement
 - ET proposed that Lee Wateridge be re-appointed as Treasurer for a third period of one year
 - Following a show of hands, Lee Wateridge is re-appointed as Treasurer by unanimous agreement
- Changes to the constitution
 - LW summarised the changes that have already been made, such as legally changing the name of the charity from “Claygate County Schools Parents Association” to “Claygate Primary School Parents Association”.
 - LW proposed the following further changes:
 - That Clause 6 of the constitution be amended to read “Officers of the Association shall be Chairperson, Secretary and Treasurer.”
 - That Clause 9 of the constitution be amended to read: “A quorum shall consist of four members, including two officers.”
 - That Clause 11 of the constitution be amended as follows:



- Delete: “and the cheques must be signed by two of the four officers”
 - Replace with: “and all payments must be authorised by two of the three officers”
- NS put the resolution to a vote.
 - Following a show of hands, all proposed changes were passed by unanimous agreement.
- No member-proposed resolutions were received by the published deadline.
- 24/25 Funding
 - ET and NS confirmed that no funding requests have been received from the school, despite agreement with the school leadership team in Term 3 2024 that this would be sent prior to the second week of term (September 2024). We agreed that NS would request the ‘wish list’ again from the senior leadership team. Pending responses, the PA will be willing to fund certain items immediately. The PA will then decide which other items on the Wish List will be fundraised for at PA events throughout this academic year.
 - A brief overview was given of upcoming events this academic year, with anticipated profits. These will be further discussed at the next PA meeting.
- Any other business
 - No matters raised
 - We welcomed any new members to the PA and invited them to attend a future PA meeting to find out more, with no obligations.
 - EC and RD offered to help with advertising the Elmbridge Lottery scheme.
- Closing remarks
 - At 19:30, ET thanked everyone for attending and closed the meeting