

SPSA AGM 8th October 2024

Present: Sinead Andrews, Kayleigh Horne, Amy Thompson, Emily Lemaire, Joanna Seidel, Charlotte Metcalf.

1. **Apologies** were received from Harriet Chudry, Sophie Fisher, Jaime Johnson, Lisa Fleetwood.
2. **Minutes from the previous AGM**
 - a. The minutes from the previous AGM were approved.
3. **Chair's report**
 - a. Sinead thanked the committee members for another year of service. Sinead expressed her thanks to Emily, Mr Jeffries and the Governors for their continued support.
 - b. Fundraising – our first fundraising event of the year was the Christmas Fayre and raffle. Sinead thanked Louise Judd and Lisa Fleetwood for organising these. Louise also organised the school Christmas cards. In the Spring term we have hosted a quiz, and in the Summer term an Olympic Challenge and a disco. They were enjoyed by all who came / took part.
 - c. Bike Night – we were blessed by good weather again. Sinead passed on her thanks to everyone involved.
 - d. Spending – this year we have contributed to school trip, the pantomime and swimming lessons. We also donated Easter eggs (although sadly the Easter egg hunted was called off due to the weather) and ice lollies for sports day.
 - e. As the committee numbers have grown, there is the enthusiasm to organise more fundraising events.
4. **Treasurer's report**
 - a. The Treasurer's report was circulated before the meeting. Key points: this year we raised £9,309 and provided over £8,270 for school events. There was an overall surplus of £628. Bike Night raised £6,039, £2,463 from Christmas events, £66 from the Family Quiz, £176 from the disco, £328 from the Olympic Challenge, £162 from 2nd hand uniform sales, and £375 from other donations. The cash balance at the end of the year was £14,219.41, and we continue to maintain a minimum cash reserve of £8,000.
 - b. Kayleigh thanked her SPSA colleagues.
5. **Election of Officers**
 - a. Sinead Andrews was elected as Chair, nominated by Emily Lemaire and seconded by Charlotte Metcalf.
 - b. Kayleigh Horne was elected as Treasurer, nominated by Joanna Seidel and seconded by Ami Thompson.
 - c. Charlotte was elected as Minutes Secretary, nominated by Emily Lemaire and seconded by Joanna Seidel.

The AGM concluded at 19:51.

SPSA Committee meeting

6. **Actions from previous meeting (10th September 2024)**
 - a. 4c and 4d to be discussed later.
 - b. 6.a.i to be discussed later.
 - c. The Minutes of the previous meeting were approved.

7. Christmas Fayre

a. Stalls

- i. there are currently 7 confirmed stalls (Felt decorations / traybakes / handmade soaps / knitted puddings etc / crocheted items / uniform stall / face painting), and possibly an Avon stall. Can someone ask Clare Gamage whether she would like a stall for her Jewellery? Emily to ask Flora if she would like a plant stall. SA will contact Garry about water and wine and Sam for the tombola. Charlotte and Ami to get mulled wine / mince pies.
- ii. We should have an SPSA stall next to the uniform stall to publicise what we do and to try and get more regular donations.
- iii. Santa will come between 18:00-19:00 at which point the raffle will be drawn.
- iv. What do we Oak Class – face painting, guess the “things”, pin the tail on the reindeer, baby photos etc

- b. **Raffle** – has anyone had any luck with contacting businesses? Currently we only have 4 donations (Cotswold Wildlife Park / Blenheim / Worton Park / Ruth Bakewell). Email supermarkets. SA to ask Anne Armitage about the Governor’s hamper. Also ask the stall holders for donations. Put something in the newsletter asking parents for donations. This is urgent as we need to get the raffle tickets organised.
- c. SA is currently looking at **selection box** options. Cadbury’s is still an option, but they are the most expensive. ASDA and Ocado have said no, currently waiting to hear back from Morrisons. There’s also Sainsbury’s and Tesco.
- d. Louise has organised the **Christmas Card** and the designs have been sent off.
- e. Christmas decorations go up the weekend before – Saturday 30th November @ 14:30.
- f. Oak Tree Nativity – do we want to have a café at the nativity on Tuesday 17th December @ 13:30 and Wednesday 18th December @ 18:00. Is anyone free to help?
- g. We will also need people to serve the Christmas school lunch, although there is no date for this yet.

8. Spending

- a. Emily to ask the staff what do the school want? There was a request for sails for Apple Tree and possibly the main playground?
- b. Banner – SA has seen an advert for a company that does free banners for voluntary organisations. It would be a good idea to have one, but where could we put it? Or a notice board? Emily to ask in Village.

9. AOB

- a. Bin / wishlist – where would they go? Ask Harriet if she would have the bin at her house.
- b. Fundraising
 - i. Disco – we cannot hold the disco in school or the village hall. It’s now quite short notice for October, so we’ll look at the Village for February 14th.
 - ii. Other fundraising ideas – colour run in the summer. Drinks at Sports Day for the parents? Bingo in the Spring + ask village to come (month before to go in CAWN).
 - iii. We have signed up for ASDA rewards – put something in the newsletter about it/WhatsApp.

9. Date of next meetings

Tuesday 12th November

Tuesday 3rd December
All 20:00 @ The Red Lion