

St Ebbe's School Association (SESA) Annual General Meeting 2016

Monday 10th October 2016, 7.30 pm, at St Ebbe's School

Minutes

Present

Noelie Chadder (NC)
Nicky Warren (NW)
Phil Doubtfile (PD)
Susie Bagnall (SB)
Rachel Wilkins (RW)
Ciara Shaw (CS)
Emmanuelle Laage (EL)
Michelle Thompson (MT)
Isabelle Pitt (IP)
Ewan Smith (ES)
Guadelupe Cervau (GC)
Celestino Gomez (CG)

1. Minutes from 2015 AGM were approved.

2. Matters arising

RW attempted to get a grant for books, this was not successful but RW was thanked by everyone for trying. SB reported that the playground surface was shown to be faulty and the case is now at court although St Ebbe's aren't directly involved in the case.

3. Role of SESA

NC talked about having a mission statement for SESA "to enrich the lives of children at school". Everyone agreed this was appropriate. RW and NC are putting together a booklet about SESA and what we are fundraising for.

4. Headteacher's report (SB)

SB reported that staff were very grateful for all the fundraising by SESA in past year. Staff are buying into the idea of having something concrete to spend the cake sale money on. Eg Creation Theatre workshop. It was good to have the money to fund the Arena touring theatre company who come every year; this year the production is the Wizard of Oz. Money for buying Christmas presents is also very positive. SESA gave £2000 towards the end of last year to pay for Forest School.

School budgets are very tight again this year. This year is particularly bad and school is in deficit.

Next year will be also be an expensive year due to having two small year 6 classes; after this the whole school will have two full classes per year. Awaiting national school funding formula – Oxfordshire is currently in "bottom 40" - ie in the bottom 40 local authorities in the country in terms of funding per pupil. Things may improve after this. Because of the tight budget no teachers will have a class budget next year. This year they have £200 per class to spend on resources (books/pencils bought from central finance) but they won't have any money to spend on resources to set up their classrooms for September.

SB reported that no parents had come forward to help with cycling proficiency and currently Mr Mullins is working as a TA on this. It was agreed that SESA would pay for the extra TA time. It was also agreed that SESA would pay for an additional half an hour swimming lessons.

SB reported that Ms Woods (EYFS) had asked for some funding from SESA for phonics resources (£1000) and for re-developing the hut (£1000) plus new sand for the sandpit. NC said she would look into grants/donations for the sand. NW thought it would be possible to organise a group of parents to dig out

the old sand.

5. Treasurers report (PD)

SESA had a total net income of £13,924 in the year ending Sept 2016 and spent £10,045, with total current assets of £9,285.83.

Income breakdown from 2015-16: cafes (world book day and Christmas) £622; cake sales £3551; disco £446; film night/camping £495; fete £4204; quiz night £746; summer production bar £880; international evening £333 ; tea towels £1166; Christmas cards £280; Christmas trees £918.

Spending breakdown: £3551 to classes from cake sales; ipads £2000; library books £1200; class Christmas presents £650; Arena Touring theatre £500; year 6 leavers' party £244; Creation theatre workshops £200; Forest school £150; bird table £55. There was also a bad debt of £750 because White Walls estate agents did not pay their promised contribution to the Summer Fete 2015. £471 was donated to SOAP following International evening which was held there.

6. Chair's report NC

NC reported on the past year's fundraising. Quiz night made a lot of money on the raffle. We overpurchased craft items for the Christmas Cafe so have lots of stock available for crafts in the SESA cupboard. The Christmas tree sale was on the same day as the Christmas Cafe and this did not seem to work so well – a Friday evening might be a better time. Disco: having separate times for KS1 and KS2 worked well. World book day cafe: cake sale was meant to be fundraising for free school clubs but only had a few cakes donated so this aspect did not raise much money. International evening – held at SOAP again and was a good event. Movie night: had an indoor and outdoor movie and BBQ, we didn't have enough help. Only one complaint from neighbours but SB was able to deal with this. Summer production: NC and RW sold tea at the afternoon shows, only made £20. However we made a lot of money on the bar in the evening. Tea towels: new this year, sold 400 tea towels with pictures of KS1 and KS2 children on. Breckon and Breckon still owe £250 for their sponsorship of this. NC is chasing this. Summer fete: Breckon and Breckon sponsored this and ran a balloon release. The raffle had excellent prizes but didn't make much money because we didn't sell enough tickets beforehand. NC raised the possibility of year 6 children selling raffle tickets at the gate in advance. Thanks to Mr Grahame Godby for the dog show and Martin Andrews for the music. Year 6 stalls were excellent this year. SESA face painting kit went missing before the fete – could still be in the large container in the field. Bouncy Castle was provided by some parents and took money separately to the fete. It was therefore stress free to run but was more complicated with the paper credit cards. SESA had thought about getting a climbing wall for the fete but they were all booked well in advance.

Cake sales: there has been some negative feedback from parents about not knowing what the money is going towards and whether it's actually being spent by class teachers. NC felt that this could be improved by liaising with teachers and encouraging them to have particular items they want to fundraise for.

7. Spending for 2016/17

Spending for 2016/17 was discussed. PD noted that at the previous AGM it had been agreed to spend £3000 on new library books and £1000 on musical instruments, but that only some of the book money had been spent and none of the money for musical instruments. RW said the library still needs non-fiction as this is very out of date. MT asked about the Scholastic book fair as a library fundraiser; NC thought this raises about £400 for the library. It was agreed that the remaining money for books should be offered for Miss Robson to spend on new library books. It was also agreed that SESA should offer the agreed £1000 for musical instruments through Mrs Howard.

The following additional spending was agreed:

£2600 to fund increasing the length of school swimming lessons from 30 mins to an hour

£1000 to fund a teaching assistant for cycling proficiency training

£1500 for Arena Touring Theatre to do a show for all children (has been an annual event)

£650 for teachers to buy Christmas presents for classes (which SESA traditionally funds annually)

EYFS phonics resources – it was agreed we would fund some of the resources requested by Miss Woods but we would need to clarify the most important items with her and agree a total.

Suggestions for how to manage further spending were discussed, given the limited school budget this year. NC asked whether topping up class funds would be a good idea. PD felt SESA should have a strategy for spending. MT suggested asking for a wishlist per key stage; PD suggested that we should wait for people to come to SESA for funding requests. RW suggested allocating by subject coordinator. No conclusion was reached on this.

NC said feedback from children is that there is not much to do at playtime/breaktime when the grass is out of action and that this could be an area for SESA to try to fundraise for. CS suggested children could vote for particular options for outside activities. RW felt school should be aiming for an overall vision for the playground and that this could be a big project to raise money for through SESA but mainly through applying for grants; we should be aiming to work out the very best that school would want. It was agreed this would be a good idea to work towards, and would need input from governors/teachers/parents/children. The meeting discussed how to make a start – NC agreed speak to Ben Haydon (parent governor).

8. New SESA Ideas/improvements for 2016/17

The name for SESA and a new logo was discussed. It was agreed we would keep the name SESA but that we should have a new logo. ES suggested this could be a competition for parents and children. NC wondered whether a new board SESA would increase our visibility. RW thought the one by the housekeepers cupboard would be best. RW is planning to re-develop this board for SESA use. RW is also preparing a parent template letter about SESA for use by class reps at the start of next year. NC discussed the idea of doing a “bag for life” with all the childrens' faces on, like the tea towels for last year.

The idea of a new event eg a movie night with food was discussed. This was very popular when it was run by the teachers. Michelle raised the possibility of having a SESA facebook account – as a closed group and it was agreed this would be a good idea and should be investigated.

9. Events for 2016/17

Provisional dates for likely events in 2016/17 were agreed, as were people to lead the organisation of these.

1. Quiz night Friday 18th November – 7-7.30
2. Christmas movie night Friday 9th December – it was agreed that we would hold a Christmas Movie night rather than the Christmas Cafe - CS
3. Childrens' disco Fri 10th February – MT
4. World Book Day book sale and cafe Fri 10th March – EL & GC
5. International evening Thurs 25th May – IP & ES
6. Summer Fete - Saturday 17th June (all)

NC said she would organise the Christmas cards again this year.

10. Election of officers

NC was proposed to remain as Chair and this was unanimously agreed.

NW was proposed to remain as Secretary and this was unanimously agreed.

PD has decided to step down as Treasurer after doing this role for several years. No new treasurer was identified at the meeting.

11. Signatories on SESA bank account

It was unanimously agreed that Phil Doubtfire would cease to be an authorised signatory and that Noelle Chadder and Rachel Wilkins will be new authorised signatories for the St Ebbe's School Association bank account.

Close of meeting.