

PSA AGM minutes: 2 May 2023

7pm at Westgate Lower School

The Westgate School PSA ("The PSA") AGM held on 2nd May 2023 at The Westgate School, Cheriton Road, Winchester and Online via Microsoft Teams. Notice of the meeting was sent more than 21 days in advance to all eligible participants.

Agenda

1. Welcome & introductions
2. Attendees/PSA volunteer reflections
3. Treasurer's report
4. Activity highlights
5. Fundraising ideas, initiatives and causes
6. Vacancies and elections

1. Welcome

Mr Damant welcomed all people to the meeting, the first full meeting since 2019. He expressed his thanks to the PSA volunteers for continuing their hard work throughout COVID. He highlighted the activities undertaken by the PSA during this difficult time and reflected on the value added to The Westgate School community by the PSA volunteers, most of whom also hold full time jobs and childcare responsibilities.

Specific thanks was given on behalf of the school for the major contributions over the last few years (specific examples cited were the science lab improvements that benefitted both Lower School and Upper School students, iPads for Lower School, astroturf for Lower School, hiring the Cathedral for the Upper School Carol Service and purchasing musical instruments for the Upper School).

Additionally, it was recognised that the PSA had provided considerable ad hoc help during COVID where government funding had fallen short – providing picnic benches and a marquee for the students to allow social distancing.

Mr Damant closed by pointing out that the major events held each year, specifically the Christmas and Summer Fairs, helped to engender a sense of community between students and parents.

2. Attendees/PSA volunteer reflections

During the introductions, everyone gave their name and a brief overview of their involvement with the PSA and what they got from it. A handout was also made available with some further reflections (see below).

3. Treasurer's report

The Treasurer's Report is attached. Additionally, it should be noted that the following questions and statements were made:

Kate Brook: Current balance is around £44,000 with around £16,000 currently earmarked for projects. Mrs Dean (Headteacher) is due to present a list of potential projects to the PSA

Vicky Garfitt: We should look at the recurrent revenue and ways to improve this

Meeting Consensus: The PSA should structure an email that invites parents to donate via Standing Order in a way that does not seem pressured for families who would struggle to make a donation

Charlie Damant: Traditionally (2016-2022), regular events pull in around £20,000-£30,000 per year

Anna Reynolds: Is expenditure fairly balanced between Lower School and Upper School?

Charlie Damant: Yes. Both sections of the school can make suggestions as to where spending should occur and the PSA actively tries to balance.

4. **Activity highlights**

Mr Damant highlighted events where the PSA excels, calling out those that involve parents, staff and pupils. The Westgate School has established a PSA Committee amongst Y10 and Y11 children who have provided invaluable assistance.

Vicky Garfitt commended the volunteers on exceeding expectations during lockdown and continuing to deliver funding to assist the purpose of the PSA. She added that she'd like to now see the focus aimed at the kids and what the PSA can do with and for them.

5. **Fundraising ideas**

Additional to the legal requirements of the AGM, a discussion was held about potential future events and the meeting determined that those should be investigated by the PSA for viability.

6. **Vacancies & elections**

The PSA has four Trustees recognised by the Charity Commission.

Additionally, the PSA can create Committee Roles who can have either formal or informal roles within the Articles. The following occurred:

Treasurer: Kate Brook will stand down at the end of the financial year (August 2023) and the PSA desperately needs a replacement or it cannot function effectively. Kate suggests there should be a 3-month handover for a smooth transition. Mr Damant expressed his thanks to Kate for her hard work over the last few years. No volunteers were named.

Secretary: A vacancy has arisen as Secretary. Jen Harvie offered to take on the role. The vote was unanimous (22 pax vs 0 pax) in accepting her application.

Co-Chair: Ros Priddle is stepping down as Co-Chair after serving for several years. The AGM thanked her for her sterling work over the period. No volunteers were named.

Additional volunteers are required across communications, web support and other areas. Thanks was expressed to Vicky Garfitt for her hard work in the Communications area over the last few years.

Thanks from Charlie, meeting ends.

These minutes are accepted to be a true account of The Westgate School PSA Annual General Meeting.

PSA Volunteer reflections

Andy – general volunteer and Chief Christmas Tree organiser

“I enjoy being involved in the PSA. There are lots of ways to get involved and it doesn’t require any regular minimum time commitment. It means that I can help out as much or as little as I want depending upon how busy I am with other commitments. It’s great knowing that putting in just a few hours work with like-minded parents helps us to raise money to supplement our children’s education.”

Lucy – Christmas Card & Gift coordinator

“I offer my time to help support the local community. I offer my time because the ideal of everyone doing a little bit excites me. Imagine what the school would look like as a result.”

Vicky – Communications and Lottery Coordinator

“We’re fortunate to live in a catchment where the schools are brilliant, and free. It’s nice to bring a few of my skills into the PSA and give something back. Our kids absolutely love the activities we organise, especially things like the Christmas Fair, bake sales, discos etc”

Ros – Co-chair and Parent

“I think I can play a key role to improve links between the Parent community and the school and to build experiences that bring families together. The children LOVE the things we do for them. I also like getting to know new people and I enjoy the challenge of setting up and running fun events.”

Jenny, Website and Comms support

“I started volunteering for the PSA after seeing a request for website help. I thought it would be a good way to keep-up and develop my website skills as well as supporting the school. I've since taken a broader support role in comms. My highlights have been getting second-hand uniform sales online, coordinating the 2022 Christmas fair, creating PSA newsletter 'The Huddle', and getting to know some brilliant people.”

Helen, Second-Hand uniform coordinator

“I enjoy supporting the school! I also see it as a great way to stay in touch and meet other parents – as a working parent I am not regularly at pick up or able to come to events during the day so this is a great way to get to know people. Second-hand uniform is important for supporting sustainability by recycling uniform. We’re also able to influence what additional resources the money goes towards”.

Heidi, General volunteer

"I got involved to as enjoy helping out, also being new to the area was keen to meet new people and feel part of the school community having children in both the Lower and upper school. I also enjoy being part of a team!"

Charlie, Co-Chair

"I couldn't be more thankful and proud of the parents who have become involved. The PSA funding has transformed the science lab, the Astro pitch, iPads, football goals, table tennis tables, funding for school council groups, pupils stepping into leadership roles. It truly is a pleasure to be a part of."