

Minutes of the First Annual General Meeting of OLSJ Parents' Association

Date: 12 July 2023

Time: 7 p.m.

Location: Our Lady & St Joseph Church Hall, 100A Balls Pond Road, N1 4AG, London

Present: Fiona Abrams (FA, Chair), Donna Austria (DA), Emma Devereux (ED), Ignacio Fernandez Dussaut (IFD), Kim Finer (KF), Anna Finlay (AF), Wendy Johnson (WJ), Caroline Mutsemi (CM), Donal Rush (DR), Vera Sabeva Rush (VSR), Carla Russo (CR), Maria Grazia Savito (MGS), Dasha Selyanova (DS), Luisa Strand (LS), Olga Watson (OW)

Apologies: Joanne Episcopo (JE), Melissa Gomez (MG), Lucy McCarthy (LM), Aoife O'Grady (AOG), Sophie Porter-Stafford (SPS)

Ordinary Business

The Chair opened the First Annual General Meeting (AGM) of the parents' association of Our Lady & St. Joseph Primary School (OLSJ, the School) Parents' Association, confirmed quorum and outlined the formal business to be dealt with. It was agreed that WJ would take minutes at the AGM.

1. Chair's Report for School Year 2021/2022 and Sept 22 - May 2023

- The Chair's Report was circulated to attendees prior to the meeting. FA presented the report, which would also be available on the PA's website and circulated to members on request.
- FA added thanks to the De Beauvoir Community – the DBA, the DB Gardeners, and the DB ex-parents in the neighbourhood. Forging a strong relationship with the DBA led to AOG sharing ideas with the DBA Poverty Action Group, which then led to the collaboration with De Beauvoir School and the all-school party.
- The group segued into a discussion on the best way for the School to communicate its financial needs. ED said a wish list from the School at the end of the school year might be useful for the PA to consider.
- The discussion considered balancing the need for equipment with fun activities and experiences for the children. DS asked about after school clubs and whether the parents have been consulted on activities. MGS answered to say Mr James has been given a list of options and has chosen a few including football for the girls.
- FA says a letter to the School asking for a list of needs has worked before and the art teacher was initially missed, that request eventually led to the teacher getting in touch with her wish list for design and technology.
- There were no further comments or questions on the Chair's report.

2. Treasurer's Report for the year ending 31/Dec/2022 and year-to-date

- The Treasurer's Report, including the corresponding financial statements, was circulated to attendees prior to the meeting. LS read the report, which will also be available on the PA's website and circulated to members on request.
- The OLSJ PA Financial statements were prepared with the help of professional chartered accountant, Jono Higgins, who has volunteered his time and skills to help the PA. VSR expressed the PA's gratitude to Jono for his expert and timely contribution.
- DS asked about the financial reserve. FA said it is generally recommended that the reserve should be about £3,000 to allow for expenses to be met ahead of events. As an example, the summer fair cost was about £1,200 (dance instructor, food and drinks, PA system, etc), so

funds must be available to plan the next event. VSR noted that the PA will consult the Charity Commission and an accountant about the appropriate level of the reserves.

- The group briefly discussed the Summer Fair feedback survey. Someone said that food stall prices were expensive, the group agreed they were mostly reasonable.
- CR asked whether the money raised by Run Kids Run was included in the financial statements. FA said that the funds from Run Kids Run and the Summer Fair were not yet included in the financial statements. FA said she will pass the funds (donations made to the JustGiving page plus the matching funds from Run Kids Run) from Run OLSJ Run! onto the School at the end of the academic year.
- There were no further comments or questions on the Chair's report.

Special Business

3. Vote for Adoption of PA Constitution

- The proposed Constitution was circulated to members 3 weeks prior to the AGM and copies were made available at the AGM. It is also available on the school's website and circulated to members on request.
- The Chair explained the reasons why the PA should be adopting a Constitution and briefly outlined and explained the terms of the proposed Constitution, which is based on the model Constitution provided by Parentkind, the organisation to which the PA is a member.
- FA invited for any questions or clarifications and then proposed to the members to vote for the adoption of the Constitution on a show of hands. The motion was seconded by ED.
- All members present at the AGM voted in favour and the adoption of the proposed Constitution was approved unanimously by the AGM.

4. Vote for Election of Members of the PA Committee

- The Chair explained that, following the adoption of the Constitution, the AGM should move to vote for election of the PA committee.
- The rules and form for nominations had been circulated to members 3 weeks prior to the AGM.
- The election was conducted in the following order: Chair, Secretary, Treasurer, Events Lead and Communications Lead.
- One at a time, the Chair presented the nominees for each of the committee positions, invited the nominees to introduce themselves explaining their interest in that role and put each of the appointments to vote on a show of hands. The final nominations and voting resulted as follows:
 - A. **Chair:** CM nominated FA for this position (by email and seconded by WJ). Election of FA as Chair was approved unanimously at the AGM.
 - B. **Secretary:** CR nominated herself for this position (sent by email, seconded by ED). MG was nominated at the AGM by FA and seconded by KF. Election of CR as Secretary was approved by majority votes (counted by FA and VR on a show of hands) at the AGM.
 - C. **Treasurer:** VSR nominated herself (by email and seconded by ED). Election of VSR as Treasurer was approved unanimously at the AGM.
 - D. **Events Lead:** ED nominated herself for this position (sent by email, seconded by CR). MGS nominated herself at the AGM and was seconded by FA. Appointment of MGS as Events Lead was approved by majority votes (equal number of positive votes by members counted by FA and VR on a show of hands, plus casting vote from FA) at the AGM.

- E. **Communications Leader:** DS nominated herself (by email and seconded by MGS).
Appointment of DS as Communications Lead was approved unanimously at the AGM.

As per the above AGM's resolutions, the PA Committee for the 2023/2024 academic year is confirmed as follows:

Chair: Fiona Abrams

Secretary: Carla Russo

Treasurer: Vera Rush

Events Lead: Maria Grazia Savito

Communications Lead: Dasha Selyanova

Any Other Business

5. Other business including confirmed and provisional plans for 2023/2024 academic year.

- The group agreed a technical solution was needed to ensure dates for next year are locked in.
- The suggested activities are as follows:
 - Welcome to Reception parents: to be planned for the 1st or 2nd Friday when School is back in September
 - Information sharing on big school transition meeting: There was lots of great feedback after the most recent evening; to be held in September – 5/6 weeks before secondary school applications must be submitted
 - Car boot / jumble sale in the school's car park: to be planned for a Saturday morning in September
 - OLSJ Halloween disco: to be planned towards the end of October, before the half term holidays, if the fireworks don't happen. It was noted that the Halloween Fancy Dress Day a few years ago raised the most at the gate, but it did result in several complaints from parents.
 - Fall Quiz: October/November (in lieu of a Halloween Disco)
 - Christmas Trail: end Nov / early December
 - Christmas Fair: early December
 - Movie Night: January
 - Spring Disco: March/April
 - Run Kids Run: June
 - Summer Fair: early July

The Chair thanked everyone for attending the First AGM of the OLSJ Parents' Association and brought the meeting to an end. The meeting ended at 8.10pm.

Next meeting: [Wednesday, 10 July, 2024] [TBC]

Time: [7pm] [TBC]

Location: [Our Lady and St. Joseph Church Hall] [TBC]