

## **Minutes of Queen Eleanor's PSA Annual General Meeting**

**Monday 28<sup>th</sup> April 2025**

**Zoom 8pm**

**Present:** Anna Deadman (Chair), Lisa Campbell (Secretary), Sarah Sawyer (Treasurer), Joanne Davies (Charity Trustee), Katy Coeburgh (Committee member), Sarah Allwork (Committee Member), CJ Mitchell, Eve Richardson, Jo Smalley, Lisa Popplewell, Laura Price, Holly Murnieks, Toby Richardson

### **1. Apologies:** Luxman Jegatheeswaran

### **2. Minutes of Annual General Meeting held on 9<sup>th</sup> July 2024**

The only outstanding action from the minutes was for Anna and Sarah to consider getting another person to look over the accounts (although not compulsory under the Charity Commission rules), Anna has identified an accountant who is doing this for us.

### **3. Chair's report 2025/26**

Anna presented a summary of the PSA's report, highlighting the activity in the Autumn & Summer terms and detailing the huge successes for the year so far. Anna thanked Jo Davies and Gary Papworth for all their support, and to the wonderful office team who have helped all our activities and events. She also thanked Sara and Carleen behind the scenes dealing with the finances and invoices in coordination with our Treasurer. And to Gerard Harrington, school caretaker, who is always cheerful and helpful with whatever we ask of him and especially for his wonderful work in the ICT suite; building new workbenches and repainting the room.

Anna gave a special thanks to Sarah Sawyer who has been a phenomenal and dedicated Treasurer for over 3 years, she will now be working as the Assistant Treasurer going forward. Anna also highlighted the wonderful efforts from Katy Coeburgh and Sarah Allwork who have been running the Pre-Loved Sales meticulously and ensuring the local community in & around QE benefit.

### **4. Treasurer's report 1/9/24 - 31/3/25**

Sarah Sawyer presented the Treasurer's Report for the period above. See Treasurers Report for more details of fundraising results and spending.

Total in bank account as of 31<sup>st</sup> March 2025 £17,622.04. Unallocated Funds approx. £2,000 + £3,000 float.

### **5. Election of Officers and Trustees of the Committee**

- Jo Davies nominated Anna Deadman to be re-elected as Co- Chair and Eve Richardson seconded this appointment.
- Anna Deadman nominated Sarah Sawyer to be re-elected as Assistant Treasurer and Sarah Allwork seconded this appointment.
- Anna Deadman nominated Lisa Campbell as Co-Chair and Sarah Allwork seconded this appointment.
- Lisa Campbell nominated Elaine Knopf as Assistant Treasurer, and Jo Smalley seconded this appointment.

- Anna Deadman nominated Jo Smalley as a Committee Member and Lisa Campbell seconded this appointment.
- Eve Richardson & Holly Murnieks have agreed to be added to the Core PSA Team.
- Sarah Allwork & Luxman Jegatheeswaran have stepped down as Committee Members.
- Currently there is no Secretary

## **6. Special Business**

The members of the AGM thanked Sarah Allwork, Katy Coeburgh, Sarah Sawyer and most notably Anna Deadman for all their hard work whilst being part of the PSA. Everyone was amazed and hugely thankful for the achievements that the team have accomplished and the dedication they have shown to providing excellent support to the school. Jo Davies commented that this PSA team had been exceptional and gone above & beyond, the standout will be the hugely successful fundraiser for the computers and the revival of the Xmas Fair.

## **7. Any other business**

Anna Deadman confirmed that she will be resigning as Co-Chair at the end of the Academic Year.

Meeting closed.