

Minutes of Queen Eleanor's PSA Annual General Meeting Tuesday 9 July 2024

Zoom 8pm

Present: Anna Deadman (Chair), Sarah Sawyer (Treasurer), Su Russell (Committee member), Joanne Davies (Charity Trustee), Eve Richardson, Lisa Campbell, Lindsay Brightwell, Jo Smalley, Luxman Jegatheeswaran, Louise Caveen

1. Apologies: Laura Moore

2. Minutes of Annual General Meeting held on 11 July 2023

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 to discuss this with Sarah and Anna mentioned she has someone in mind.

3. Chair's report 2023/24

Anna presented a summary of the PSA's report, in particular the activity in the summer term and the big purchases for the year. She thanked Jo Davies and Gary Papworth for their engagement with the PSA, as well as the office staff at School for their patience and assistance. Gerard, Caretaker was also acknowledged for his help throughout the year and the support of the business team. Anna thanked Su Russell, who is now leaving QE, for all her input and incredible work over the last 3 years, in particular the large amount of money raised from the raffles and match funding.

Jo Davies put on record the school's thanks for all the hard work of the PSA and volunteers.

4. Treasurer's report 1/7/23 - 30/6/24

Sarah Sawyer presented the Treasurer's Report for the period above. (Final amounts from end of term activities will be added to the accounts in due course and shared to school before the end of term.)

Extra spend on further instruments was approved. After this and taking into account money already allocated, there was £2000 left in the bank account, as well as the £3000 float. In total income has been £15678.69 with outgoings/costs of £4691.82. Total profit being £10986.87 and purchases so far of £7929.62 with a further £9600 already allocated.

5. Election of Officers and Trustees of the Committee

- Su Russell nominated Anna Deadman to be re-elected as Chair and Jo Davies seconded this appointment.
- Anna Deadman nominated Sarah Sawyer to be re-elected as Treasurer and Jo Smalley seconded this appointment.
- Anna Deadman nominated Lisa Campbell as Secretary and Sarah Allwork seconded this appointment.
- Anna Deadman nominated Sarah Allwork as a Committee member, and Lisa Campbell seconded this appointment.
- Lisa Campbell nominated Luxman Jegatheeswaran as a Committee member and Anna seconded this appointment.

6. Special Business

None

7. Any other business

Anna Deadman confirmed that she and Sarah Sawyer intend to stand down in the Spring Term and intend to bring the AGM forward to this time going forward to allow for a handover before the end of the year and for it to be held at a quieter time of year.

Meeting closed.