



DRAFT Minutes of NPSA AGM

4th July 2019 at 7.30pm in the Lower School Hall

Present:

Sarah Stacey (Acting Chair)
Sarah Squires
Sarah Evans
Katherine Wellings
Oliver Squires
Charlotte Morris
Hannah Brownell
Emma Bolt
Nick Wharf
Mim Wharf
Catrin Yeomans
Ailsa Eaglestone
Catherine Dinsdale
Diane Rhodes
Gill Kennaugh
Amy Williams
Kathy Runacres
Ali Herrick
Rupert Taylor
Neil Clews

Apologies:

Amy Osborn
Fiona Remnant
Anna Beeton
Helen Clarke

1. Welcome & Introductions

The Chair welcomed everyone and highlighted what would be discussed in the AGM. She also noted, as highlighted in previous meetings, that there was the intention to move toward a new model of running the charity and events: a smarter model of working. We are working with a team of knowledgeable parents to support applying for funding and grants, looking at specific pots of money, match funding etc to work alongside the more traditional area of PTA fundraising via an annual event schedule. We want to future-proof the charity. The demands on school budgets and parents' time are greater than ever.

2. Remarks by Sarah Evans, the Chair of Governors

Sarah spoke about the constant pressure of inadequate school funding. We are not looking at losing TAs or at 4.5 day weeks due to cuts, as has been highlighted in some stories of circumstances at other junior schools, but she wanted to emphasise that NPSA fundraising does subsidise forest school and school trips and therefore a reduction in fundraising income would affect how the school currently runs these activities. The school pushes for everyone to be involved and aims to be inclusive and the NPSA supports this with funding, which the Treasurer will show later. Sarah asked everyone to please spread the word to those unable to attend about how important the fundraising events are to us: the money raised is not just for luxuries or wish lists but the everyday.

Sarah noted that the event subcommittees is a really good approach, it spreads the load and helps to gain broader support within the school community. We cannot run things without the support of the parents, so get the word out, get your classes and network of friends more involved.

We have a group of parents that specialise in grants and funding and they are taking on the job of applying for these

pots of money in line with the future plans of the school, which Mrs Kennaugh will go through. These pots of money are fought after as they are open to all schools so we are working on bids and approaching the right people to fit with the school and governors' plans for the future. We have a beautiful site which is a great resource, but it is also an old site and a large space that costs a lot to run and maintain. We get funded per pupil; we don't get any extra money for size or age of the site.

3. Remarks by Gill Kennaugh, Head Teacher

Picking up from what Sarah has already said: we want to celebrate and maintain this unique site. We are in this together and it is lovely to see Mr Clews, a new intake parent, here.

We have a tight budget as a state provided school, we manage the site and after wages and bills this year we had £36 left over. We have a site that is a little tired, although the children love it, and there are bits that could do with updating. Earlier this year I visited the house of commons to talk to Lord Agnew about pressures of funding for schools with aging and larger sites. We have a unique position in Bath as a city centre school with 6 acres of land.

Future Plans

Please refer to the document pinned to the large noticeboard on the external library wall

a) Health and wellbeing plan.

Allotment: The development of the allotment has meant it is more accessible to everyone and it really looks good at the moment, with more people getting involved. Be a part of growing in the school not just up at the allotment but making edible pots around the site. This is a quick win.

b) Running Track – All-weather track would benefit our site and hope we could get a grant towards this, maybe open it up for other schools to use. We run every Thursday morning in an 'everyone active' session and we want this to continue. In the winter the NPSA funded street dance sessions so it was open and free to all.

c) Wellbeing Space (courtyard next to U/S foyer) – quiet calm area for children who are anxious or who have sensory issues.

d) Roundhouse – An outside space for all to use. Meeting room, teaching space, yoga etc This could also generate income.

e) Courtyard (by Y2 classrooms & staffroom) – Create a covered outdoor area for Y2 (as we already have for Y1 and reception) and also make it easier for parents waiting at drop off and pick up in this bottle-neck space.

f) Lower School Playground - Investment in equipment for lower school and upper school playgrounds.

g) Forest School – Conservation Area

Pond revamp – renovate dipping platform used in forest school. A bid has been submitted to support this.

Willow structures - Again a quite simple development that would have good impact. New bug hotel constructed from pallets.

Wildwood Roundhouse - To replace the structure in forest school at the moment, which is falling down. We would like it to have a chimney so we can have fires even on wet days.

h) Outside Yr 4 classrooms - This space has been cleared and a membrane needs to be put down to prevent it becoming overgrown again. The idea is to seed wildflowers, have outside seating and sails to provide the opportunity to have a teaching space outside. We are waiting for the windows to be upgraded over the summer before this project can begin.

We also have very aspirational goals:

Top play ground in U/S – Huge expanse of space. We think it would be good to have a Multi Use Games Area (MUGA). We could generate money from this space. Huge investment and grants would be needed. We have been looking at the viability of this as it would need toilets, flood lights, changing rooms, access, parking. This is all very dependent on lots of external factors including bat preservation, access to the site for development, investment in facilities. We would like to generate income from some of these development.

We want to aim high and have 5 key areas of focus: the expansion of "everyone active", decoration update, IT development, wellbeing strategy, and a the provision of a minibus so all children can access events and represent the school at tournaments.

4. Thank yous

The chair thanked all the volunteers and organisers of events for the year – apologies if anyone has been missed off.

- Sarah and Oly Squires, Lanette Cox and Emma Manners who organised Quiz Night.
- Amy Wade, Tamsin Smith, Sarah Milne – Yr1 parents who organised Science week.
- Emma Puzey and Katherine Wellings who organised Curry and Comedy.
- Clare Moon who organised Easter egg hunt.
- Jo Burman who organised Discos.
- Elli Roberts and Katya Wainwright who organised Book at Bedtime.
- Bianca Mace who was an elf for the whole day during the Christmas fair, and all the year 6 elves who took everyone through the forest to meet the big man.
- Sam Fynn our wonderful Father Christmas.
- Glyn and Amy Williams for organising the Fun Run.
- Amy Williams, Anna Beeton, Charlotte Morris and Helen Clark organised the Scarecrow trail. All the makers and hosts on the day. Some of the amazing scarecrows are still displayed around school.
- Corrine and Mark Durnford organised the Lower School football tournament.
- And Ash Bailey is all geared up for organising the Family BBQ.

5. Treasurer's Report

Total raised since September 2018: £27,000

Biggest fundraiser was Bath Half **£6150**

Followed by Xmas Fair **£2950**

Summer Fair **£2755**

Raffle **£2663**

Other donations:

M&S **£500**

Bristol airport **£1k**

Match funding (parents' employers) **£1,240**

Giving machine for the year **£485**

Bags to School **£272**

6. The future of the NPSA

The Chair highlighted that the model of NPSA has changed throughout this year with a move towards people taking on events and running them independently, in a sub-committee structure. STEM event was organised by Year 1 parents who were passionate about science and wanted to do this event. This was intended to be a free event but in fact it made a profit.

We want to move forward away from the traditional PTA where the chair manages events and the buck stops with them. We still want to run the loved events but want parent volunteers to organise and lead them, including organising volunteers, setting up and clearing up. We have started to write "How To Guides" this year to give advice on how the events have run in the past, and they have also been updated by the people who have run those events this year. This will be a starter pack for whoever might be interested in an event in future. A calendar of events for the upcoming year will be timetabled and anyone can come forward to take them on with the support of the NPSA committee. If no-one has signed up, two months before an event, we will give notice that if no one comes forward to run the event it will be cancelled.

The Secretary highlighted that at the moment relatively few parents volunteer to lead events, and this cannot carry on, it is not sustainable.

If parents come forward with additional fundraising ideas, everything will be listened to and of course if there is time in the calendar they will be considered (might have to be the following year). The proposals need to come forward with a team in place.

This is a positive step forward, for parents with a passion for something they want to run, they will be given the autonomy to put the event on like with STEM.

The NPSA has to be a sustainable entity to be of benefit to the school, it shouldn't just rely on a small number of people.

The Chair highlighted our legal obligations as a Charity: we must have a Chair, Secretary & Treasurer, and we must have Trustees to ensure oversight of the Charity. There are a few necessary roles that are vacant from September so would ideally have them replaced by the end of term.

Trustees will meet termly, so just 6 meetings a year. This is not an onerous task but it does come with serious responsibilities.

Trustees Sarah Evans and Hannah Brownell are staying on and the Chair, Treasurer and Secretary are required to be Trustees. There is a vacancy for one more Trustee.

The trustees ensure that money raised is spent in line with the school plan. Any requests for funding that sit outside of that plan will have to come as a proposal through Mrs Kennaugh and be voted on. This will ensure that requests are checked carefully and quick decisions are made.

The key roles and trustees are a matter of public record; they are listed on the Charities Commission website. This is a legal obligation. With larger sums of money coming in and applying for grants and funding it is important that we have robust financial oversight of how the money is being spent.

Upcoming vacancies include Chair, Vice Chair and Secretary. If you are interested, an overview will be in the newsletter. Job descriptions are available from the NPSA Chair.

Kathy is staying on as Treasurer, Fiona is staying on as Ticketeer. The role of Comms Officer will also be vacant from September.

If we do not have a new Chair and Secretary in place by September the Charity would have to close, so the conclusion is that the current Chair and Secretary will stay in role, but in name only, and to fulfil their legal obligations. They will not run events, these will have to be proactively organised by parents.

Meeting obligations going forward:

- Trustees meet 6 times a year (once a term)
- NPSA meeting overview will meet 6 times a year (once a term) and different days and times will be looked at to ensure that lots of people can attend. It would be great to have a class rep to attend each meeting and if they are not available send someone else so that your class gets NPSA news fed back to them and has a voice at these meetings.
- Event sub-committees will meet as required.

Just to note that Amy and Glyn Williams have offered to do the fun run again next year and that Mr Clews has said he is interested in running the Quiz. Katherine and Emma are interested in organising a Ceilidh.

We also want to say a huge thank you to this year's NPSA Committee for all their hard work: Amy Osborn (Chair), Sarah Stacey (Vice Chair), Katherine Wellings (Secretary), and Charlotte Morris (Communications Officer) who are all leaving their posts; also Fiona Remnant (Ticketing Officer and online sales), and Kathy Runacres (Treasurer).