

## CPSA Annual General Meeting

25<sup>th</sup> February 2015

### NOTES

Present

Guy Hutchings	Kristen Biles
Ruth Perry	Clare Jones
Julie Guppy	Sue Newman
Helen Perry	Paul Davies
Lucie Lawrence	Angie Anfield
Debbie Davis	Tracy Shaw
Charlotte Peacock	Kate West
Jo Morris	Anna Waite

#### 1. Apologies

Melvyn, Lisa Cock, Emily Dawkins, Gareth Eighteen, Claire Jones

#### 2. Next Meeting

Wednesday 25<sup>th</sup> March

Next AGM – January 2016

#### 3. Annual General Meeting

Guy Hutchings presented on the events over the last year and the various events that had been held:

- Less events were held over the last year compared with previous years
- Easy Fundraising – this needs to be advertised more as it brings in money with little effort from the CPSA team
- Football Tickets – there had been a mix-up with the football club and discussions were ongoing to resolve. At this stage not sure how much money the previous ticket sales had made
- 100+ Club – Mrs Perry mentioned that this had not been in the newsletter recently
- Sponsors – Mason are no longer supporting the CPSA as they did not feel they were getting much from the investment. Tim Mason felt that it was time for a change, but it was noted that they have been very generous to the school up to this point.
- A new sponsor will need to be found, if possible, to fill this slot. We now will be able to look at talking to other local estate agents, as well as other businesses.

#### 4. Chair's Report

Guy Hutchings confirmed that he is standing down after 4/5 years as the Chairman of the CPSA. He noted that he has really enjoyed it and will still be around to help if needed.

- The Xmas Funday was the top fundraiser in the past year, with the Summer BBQ down on previous years. Bar takings were especially low at the BBQ this year.
- Quiz Night always raises a lot of funds
- Vodafone fund matching also helps – there could be more parents that could apply for this, or similar schemes in other local companies
- Car Boot – figures were discussed, but these are currently inaccurate
- The total figure raised for the year was £17,376.67 – this is down on previous years, but noted that there were less events held.

#### Expenditure

- Minibus commitment is over 5 years
- iPads were a big investment over the past year
- Commitments for this year are the minibus and outdoor classroom (it was noted that the outdoor classroom was more expensive than expected, in comparison with the costs previously communicated to the parents)
- The CPSA account has £19k saved, so this will be able to make up for the short-fall in the forecast costs for the outdoor classroom.

#### Events so far this year:

- Reception evening just broke even, although there was unsold alcohol that will roll over to future events
- Xmas Funday was very good
- Quiz Night was also good
- Panto did well and is already being arranged for next Christmas

It was also discussed whether a Gift Aid option might help raise additional funds.

### **5. Mrs Perry's Report**

Mrs Perry thanked Guy on behalf of the children, parents, and staff for his contributions as Chair over the past 5 years. She confirmed that the CPSA is a big prop for the school budget.

There is a wish list of things that they would like to see in the coming year

- The minibus is really helpful for the school for transporting children to events
- They would like more iPads to tool down to the younger years in the school
- Reception need outdoor canopies

### **6. CPSA Committee**

Alongside Guy, there are a number of the CPSA Committee stepping down at this time, being:

- Tracy Shaw – Vice Chair
- Lisa Cock – Treasurer
- Debbie Davis - Secretary

Both Helen Perry and Lucie Lawrence stepped forward to co-Chair the CPSA, and Kate West stepped forward as Vice Chair. The CPSA members present all agreed they were very happy with the new team. Sue Newman kindly offered to take over as Treasurer, and Kristen Biles offered to take over as Secretary. Julie Guppy will remain in her role for Communications.

Lisa, Guy and Tracy are also stepping down as Trustees, so the new committee will need to also take over as trustees for the CPSA.

**7. Any Other Business**

Audit Status – the annual income is less than £25k, so the Charities Commission does not need audits. However, the books are being audited before handing over to the new Treasurer.

Auction of Promises is booked for 7.30pm on 20<sup>th</sup> March 2015 and ‘promises’ to be a great event!

**ACTION LIST**

<i>ACTION NO</i>	<i>ACTION</i>	<i>STATUS</i>