

GSA Annual General Meeting (AGM) Minutes

Date: Tuesday 7th October

1. Attendance

Committee Members Present (13):

Megan Bartholomew, Becky Barker, Anneke Laux Gainer, Jill Higby, Courtney Westwood, Emma McCarthy, Laura Bushby, Elly Coppen, Sarah Eaves, Laura Hall, Louise Francis, Katharine Ellwood, Mark Loczy

Other attendees

Listed on sign in sheets (13)

2. Welcome & Introduction

- All parents are members of the GSA.
 - The GSA Committee is responsible for running the association.
 - The GSA organises community events and fundraising initiatives aimed at enriching and enlivening the education of the children by enhancing the environment and facilities within the school.
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3. How the GSA Works

- The Committee oversees the running of the GSA and welcomes new ideas to raise funds.
 - Fundraising supports a range of initiatives that directly benefit the school.
 - It develops and maintains effective relationships with staff, parents/carers, working closely with the school leadership team.
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4. Chair's Report

- Refer to presentation slides for the full report.
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5. Treasurer's Report

- Refer to presentation slides for a financial overview and budget report.
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6. Constitution Update

- Proposed updates to the GSA Constitution were presented (see slides).
 - Key changes were outlined and required a vote of approval.
 - **All members present voted in favour** of the proposed constitutional changes.
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7. Committee Structure Moving Forward

- All current Committee Members have been voted in to continue for the next term.
- Megan and Becky have expressed the intention to step down as Co-Chairs. They will remain in post until January.
- **Katharine Korten and Louise Boothroyd (Lou)** will be nominated as new Co-Chairs in an **Extraordinary General Meeting (EGM)** scheduled for January.
- As the new structure will exceed the 15-member limit stated in the updated Constitution, a reshuffle will occur at the EGM.

Proposed new structure:

- **Louise (Co-Chair)**, supported by Ellie and Courtney, will manage communications with Mrs. Ellwood, budget oversight, and related administration.
 - **Katharine (Co-Chair)** will coordinate event planning, with each Committee Member responsible for organising one or two events during the school year.
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8. Events Calendar

- The annual events calendar has been circulated via email by Mrs. Ellwood and shared as a digital calendar.
 - Parents are reminded to check class WhatsApp groups regularly for updates.
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9. Additional Fundraising Support Opportunities

- Information available in the meeting slides.
- Initiatives include:
 - **100 Club** – monthly lottery
 - **GAYE (Give As You Earn)** – a tax-efficient giving scheme through employers

- **Silent Auction** – donations and bids encouraged will be ran in the lead up to Christmas fair with star prizes finishing during the fair itself.
- **Santa Sleigh** – scheduled for **10th December**; volunteers can email to participate
- **Xmas4Schools** – Christmas card fundraising

10. Approach to Spending

- GSA funds will be allocated across **four main “buckets”** of expenditure (see slides).
- The **Agreed Spending Plan for 2025/26** shows a **negative balance**, but this does not indicate debt. The Committee is confident that sufficient funds will be raised to meet commitments.
- Notably, GSA has agreed to fund **50% of coach travel costs for school trips** this year, continuing a historical practice. A discussion was had and it was agreed that the committee would take a vote on redistributing the £2000 to other priorities.

Discussion:

- Members questioned the continued relevance and impact of funding coach travel.
- Points raised included:
 - Has subsidising travel increased participation in school trips?
 - Does it offer the best value for GSA funds at present?
 - If coach funding is removed, how will those funds be redirected?

Outcome:

- General consensus that **coach funding could be better allocated elsewhere**, e.g., towards **sound and lighting improvements**.
- Events will be more clearly linked to specific funding goals (e.g., **Quiz Night proceeds will support sound and lighting fund**).

11. Any Other Business (AOB)

- **Suggestion List:**
 - A request was made for a record of previously discussed or discounted funding ideas.

- It was clarified that **no idea is a bad idea**, and all suggestions are welcome. These can be emailed into GSA or submitted via class reps / directly to GSA committee members
 - Projects sometimes are funded based on **parent suggestions**, but funding allocation needs to be mindful of the school priorities. Communication is key.
 - **Communication Strategy:**
 - Concerns raised about low attendance at the AGM and whether communication methods are effective.
 - Consensus that **in-person AGMs remain important**, but a **more robust digital archive** of GSA activity and meeting outcomes could enhance engagement.
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12. Meeting Close

- The Committee thanked all attendees for their participation and contributions.
 - The next major GSA meeting will be the **EGM in January**, where new Co-Chairs and structural changes will be formally voted in.
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