

## JAMES ALLEN'S GIRLS' SCHOOL PARENTS' ASSOCIATION

### MINUTES OF THE 29<sup>TH</sup> ANNUAL GENERAL MEETING

HELD ON 6<sup>TH</sup> OCTOBER 2011 AT 7:30PM

**Attendance: Committee members:** Mrs Gibbs (President), Fiona Phelps (Deputy Chair), Terri Waite (Secretary), Patricia McHale (Treasurer), Lawrence Mascarenhas, Lesley Heming, Tina Campbell, Miranda Barber, Chandrangshu Guha. **Staff and Parents:** Mrs Bicknell and 12 parents.

#### **1. President's Introduction**

Mrs Gibbs introduced herself and welcomed everyone to the meeting.

#### **2. Apologies:**

Terri reported apologies received from the chair, Sharmistha Law, who was unavoidably detained in India due to a family illness, Mary Gibson and Linda Magistris.

#### **3. To consider the Minutes of the AGM held on 6<sup>th</sup> October 2010**

The minutes of the previous AGM were considered and accepted.

#### **4. Chair's Report**

Mrs Gibbs noted that Sharmistha, our very committed and enthusiastic Chair, unfortunately could not be here, and handed over to Fiona, the Deputy Chair. Fiona said she hoped to emulate Sharmistha's report, summarizing the past year's activities and giving a brief outline of proposals for the current school year.

The first big fundraising event of the past school year was the JPA's annual **Quiz Night**, which was again a sell-out success with 200 people attending. We managed to squeeze in an extra table and raised £931. This year's quiz will be on November 26<sup>th</sup> and will be hosted by the actor Pip Torrens, who was recently seen on the popular TV show, "Outnumbered." The quiz is always good fun and tickets are limited, so Fiona recommended that anyone wishing to attend should get their request in early. Order forms are available tonight and will be sent out on Jags Post this weekend.

In January we held the **annual JPA drinks party for all Year 7 parents**, and a very good percentage of parents attended. This informal evening is a chance for new parents to get to know others in their daughter's year. The next one is set for January 23<sup>rd</sup> and all year 7 parents will be invited.

Last March we launched a **social evening for all class representatives**. The class rep role is pivotal in developing a relationship between the school, parents and the girls and we felt it was the least we could do for the class reps to help them to get to know each other and to share ideas. We had an excellent turnout with 26 class reps attending. This year we are planning a similar get-together on November 10, to help reps start the year off well. We currently have reps for all classes except 10C & 10H. If anyone is interested in being a class rep or helping out, they should get in touch with Terri

Waite, our Secretary, or Lawrence Mascarenhas, the class rep co-ordinator. Parents can also contact the JPA by going through the website.

The other big event of the spring was the **Annual Year 7/8 Disco** which we organize jointly with Dulwich College. Last year's disco was held at DC, and was, as always, very popular. For a second year, even more boys than girls attended. This year's disco is set for March 2<sup>nd</sup> at JAGS, and Fiona noted that numbers are limited due to the size of the hall, so tickets should be ordered as soon as the flyer goes out next term so no one is disappointed.

Our final event was on **Founder's Day**, when the JPA traditionally runs the Pimms Tent. Due to a technical hitch, however, Pimms could not be sold this year. Mrs Gibbs interjected that this was not the fault of the JPA, because the school's alcohol license needed a complete renewal following the retirement of the bursar. She noted that this long and involved process had now been completed, so Pimms can be brought back. Not be daunted, the committee took lemons (hundreds of them) and made home-made lemonade, which helped bring in an excellent profit of £653. Many thanks to Lesley's and Sharmistha's children who helped with the squeezing. The lemonade was so popular that we plan to keep it on the menu along with Pimms next year.

So far this academic year several, committee members attended the school's **Year 7 Parents' Information Evening** to help answer questions about the JPA and to recruit new class reps and committee members.

At our last committee meeting we agreed to provide a **grant** to the school. The JPA always tries to donate funds raised toward items that would directly benefit the girls. Mrs Gibbs has been asking for suggestions and found that the girls were keen on installing some Dyson Air Blade Hand Dryers in the lavatories. We decided to contribute to a pilot program, ordering three of these hand dryers for the larger lavatories, and if they are successful to consider more.

Current proposals, which the committee is working on, include a **whole school ball** on the 23<sup>rd</sup> June, and a **picnic** in September to give parents and girls an early social opportunity to regroup after the summer and get the school year off to a good start.

## **5. Treasurer's Report**

Accounts for the year 2010/2011 have been audited by Kevin Barry, the Head of Finance at JAGS, and Patricia McHale presented them to the floor and thanked Mr Barry for his kind support. Patricia reported that cash funds increased to £6,272 from the start of the year at £4,167. No grants were made last year, but this year a grant of approximately £2,500 has been agreed to fund the Dyson Air Blade Hand Dryers. The surplus of £2,105 came from various activities hosted during the year along with lower expenses. Higher profits from the year before were achieved from Quiz Night (£931) and Founder's Day (£652). Second Hand Uniform brought in £677, slightly lower than the year before due to holding just two main sales instead of three. As the new-style uniform has only been in place for one year, stocks of these items are necessarily low, a situation likely to continue in the short term. Profits from the Year 7/8 Disco were retained by Dulwich College as they hosted last year. The Committee spent £166 on thank you gifts for leaving members during the year.

The Treasurer's report was accepted by Tina Campbell and seconded by Miranda Barber.

## **6. Vote of thanks to the retiring Committee members**

Mrs Gibbs warmly thanked all members who were leaving the committee, noting that they have done an absolutely superb job. Retiring at this meeting after several years of service are former chair and current deputy chair Fiona Phelps, Linda Magistris, Mary Mathieson and Sheila Khullar. Emma Hunter Jones has ceased to be member as her daughter has left the school and Sue Cellan Jones has resigned. Chandrangshu Guha also has decided to stand down due to time constraints.

## **7. To accept nominations and vote on membership to the Committee**

Terri confirmed that the JPA constitution allows a maximum of 15 members, so seven possible vacancies were open for election. Nominations were received from four parents: Lilli Matson (7S), Namisha Raja (7J), Joyce Mascarenhas (7M) and Caroline Thornber ((7J). Three other parents: Marco Simoncioni (7M), Annie Ruthven-Taggart (9D) and Camilla Ridgewell (10C & 8A), queried the duties of committee members. Fiona outlined the responsibilities including attending three committee meetings each academic year, along with an occasional planning meeting for a big event, and helping out and attending these events whenever possible. Members take on roles such as decorating the hall for quiz night and helping with drinks at Founder's Day. Fiona noted that for non-office holders, the role was not enormously onerous. Annie and Camilla then put themselves forward for nomination. All nominations were accepted, and the six applicants were duly elected unopposed. One vacancy remained, with the possibility of being filled later in the year at the full committee's discretion. ***Addendum:** Immediately following the meeting, Marco spoke with Fiona and later decided to put himself forward for the final vacancy. The full committee was canvassed by email, and as no objections were made, Marco has subsequently joined as a member.*

## **8. To accept nominations and vote on Committee office holders**

Mrs Gibbs said that office holders must come from the full committee and that they are elected for two year terms. Three current office holders have been in their posts for just one year since being elected at the last AGM: Sharmistha Law (chair), Patricia McHale (Treasurer) and Terri Waite (Secretary). They are all doing excellent jobs and are willing to remain. No objections were heard. The position of deputy chair, however, is open now that Fiona has retired. Lawrence Mascarenhas nominated Tina Campbell for the post. She accepted and was elected unopposed.

## **9. To confirm cheque signatories**

Patricia requested that two cheque signatories be added. Tina Campbell and Terri Waite were proposed and accepted.

## **10. Uniform sales report**

Lesley Heming, who is in charge of second-hand uniform sales, thanked all the parents who help out at the sales. She noted that it was a team effort. A valuable small sale is held the first Friday morning of every month for the girls to top up uniform, and two larger sales are held one at the beginning of September, and then again in the Spring. These are good revenue raisers as well as being helpful for girls and their parents. Lesley said that donations are welcome anytime and should be brought to be the school office. Labels are on the website along with suggested prices. Following discussion at last year's AGM, it was agreed that the JPA would rebate 50 percent of the sale price

back to parents who request it, and these payments are made after the large sales. Blazers are no longer being sold, but any that are brought in are being passed on to a Christian charity in Africa. Camilla asked if prices had been raised to reflect the higher prices of the new-style uniform. Lesley said that this was the case, but that it was important to keep a balance while offering good value. Mrs Gibbs said Lesley deserved a round of applause for doing a fantastic job.

#### **11. AOB**

No further business was discussed. Fiona expressed thanks to Mrs Gibbs and Mrs Bicknell for all their time and support and to the school keeping staff who are all very gracious about helping out. Thanks also were extended to the committee members, class reps, and volunteers, who have helped make it successful year.

#### **12. Date of next meeting**

The date of the 2012 AGM is likely to be next October around this time, but will be set definitively during the summer term and will be advertised on the school website and on the school calendar.

Mrs Gibbs then thanked the Committee for its hard work and the meeting concluded at 8pm, followed by drinks and refreshments provided by the school for all attendees.

**Terri Waite, Secretary**

**14 October 2011**