

Howell's School Llandaff (GDST) Parents' Association

Minutes of the Annual General Meeting

Tuesday 11th June 2013

1. Welcome

Janey Howell welcomed everyone to the AGM and noted apologies from Sally Davis, Judith Ashill, Jon Pinches and Janine Ridgwell.

2. Minutes of the previous AGM.

Rachel Eling proposed that the Minutes of the 2012 AGM be accepted as a true and accurate record of the meeting. This was seconded by Lis Burch. Those present agreed to approve the minutes as a true and accurate record.

3. Matters Arising

There were no matters arising.

4. Chairman's Report-

Janey Howell reported that the past year has been highly successful for our Parents Association due to the hard work and enthusiasm of the committees. The Social and Fundraising Subcommittee led by Rachel Eling had been successful yet again this year.

The term's events began for us with the Ladies Lunch in September, held in the Great Hall. The school kitchen came up trumps with a delicious buffet lunch, and we were delighted that the cast of the school's production of Beauty and The Beast were able to give us a preview of some of the songs from the show. A fashion show by Pontcanna boutique Body Basics added a little glamour to the afternoon, as did the millinery collection from Robyn Coles, a designer who came direct from London Fashion Week to show us her hats. The lunch, attended by around 70 ticket holders, was wonderful way to start the new school year and one that we will be repeating in September 2013 with guidance from Rachel Eling.

The Christmas Fayre at the end of November signals the start of Christmas for a lot of us. This year was no exception, and the Sports Hall and Great Hall were both filled with pupils and parents keen to visit Father Christmas, hop on the Rodeo Reindeer, buy some Christmas presents and take part in the children's activities. This year we introduced the Flower Pot Tombola, sending all the girls in the Junior School home with an empty flower pot and inviting them to bring it back to school filled with something. We hoped it would be successful, but we had no idea just how popular it would be—250 flower pots had been sold by 4pm. The cake stall was well supported as always, and this year for the first time, the Parents' Association were also selling 2nd hand uniform at the Fayre. We had more stall holders than ever before, with many keen to book a place for 2013 before the fair was even over.

Rachel Eling also conveyed her thanks to Jo Kenyon for co-ordinating the Christmas Wrap sales through Northbrook which had been highly successful also.

The Jingle Bell Ball kicked off December at St David's Hotel and Spa. It is the biggest fundraiser of the PA calendar, and it went, as always, with a bang. The table of raffle prizes was groaning with generous donations, the Champagne was flowing and the party room had been transformed with balloons, trees and decorations. Hand bell ringers, a riotous game of Jingle Bells, and a well-equipped photo-booth gave us all an evening we're unlikely to forget for a while.

Janey Howell expressed her thanks on behalf of the committee to Annabel Loosemore for the co-ordination of the Christmas Fayre event and Fran Clarke for the organisation of the Ball.

The Spring term is the quietest one for the Parents' Association, though we did manage to bring several volunteers close to hypothermia at the Car Boot Sale in March. Given that temperatures on the school site remained below 2 degrees all day, we were very pleased with the number of buyers and sellers who turned out to support us, but we did make the decision to move the boot sale in the PA calendar from March to September in the future.

Selling secondhand uniform has become an excellent source of revenue this year, and in the Spring term the committee decided to take full responsibility for all 2nd hand uniform sales within school by holding a Grand Sale once a term, to be held in school, and removing all 2nd hand uniform from the school uniform shop. The first of these was held in the Museum, and we have another one scheduled for the 28th June, which is both the Moving Up Afternoon for the Junior School and the Induction Day for the new Year 7s. Janey Howell thanked Rachel Eling and other assistance given for the day.

The Wine Tasting Evening in May was a new venture for the Parents' Association, and a complete sell out. Sixty thirsty ticket holders were treated to three courses, plus taster glasses of nine different wines, in a riotous game of Call My Wine Buff Bluff, at Entrecote Cafe De Paris. The evening was a roaring success, and utterly hilarious, and it was especially pleasing to see so many parents who have not attended PA events before. Janey Howell thanked Fran Clark and Charlie Stephanakis for organisation and success of event.

In a few days time we will have the final event of the PA calendar, weather permitting. On 27th June we are looking forward to the Summer Picnic, with fairground rides, facepainting, more food stalls than ever before, and, fingers crossed, glorious sunshine.

Janey Howell thanked Rachel Eling for her writing and editing of the PA Newsletter and thanked the school for allowing the PA webpage to be more prominent within the site.

Janey Howell commented that the PA had already provided £10,000 to start the Astro Turf funds and for 2013/2014 the PA planned to support the Pitch In fundraising events organised by the school. Janey Howell confirmed that a majority vote was taken at the last management meeting to support events.

Janey Howell invited Michelle Gosney to advise on The Careers Committee. Michelle Gosney confirmed that it would continue to operate 'remotely' rather than have formal meetings. Parents were able to support the students in a variety of ways including: Career talks in the Junior School, mock interviews, the biannual careers convention, Year 8 Take Your Daughter to Work Day and Year 11 and 12 work experience. Michelle Gosney advised that they are very grateful to any parents who have been able to give their time and expertise to support the students this year.

As always if you feel able to support the Careers department in any way please do pass your contact details to Jane Wilks who will be running the Committee 2013/2014.

Janey Howell thanked Michelle Gosney for her hard work with the committee. Michelle Gosney responded by thanking all of the individuals that had supported and will continue to support Jane Wilks with this important committee.

5. Treasurer's Report

Lynn Du Feu, HSLPA Treasurer, presented the financial statements for the year ended 31 August 2012.

Lynn Du Feu express her thanks to Mr John Walker who has carried out the independent review, and has expressed his willingness to act again next year.

The main area of focus in the Statement of Financial Activities was the summary of fundraising income and expenditure.

We raised income of £24,787 and incurred costs of £14,073.

We have been able to donate the resultant surplus from fundraising to School in the form of £10,000 towards the astro turf project and £203 to the purchase of cookery equipment for the Junior school.

The balance sheet assets were predominately cash at bank amounting to £12,729.

Reserves of £1,884 were carried forward to the start of the current year.

Kate Williams proposed that these be accepted as true and accurate record and be filed with Charity Commission. This was seconded by Janey Howell and agreed by the meeting. Lynn advised these would be filed and the Annual Return with the Charity Commission would be completed by Michelle Tuck by the 30 June deadline.

6. Election of Committee Members

All members of the Management Committee will be put up for re-election each year. After three dedicated years of hard work and leadership Janey Howell announced her retirement as Chair of HSLPA. The meeting wished to record its sincere thanks for the way in which she had built a team to place HSLPA on a secure foundation.

Janey Howell thanked Rachel Eling, Michelle Tuck and Lynn DuFeu as the main officers supporting her. In particular Lynn who had been Treasurer throughout her tenure as Chair. Janey Howell also thanked Lynn Du Feu for all the work and contributions being made over the last three years. Janey also thanked Jon Pinches, retiring from his Trustee position for his design work and printing given free gratis, Annabel Loosemore for her continued support and Fran Clarke the proposed new incoming Chair. Charlie Stephanakis nominated as new Management Committee Trustee by Janey Howell and Fran Clarke.

The following parents who have served on either of the Social and Fundraising or Careers Sub Committees in the preceding year have been proposed and seconded in writing and in the absence of prior written nomination are duly appointed . Those present at the AGM endorsed the appointments.

Chair – Fran Clarke (Senior)
Vice Chair- Lis Burch (Senior)
Hons. Treasurer – Mrs Lynn Du Feu (Senior)
Hons. Secretary - Mrs Michelle Tuck (Junior/Infants)
Chairman Social and Fundraising Sub Committee - Rotating Chair 13/14

Other Parent Members

Mrs Janey Howell (Senior/College)
Mrs Mary Melia (Senior)
Mrs Annabel Loosemore (Junior)
Mrs Kate Williams (Junior)
Charlie Stepanakis (Infants)
Vacant (Infants)

Constitution aims to achieve a spread of representation across the school with four from Infant , Junior and Senior school respectively. However, where this is not possible then the remaining trustee places can be filled by nominations from any willing parent irrespective of whether their child is in Infants, Junior or Senior school. Trustees are also required to serve on either of the Social and Fundraising.

Janey Howell advised that as no one person had stood for the position of Chair of the Social & Fundraising Sub Committee the responsibility of chairing those meetings would be shared between all trustees except Lynn as Treasurer. This had happened previously in 2011 and although not ideal, has worked as a practical solution.

Janey Howell reported that Dr Sara Southern and Mrs Ashill would attend the trustee meetings together with the Principal, Mrs Davis.

Janey Howell introduced the new Chair to the AGM. Fran Clarke thanked Janey Howell and took the Chair, inviting Michelle Gosney to address the meeting.

Michelle Gosney thanked the attendees of the AGM and welcomed the new parents attending. Michelle Gosney thanked Janey Howell for her hard work and commitment with the PA and presented flowers to her on behalf of Mrs Davis and the school. Michelle Gosney thanked the committee members for providing extra financial assistance for the school and its pupils and the contributions made to date.

Fran Clarke confirmed dates of the next committee meetings for 2013/2014 would be confirmed shortly.

9. Closing remarks

Janey Howell reminded members to continue to encourage attendance to the meetings, wishing the PA continued support from the school community.

Meeting Closed.