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F – KEVICC parents – private group  
T - @KEVICCparents

## MINUTES of the Annual General Meeting Wednesday 27<sup>th</sup> January 2021, 6:00-7:00pm, online

### *PRESENT:*

*Emma Blackstock – committee member*

*Sofia Elek – member*

*Clare Gale – member*

*Taryn Nixon – Secretary*

*Mary O’Toole – Co-Chair*

*Guy Rapson – member*

*Becky Snow - Treasurer*

### **1. WELCOME, INTRODUCTIONS AND APOLOGIES**

**ACTION**

Mary welcomed everyone and introductions were made; there were no apologies.

### **2. MINUTES OF AND MATTER ARISING FROM THE AGM OF 6<sup>TH</sup> DECEMBER 2019**

The minutes of the AGM of 6<sup>th</sup> December 2019 were approved. The elections had been deferred to an EGM on 28<sup>th</sup> February 2020. There were no other matters arising.

### **3. OFFICERS’ REPORTS**

#### **3.1 Co-Chairs’ report - overview**

Mary reported that the Committee had met a number of times and discussed with the College how best to support KEVICC during the pandemic. The PA had contributed £1,500 to the implementation KEVICC’s new reading strategy, and agreed to fund vouchers to incentivise students to read books on the KEVICC Canon; the ongoing cost of vouchers would be c. £300 per year. The main earner had been the KEVICC School Lottery with 81 tickets now sold. Two Parent Voice meetings were held online in June and October, with notes and minutes posted to Facebook the KEVICC website. Parents of new starters had organised a friendly get-together in September before term started.

#### **3.2 Treasurer’s report - accounts**

Total income for the financial year to 31<sup>st</sup> August 2020 was £4.71k, and total expenditure was £3.55k; amounts were lower than the previous year as there were no income-generating events for half the year. The accounts had been filed with the Charity Commission and reporting was up to date. Mary had completed the year-end audit. Becky reported that the cash account at the end of December 2020 held £6,284. The School Lottery was now bringing in c. £160 a month, with several people having donated their winnings. A standing order donation for £10 a month was noted. The new Givey site, though not yet formally launched, had raised £145 in the first few donations. The meeting noted that 76% of lottery income, and 100% of Givey and standing order donations, reach KEVICC.

### 3.3 Secretary's report – future plans

Taryn reported that having considered future strategy the Committee had prioritised:

- (i) **Making giving easier and more effective:** A fundraising site had been set up on Givey, the online giving platform, which would streamline the collection of +25% Gift Aid on donations, once HMRC has confirmed our registration.
- (ii) **Preparing for a fundraising campaign:** A fundraising case for support document had been produced, setting out the rationale and draft fundraising plans for supporting break-time facilities and the reading strategy. Feedback from the College has been delayed in light of the pandemic.
- (iii) **Communicating better within the PA:** The Committee had evaluated a bespoke app, Classlist which had looked very promising. However, it emerged that Weduc was to be introduced and the PA Committee agreed it was not the time for yet another app. Instead, the Committee would communicate more regularly through Weduc as well as Facebook, College newsletters and Twitter.

## 4. ELECTION OF OFFICERS

The following, having been proposed and seconded for re-election by the Committee; were elected as Officers and Committee Members (who are also Trustees):

<u>Chair:</u> Mary O'Toole	<u>Committee Member:</u> Emma Blackstock
<u>Treasurer:</u> Becky Snow	<u>Committee Member:</u> Ivan O'Toole
<u>Secretary:</u> Taryn Nixon	<u>Committee Member:</u> Guy Rapson

A co-Secretary is sought, as Taryn will be leaving at the end of the year.

Active members include Clare Gale and Sofie Elek; the full list is due to be updated.

## 5. DISCUSSION

5.1 **Community events:** The meeting agreed that a KEVICC community event is sorely needed, as soon as practical and permitted under pandemic guidance. Fireworks night was a traditional part of the calendar and a credit to the College and students; a fireworks night for 2021 had not been ruled out but the Committee wished to consider alternative options, eg musical gatherings, fetes, dog shows or cause-related events, which might also have a lower environmental impact and carry less risk. **ACTION:** call for volunteers for an events working group to consider feasibility (health and safety, pandemic rules, lead-in time and financial outlay, community benefits and profitability, cancelation risk, climate and environmental impact, organisational needs, etc).

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5.2 **Fundraising and communications:** It was agreed to launch the Givey site and fundraising appeal despite current circumstances; while many may not be in a position to give, some may. **ACTION:** Taryn to update the Givey site and follow up HMRC Gift Aid registration. It was agreed that the PA will seek to communicate through WeDuc and newsletters regularly and not just through Facebook and Twitter. **ACTION:** Taryn to liaise with the

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College about direct Weduc emails.

**ACTION:** Taryn, Mary, Guy to liaise and issue future, regular communications, especially to convey reasons and ways to give (lottery, Givey, standing orders/legacies), what the PA is and does and how to get involved.

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5.3 **Token of appreciation for the staff at KEVICC.** Parents were encouraged to email teaching staff directly, but the PA felt wished also to send a token of appreciation for what all the staff are doing to support our childrens' education during the pandemic.

**ACTION:** Mary and Sofia to sound out contacts and Heads of Department about what might be most appreciated. The Committee would agree an appropriate spend.

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**The meeting adjourned to the virtual Bay Horse public house.**