

# OPSA

## Minutes of the OPSA AGM held on Monday 25 April 2016 at 7.00 pm in the School Library

Present: Roger Cox (Co-chair), Helen Henderson (Co-Chair), Jocelyn Sheppy (Treasurer), Kathryn Elliott (Secretary), Elaine Ball (Headteacher), Claire Poppy, Grainne O’Kelly, Karen Miller, Corrine O’Connor, Jackie Shapaker, Liz Smith, Stacy Brown, Maggie Thurer, Roz Fletcher

Apologies: Liza Ctori, Becky Ellison

### 1. Welcome

Roger welcomed everyone to the AGM.

### 2. Minutes of last meeting

The minutes of the meeting held on 7 March 2016 were agreed to be a correct record.

### 3. Progress on action points from previous meetings

- Working party to review School Fund donor recruitment – **Done. Helen Henderson has followed up proposals with the school.**
- “My St Margaret’s” magazine would welcome an article from the school (through English Dept. or Press Club) – **Ongoing.**
- Increasing use of Easyfundraising.org.uk - **Ongoing. See 4. Co-chair’s report below.**
- Request for Treasurer - **Ongoing. Parents interested in this role to contact Roger or Jocelyn, [roger.cox@grosvenor.com](mailto:roger.cox@grosvenor.com), [jocelynsheppy@hotmail.com](mailto:jocelynsheppy@hotmail.com)**
- St Margaret’s Fair Committee was looking for new members to join the committee and represent Orleans Park. – **Done. Karen Miller has volunteered for this role.**

### 4. Co Chairs’ report

Roger Cox gave the report on behalf of himself and Helen Henderson. Since becoming OPSA co-chairs they have continued the good work started by predecessors Hilary Thomson and Mathilda Hayes and have:

- Organised and delivered Fireworks event making £9k.
- Provided bar services at the Christmas and Spring concerts raising £150
- Provided Rugby parking, managed by Graham Goffey and Becky Lunn during the Rugby World Cup and this year’s 6 Nations England’s home games raising £8.5k
- Following the excellent job done by Henry Clark who for many years ran the OPSA webpage have recruited a new Website Manager – Stu Fyles. Stu has children in Y7 and is engaged on updating the webpage and setting up an OPSA Facebook page.
- Continued to promote ‘Easyfundraising’ which has raised £207 with only 33 participants so far. If more parents subscribe the potential is enormous.

The money raised has been applied to several school projects including;

Minibus AA rescue costs, Jazz & Pop band costs, Prize giving costs, Singing tutors’ fees, travel expenses (coaches to fixtures), Library software, laser cutter lease costs, Y11 Prom contribution, Y7 theatre trip. Details as the Treasurers’ Report.

For the next year OPSA will continue to raise funds for regular expenses and will also be raising funds towards upgrading /replacing redundant school IT equipment and outside furniture for the Y7 and Y8 area. OPSA will be running events including:

- Comedy night on 16 June being put together by Lucy Timms
- St Margarets Fair Pimms stall organised by Becky Ellison, Ilona Hitel and Aparna Bevan.
- Rugby parking managed by Graham Goffey and Becky Lunn – next event is the England v Wales game on 29 May.
- Providing Bars for the school events and concerts
- Running the Fireworks event on 6th November 2016.
- Additionally we will continue to promote ‘easy fundraising’ which has the potential to deliver significant funds if more parents sign up.

We intend to improve communications beyond the newsletter. Stu Fyles has already begun work on upgrading the webpage and will be setting up an OPSA Facebook page shortly that we envisage using to disseminate OPSA and school information.

Sadly Helen Henderson has reluctantly but necessarily decided not to stand for re-election as Co-chair this year for personal reasons. Roger thanked her for her tireless input and the fantastic job she did in organising last year’s fireworks event and much more.

Roger thanked the many parents who have helped as volunteers during the year but said that there is still a need for more help. Please continue to check the OPSA section in the school newsletter for specific requests as ‘many hands make light work’ – and the school does need the OPSA fundraising ‘light to work’ for the good of all pupils in the school.

#### 5. Treasurer’s Report

The accounting year for OPSA’ report and accounts runs from September to August. Jocelyn Sheppy presented the OPSA Report and Accounts to 31 August 2015.

For the financial year ending August 2015, the activities of OPSA raised net income of £20k, and £19k was spent on additional items and activities for the School as covered by Roger in the Co-Chairs’ report. Funds raised included £7.6k from the fireworks event, a £3k donation from St Margarets Fair, £7.4k from rugby parking and £1.6k from the comedy night. In addition to this, donations to the school fund totalled £18k including gift aid and £14k was spent on library books, course textbooks and room refurbishment costs providing additional IT facilities.

Copies of the Report and Accounts for 2015 were made available at the meeting and can be viewed on the OPSA website, [www.opsa.org.uk/cms/](http://www.opsa.org.uk/cms/)

In the current financial year 2015/16 to date, £9k was raised from the fireworks event, £8.5k from rugby parking, OPSA received a donation of £2,125 from the St Margarets Fair and over £200 has been raised through Easyfundraising. **Please could parents register as OPSA supporters with Easyfundraising as it is such a simple way to raise money for additional items and activities for the school at no additional cost to parents. The link is <https://www.easyfundraising.org.uk/causes/orleansparksa/>**

The Charities Commission website will be updated to reflect the change in trustees (i.e. new committee members). Changes to bank mandates and HMRC gift aid contacts will take place at the start of the Autumn term so all the changes can be done in one go as the paperwork is fairly time consuming.

Management accounts for the current year to March 2016 will be circulated with these minutes.

#### 6. Appointment of Independent Examiner

The committee thanked John Tindale for reviewing the 2015 accounts and for kindly agreeing to continue as Independent Examiner for the accounts to 31 August 2016. His appointment was confirmed at the meeting.

## 7. Election of OPSA Committee

- The Committee stepped down. Helen Henderson and Kathryn Elliott were not standing for re-election.
- Roger Cox was re-elected Chair.
- Jocelyn Sheppy was re-elected Treasurer (until a new Treasurer is recruited and handover taken place). **For more information about the role please contact Jocelyn, [jocelynsheppy@hotmail.com](mailto:jocelynsheppy@hotmail.com)**
- Claire Poppy was elected Secretary.
- Elaine Ball was re-confirmed as President of OPSA.

## 8. School Fundraising projects

The committee is keen to have some specific fundraising projects and Elaine Ball outlined two areas where funds raised by OPSA would be very valuable to the school; in helping to replace IT equipment in classrooms and the IT rooms, and in providing outside furniture for an area set aside for Y7 and Y8.

## 9. Future Events

### Summer term

- Rugby Parking – This is a small commitment of time but raises a significant amount of money. **Parents interested in helping please contact Graham and Becky at [marblehill@clara.co.uk](mailto:marblehill@clara.co.uk)**
- Comedy Night – 16 June. Arrangements are in hand. Parent(s) interested in helping to manage this event please contact Roger, [roger.cox@grosvenor.com](mailto:roger.cox@grosvenor.com)
- St Margaret's Fair, 9 July 2016 - Requests for parents to help on the Pimms Stall will appear in the OPSA section of the School Newsletter later this term.

### Autumn term

- Fireworks Night, 6 November 2016 - planning for this event will start later this term. Parent(s) interested in role of Fireworks Event Manager to contact Roger, [roger.cox@grosvenor.com](mailto:roger.cox@grosvenor.com)
- Rugby parking.
- School Music event – OPSA will be supporting this event in late November.

The Committee has decided not to have a stall at either of the Crown Road fairs in the coming year due to their close proximity to the dates of other events (St Margarets Fair, School Music event) where OPSA needs a number of parent volunteers and feedback provided by Lynne Bryant who ran the event last June

## 10. Communications Update

Stu Fyles has taken over as the OPSA Website manager from Henry Clark. The Committee thanked Henry for running the OPSA webpage for many years. Anita Bhangoo has kindly agreed to assist with setting up the Facebook page and will job share communications management once the page is up and running.

## 11. Frequency of future OPSA Meetings

The committee has decided to reduce the number of OPSA meetings to one a term for the 2016/17 academic year to reduce the workload for the committee and boost parent attendance at fewer meetings.

## 12. AOB

Helen said that if parents want to act as Class Reps for their child's form they can contact OPSA who will put them in touch with a parent who has done this successfully.

Grainne O'Kelly said that she would like to run a second hand uniform stall at the New Parents' Evening on 5 July. **Grainne to draft request for donations of good quality uniform to go in Newsletter nearer the time and send to Elaine Ball.**

Grainne is also looking into whether there is a charity interested in receiving good quality items of the old-style school uniform when it is no longer in use at the end of this academic year. Claire Poppy and Maggie Thurer suggested possible contacts. **Grainne to follow up.**

13. Vote of Thanks

On behalf of the committee Roger thanked a number of people who have given particular support to OPSA this year; Graham Goffey and Becky Lunn, Henry Clark, Becky Ellison, Helen Henderson, Kathryn Elliott.

**Meeting ended at 7:35 pm. Next meeting is on Monday 20 June 2016 at 7:00pm in the School Library**