



RHODES AVENUE PRIMARY SCHOOL ASSOCIATION  
Registered Charity No. 1082948

## **RAPSA AGM**

### **Minutes**

**7pm Wed 16 Oct 2024**

**Witham Hall, Rhodes Avenue Primary School**

Committee Members Present: Alison, Effie, Chi-Chi, Addy, Gigi, Giulia, Pavla, Tom, Fran, Claire, Fiona, Rebecca

Apologies received from: Erika, Kelda, Aarti, Bee, Lisa, Nadia, Rachel

Staff member: Maria

Other attendees: 2

### **1. Welcome**

Alison opened the meeting and welcomed attendees. Rhodes Avenue PSA (Primary School Association) is a registered charity raising funds for Rhodes Avenue Primary School and plays an important part in engaging the school community. The PSA is made up of parents of children at the school; all parents are members of the PSA. Committee members are also parents at the school who volunteer their time, alongside jobs and busy family lives. In addition, class reps are invaluable in bringing the school community together to help the PSA achieve our objectives.

The aims of the PSA are to raise money for the school, and to bring the community together socially.

The **decision on how to spend PSA funds** is made by the Headship Team in agreement with the PSA Trustees. **Annual spending reports and future priorities** for spending are shared with parents at the October AGM.

### **2. AGM 2023**

The minutes from last year's AGM were approved.

### **3. Review of Fundraising Events 2023-24**

2022-23 committee members entered their second year on the committee and were joined by new members, taking the PSA Committee Team from 6 to 13 members. With increased fundraising and event management knowledge and confidence and with greater numbers on the team, 2023-24 was a very successful year.

Most fundraisers were an improved continuation of those run the previous year, with the addition of new events such as the Winter Craft Fair and the St Patrick's Day social evening. The slides displayed photos from various fundraising events, including coffee mornings, bake sales, quiz night, the winter craft fair, Santa's Grotto, the jumble sale, the St Patrick's Day social and the summer fair, which was the biggest fundraiser of the year (£11,300 raised). Virtually everyone from the school community got involved in some way, making the event a huge success. None of these events would take place

or be successful without the fantastic support of the many volunteers we have from across the school community.

In terms of specific events, the Winter Craft Fair, although successful in raising £2K, on reflection required significant preparation and planning, and will not be repeated this year. Instead, other winter fundraisers will be held, with more activities specifically for the children to enjoy.

Last year's updated winter raffle was also particularly successful, raising £3.5K compared with around £1K in previous years.

#### **4. Review of Finances 2023-24**

The academic year opened with £36K. £43K was transferred to the school. Net income from fundraising and events totalled £36K. Closing balance at the end of the year was £29K.

Breakdown of income:

- JustGiving – donations and Gift Aid raised £6K
- Commissions via Easyfundraising, Charities Fund, CAF raised £2K.
- Annual fundraising events raised £32K (including £11K from the summer fair)

Expenses totalled £4K

The school has benefitted from funds raised by RAPSA in a variety of ways over the last 10 years:

- School trip subsidy (£40K)
- Technology equipment (£59K)
- COVID loan (£82K)
- External classroom pods (£69K)
- Astro turf (£16K)
- New books (£7K)
- Teacher classroom funds (£17K)
- Playground and climbing equipment (£67K)
- Safe space pod (14K)

In 2023-24 funds raised were spent on the following:

- Safe space pod (£14K)  
*Refurbishment of pod, equipment, blinds, installation of equipment and electricity*  
*The Safe Space Pod is one of a number of spaces that will benefit all of the school's children and has been a way of honouring the previous Head. Initial use of the safe space pod will be for sensory exploration for the youngest to support with early learning goals. How and when the space will be used beyond that will be carefully planned and phased in, but the school development plan includes extending the number of spaces in school for emotional wellbeing.*
- Outdoor (spinney/forest school) learning area (£3K)  
*Outdoor learning pod installation of electricity, artificial grass, waterproofs for children*

*All children have benefitted from learning in this area and this year it will primarily benefit children from Nursery to Year 3.*

- Hardship fund (£19K)

*Trips – spent primarily on residentials*

*These trips (Y5 Trip to Pendarren/Y6 to PGL) are becoming increasingly costly (approx. £300 per child, per trip - £2,500-£3,000 per coach hire).*

*The Hardship Fund is used for children who wouldn't be able to afford it otherwise so that nobody misses out/is excluded from cultural capital opportunities. Costs have also increased as children's needs have increased – school has to send more staff to meet the increased needs.*

- Other (£1K)

*Includes playground sink installation, portable PA system and extension cables*

## **5. Election of committee members**

The 2023 AGM saw the Chair, Treasurer, Secretary and Reps Co-ordinator continue into their second year in post. In 2023-24 the PSA Committee Team grew from 6 to 13 members.

The 2023-24 Committee were thanked for their hard work and dedication to supporting the school through their PSA committee roles, in particular Alison (Chair), Chi-Chi (Secretary), Addy (Reps Co-ordinator) and Erika (General Committee Member) who did not stand for re-election.

Tom was nominated to be chair and this was seconded.

Fran was nominated to be secretary and this was seconded.

Effie was renominated to be treasurer and this was seconded.

Giulia was nominated to be reps-coordinator and this was seconded.

Aarti, Bee, Gigi, Kelda, Lisa, Pavla, and Nadia were thanked for continuing as committee members.

Fiona, Claire, Rebecca and Rachel were welcomed as new committee members.

The committee is now made up of 15 members.

## **6. Fundraising priorities for the next 2 years**

- Outdoor learning area: Pergola extension to the Outdoor Pod in the spinney to allow sheltered class teaching space as the pod is too small for a whole class.
- Upgrade to play areas
- Junior Playground Improvements: Artificial grass for the caged area, new benches for improved seating areas and safe spaces
- EYFS bicycle trail (wet pour) - resurfacing of the ground for younger children
- Annual Travel Subsidy Fund: To cover the cost of coaches for residential trips and make these trips more affordable for all parents from 2025-26.
- Hardship fund for trips – non-residential trips for the academic year are currently capped at a cost to parents of £30 per child. The school doesn't want to limit educational visits because families can't afford it.
- Larger living quarters for the rabbits and chickens
- Installation of kitchen units for DT
- Books and stationery – additional to the school budget
- Flexible funding over the year as the need arises

- Community Garden
- Sports Hall Floor (other funding opportunities being explored)

Fundraising target for the coming year is £40K.

## 7. Dates for the diary

This year so far, £2.5K net profit has already been raised since September (£2,000 from quiz night, plus Welly Wednesday, coffee morning and JustGiving). The autumn/winter term tends to be busy with events. Other big events in 2024 include the jumble sale (spring term) and summer fair.

### **RAPSA Events 2024-2025 - Dates for the Diary:**

#### **AUTUMN 2024**

- 18 09 24 *Welly Wednesday*
- 20 09 24 *Coffee Morning*
- 11 10 24 *Quiz Night (for parents and carers)*
- 16 10 24 *PSA Annual General Meeting*
- 21 10 24 Halloween Costume Sale
- 25 10 24 Halloween Dress Up Day & Cake Sale
- 21 11 24 Xmas Jumper Sale
- 30 11 24 Winter Event (for children)
- 10 12 24 Santa's Grotto for EYFS & KS1
- Dec 24 Winter Raffle
- Dec 24 PSA Café/Bar at shows and concerts

#### **SPRING AND SUMMER 2025**

- 09 03 25 Jumble Sale
- 22 06 25 Summer Fair

Other suggestions for future events include an '80s-themed disco, and an anniversary event to celebrate 10 years of RAPSA!

## 8. How to get involved

All Rhodes Avenue PSA events are organised and run by parent/carers volunteers. There are many ways to get involved:

- Volunteer to help at events
- Send fundraising ideas to [rapsa@hotmail.co.uk](mailto:rapsa@hotmail.co.uk)
- Be an events coordinator for a one-off event
- Promote Rhodes Avenue PSA events as a class rep
- Make a donation
- Use Easyfundraising when shopping online, which donates a % for each purchase, e.g. M&S, Booking.com and other websites
- Or other school fundraising promotions, such as ASDA cashpot for schools

- Corporate match funding – large corporate organisations have fund matching schemes and they are an effortless way of raising funds, so this is a potential opportunity that parents/carers can explore with their employers

The committee is in a strong place with experienced and new members of the team, well-established events, and former members on hand to advise. As always, it needs to continue to grow and be future-proofed. The standard tenure of committee membership is two years, although members may wish to continue for longer, either in the same or more supportive role. The committee welcomes new members, and is grateful for either regular or more ad hoc support. Parents/carers with specific skills may be able to offer their expertise in areas such as website management, graphic design, finance, sustainability, gardening, baking, communications, apps, research, building, planning, team management, archiving, community champion liaison, sponsorship, advertising, apps etc.

By joining the committee, being a class rep, or volunteering to lead or help at an event, we have the opportunity to be at the centre of the school community while supporting the school.

Alison closed the meeting by thanking everyone for everything that you do, have done or will do for the school and wishing the new committee every success.

Special appreciation was shown to Alison to thank her for her enormous contribution and leadership during her tenure as Chair.

Maria thanked RAPSAs committee members for all their hard work on behalf of the school and the children who benefit from the additional funds. She always highlights which parts of the school have been funded by the PSA, when conducting tours and speaking with prospective families and other visitors. The school fully appreciates the difference made by RAPSAs fundraising.

An additional comment was made relating to how to extend the PSA committee network - strengthening the comms and encouraging more parents/carers to join, possibly by giving people a guide of how many meetings would need to be attended each year, for example.