



Surbiton High School

Parents' Association



Minutes of the 59th Annual General Meeting (AGM) Held in the Upper Hall, Senior School on Tuesday 3 November 2009 at 7.45 pm.

Present:

Mrs Cynthia Mitchell	Chair
Ms Ann Haydon	Honorary Vice Chair
Mrs Ruth Parsons	Secretary

Mr Geoff Day, Mrs Valerie Palmer, Mrs Tamsin Tomlin, Mrs Debbie Weaver.

Apologies: Mrs Mary Elliott (Treasurer), Mrs Sue El-Hakim, and Mrs Diana Jarvis.

1. Chair's Opening Remarks

Cynthia Mitchell welcomed all those present and introduced the Committee members.

2. Minutes of Last AGM

The minutes of the 58th AGM, held on 9th October 2008, had been posted on the PA section of the website in advance of the meeting and hard copies were distributed to all present. The minutes were accepted as a true and fair record. They were proposed by Debbie Weaver and seconded by Geoff Day.

3. Matters Arising

There were no matters arising.

4. Chair's Report

Cynthia Mitchell referred to her written report within the AGM documentation and highlighted the following:

- New Safeguarding (Child Protection) Policies came into effect in September 2009, which the Charities Commission recommends that the Parents' Association adopt. We have therefore formally adopted the policy recently put in place by the School, and the Committee has agreed that any officer or member who has any concerns will report these in accordance with the School's Policy.
- Activities
 - Christmas Fair was yet again the biggest fundraiser of the year as well as being a fun start to the festive season. The raffle was particularly popular, with the main prize being a Wii with Wii Fit. This will be hard to beat for the forthcoming Fair.
 - Quiz Night, again this is regular fixture in the PA calendar. For the second year running we successfully used the Activote System and for the first time used the School's caterers, Brookwood Partnership. The feedback on the food was excellent, and therefore we will certainly use Brookwood Partnership again.
 - Year 7 Welcome Supper, this was the fourth time we had held this event, and due to very positive feedback from previous years we also held a similar evening for new parents in the Junior Schools. This supper brought together parents of Year 3 girls and Reception boys and girls. At both of these evenings we asked for parents' email addresses and for permission to circulate their personal information to their respective classes. We hope that this will help us to maintain contact within the Schools and thus foster a closer-knit community.
 - Dads' Family Camping, as always this was an extremely popular event. Places are allocated on a first come first served basis, and unfortunately we were not able to accommodate everyone who wanted to attend.

- Posh Picnic in the Park, this event – bring your own picnic to a concert of live music ranging from classical to rock, was totally new this year and was put together in just three short months. The summer event has been a ‘problem child’ for many years, however, we now believe that we have the right formula and plan to hold this event in 2010.
- Assistance to the Art Department for the GCSE and A Level Art Exhibitions, again a new venture for the PA, although clearly School rather than PA events. Brookwood provided the food and drink for both of these events, which the PA set-up, served and then cleared away thus allowing the Art staff to concentrate on the exhibition itself. We have now added this to our calendar, and would be happy to support the School with other similar events.
- So far this term we have also held two of our other regular events – the Junior Girls’ Disco and the Prep Family Fun Day. As always these proved popular with parents and children alike.
- Second Hand Uniform Sales. Karen Goddard, who had run these very successfully for many years, stepped down from the Committee in July when her daughter left the School. We are very grateful to Jane Morrison and Jane Ioakimides who have jointly agreed to fill this position. Good condition, nearly new uniform is accepted for all three schools. The sales continue to be held on the first Monday of each month, with additional sales in the summer for new parents.

Cynthia also briefly mentioned some new events coming up this term:

- Cauliflower Christmas Cards
- Christmas Tree Sales
- Race Night, Friday 13th November.

In conclusion, the Chair thanked the Committee Members (particularly those retiring this year), the Class Reps, School staff and parents for their support.

5. Annual Report and Financial Statements

In Mary Elliott’s absence Ruth Parsons presented the Annual Report and Financial Statements on her behalf.

Under the Charities Act 1993, the Officers of the Parents’ Association do not consider that a full audit of these accounts is required. However, as in previous years, in accordance with the general directions given by the Charity Commission the accounts have been subject to independent examination.

Although unfortunately not present, Ruth thanked Paul Bloomfield on behalf of the PA for undertaking this examination pro bono for the second year running.

6. Treasurer’s Report

Ruth Parsons referred to Mary Elliott’s written report within the AGM documentation and on Mary’s behalf highlighted the following:

‘Wish List’, this year saw the change of emphasis from the PA funding numerous small requests to us aiming for ‘big-ticket’ items. However, even after the largest purchase ever, the minibus, the finances at the yearend were very healthy with a cash balance of over £15,000.

Events

- As usual the biggest fundraiser was the Christmas Fair, this netted £5,723. Considering the timing of the Fair at the height of the financial crisis this was an excellent result – it also beat the previous year’s total by nearly £300!
- Another major contributor was the Second Hand Uniform Sales, which added £3,786 to the PA funds. This was up a staggering 30% from £2,921 the previous year.
- Also both the Quiz Night and the Year 7 Supper each contributed over £1,600 to PA funds.
- There were two events that unfortunately made a loss, the Prep Fund Day (£315) and the Posh Picnic (£626). The Prep Fun Day continues to be a very popular event but with the relatively small number of families involved and the desire to keep the ticket

price to a reasonable level we do not expect this event to fully fund itself. However, we do believe that this event meets the PA's other non-financial aims of serving the interests of the School community and enhancing the social well being of the parents. The Posh Picnic, as explained by the Chair was a brand new event that although successful from the performers and attendees point of view made a financial loss.

On behalf of both Mary and herself, Ruth thanked the Chair, Committee Members and members of School staff for their help and support during their time on the Parents' Association.

8. Retirement of Committee Members

Generally Committee Members serve for a period of three years, however Cynthia Mitchell advised that due to various reasons the following Committee members had retired early during the past year: Mr Neil Bradley (Chair), Mrs Mandy Aherne, Mrs Karen Goddard, Mrs Susanna James, Mrs Jenny Nealon and Mrs Sam Shamhong.

In addition, the following Committee members retired at the meeting: Mrs Mary Elliott, Mrs Ruth Parsons and Mrs Debbie Weaver.

Cynthia Mitchell expressed her great appreciation for their support and thanked them for their contribution.

9. Election of New Members

Cynthia Mitchell advised that over the past few months several parents had indicated their willingness to serve on the Parents' Association Committee. Many of these individuals have already been very involved in PA events. The following nominees: Mrs Lyndy Adlam, Mrs Sam Ball, Mrs Gina Deeble, Mrs Zoë Fisher, Mrs Jane Ioakimides, Mrs Judith Jones, Mrs Sue Mason and Mrs Jane Morrison were duly voted onto the Committee, proposed by Tamsin Tomlin and seconded by Valerie Palmer.

Sam Ball was elected Treasurer, proposed by Ann Haydon and seconded by Lyndy Adlam. Gina Deeble was elected Secretary, proposed by Ann Haydon and seconded by Tamsin Tomlin.

Cynthia advised that further nominees would also be very welcomed, and asked if there were any other willing volunteers at the meeting. Although no one immediately stepped forward, it was agreed that should someone present volunteer subsequently that they would be formally voted onto the Committee at the next Executive Meeting.

11. Any Other Business

There was no other business.

12. Honorary Vice-Chairman's Closing Remarks

Ann Haydon gave a brief review of the past year for each of the schools:

Boys' Prep

- Changes to the curriculum:
 - To introduce specialist teachers for Maths, English and Science from Year 3
 - Introduction of Drama
 - Revised arrangements for swimming in Walton-on-Thames
- Extra Curricular:
 - Extra Curricular coordinator put in place in September 2009
 - Christmas and Easter Art and Cooking Clubs
 - Introduction of a Drama Club
 - Sports and Chess Clubs and many lunchtime Clubs
- Refurbishments:
 - Back playground re-surfacing, including adding boys' artwork to the walls
 - Internal redecoration to Year 3 & 6 classrooms, moving Staff Room and Head's Office
 - New gate to front playground, fencing removed and new front steps

- Wish List:
 - Hoping to re-surface front playground and may approach the PA for a contribution to buy 'extras' like those being purchased by the PA for the Junior Girls'.

Junior Girls'

- Curriculum:
 - Running a Gifted and Talented program in English and Maths
 - Revised arrangements for swimming in Walton-on-Thames
- Extra Curricular:
 - Year 6 enrichment for Summer Term further developed – 'Challenging yourself and taking a risk', to encourage independence and self-confidence.
- Refurbishment:
 - Garden developed with input from the girls
 - Wireless network now in use on each floor
 - Activ Expression handsets now being used by pupils
- Wish List:
 - 'Extras' have already been approved, purchased and installed to enhance the garden. Specifically, 2 totem poles, 3 toadstools, 3 benches and a large music panel.

Senior School

- Public Examinations. Ann highlighted this year's excellent 'A' Level and GCSE results.
 - At 'A' Level:
 - 61% of all results at A grade
 - 91% at A & B grades
 - Nearly 40% of girls achieved 3 or more A grades
 - The School was 23rd in the Times' List
 - Majority of girls secured places at their first choice university, with 8 girls winning Oxbridge places.
 - At GCSE:
 - Almost 32% of all results were A*, against a national average of 6.8%
 - 75% of results were A* or A
 - 92% of results were A* to B
 - 45% of students (56 girls) achieved at least 10 A* or A grades.
- Extra Curricular:
 - 'Fairs' were held at the start of term and there are now over 70 clubs
- Refurbishment:
 - The wall along Maple Road has been renovated
 - A pathway has been created alongside the tennis courts, so that the girls no longer have to walk along the roadway
 - The Small Hall has been converted onto a Performing Arts Studio
 - New ICT Suite created
 - Reorganised the Dining Room
 - 6th Form Common Room has been decorated and refurbished.

Highlights of the year impacting all three schools included:

- The delivery of the new minibus. Ann again thanked the PA for the minibus and advised that it is in constant use across the three schools. Having an extra minibus has made life much easier and enables the school to use it's own transportation more, for example one of it's first trips was to take the Year 6 boys to the Isle of Wight.
- The updated website was launched at the beginning of this academic year.
- Following consultation with staff, Governors, USCT Executive Team and parents a three-year strategic plan for the school has been developed. Called 'Surbiton 2012', this plan is designed to ensure that through 'Learning, Leadership and Values' all pupils are prepared to move successfully to the next stage of their lives.

In closing Ann thanked all the committee members for their hard work this year, and confirmed that dates would soon be available for her meetings with the Class Reps.

The meeting closed at 8.20pm and a meeting of the Class Reps followed.

Ruth Parsons, Secretary