



Surbiton High School Parents Association (SHSPA")
Registered Charity No. 1058888
Minutes of the 71st Annual General Meeting, 22nd September 2020
Held via the Teams platform

Present:

Mr David Tresidder	-	Acting Chair
Miss Netty Williams	-	Secretary
Mr Richard Burge	-	Co-Treasurer
Mrs Minal Choksey	-	Co-Treasurer
Mrs Rebecca Glover	-	School Principal
Mr Matthew Close	-	School Vice Principal
Mrs Tracey Chong	-	Head of Boys Prep

Ms Shanthini Shanmugaguru (Events), Mrs Sharon Betts (Girls Prep Liaison), Mrs Sophie Day and Mrs Fauzia Tobiaz (Co-Boys Prep Liaison), Mrs Sowmyka Venkataraman and Mrs Darshna Gorania (co-NNU sale), Mrs Juliet Jones (Communications).

Welcome and Introduction

Dave Tresidder welcomed parents and the School Executive to the meeting, which opened at 7.03p.m. Dave explained that the PA has been without a formal chair for the last year and it is testament to the strengths of all of the PA committee that they have teamed together, and the hive mind has truly flourished. The PA are still looking for a chair however, and are therefore keen to hear from anyone with enthusiasm for the role. Dave explained how parents could use the chat facility in the digital platform to submit questions which would be addressed at the end.

1. Apologies for absence

Apologies for absence were noted from Miss Clemmie Stewart (Head of Girls Prep) and Ms Polly Rumbold (Head of Development).

2. Minutes of the Annual General Meeting held on 24th September 2019

Dave Tresidder presented the minutes of the 70th AGM held on 24th September 2019, noting that they had been posted on the SHSPA website in advance of the meeting. Usually hard copies would be distributed to those present, however on the virtual platform this has not been possible.

Parents attending were asked for any comments before they were approved as a true and fair record of the meeting. No comments were received and Shanthini Shanmugaguru proposed the minutes for adoption, which was duly seconded by Richard Burge.

3. Chair's Report 2019/2020

The Chair's Report was presented jointly by Dave Tresidder and Shanthini Shanmugaguru.

Introduction

As with almost every aspect of life, COVID-19 has challenged the Parents Association and all that we do, but we have risen to the challenge, continued where we can and have great plans for the year ahead.

Review of 2019-20

It is not every year that we report that the PA has been responsible for saving the lives of children at the school, but this year we can truly say that. The pupil cardiac screening was the initiative of a parent and part funded by the PA, this resulted in two cases requiring further investigation and treatment being identified. I am sure you will all agree that saving lives must be one of the most worthwhile activities that the PA can help with.

We have run many of our usual events, some in unusual forms. Whilst our primary focus is on bringing the community together and having fun, the curtailment of our events of course impacts our income as well. Our investments in luxury items and activities across the three schools has therefore reduced, but we have still invested over £43K and committed to another £16K already.

Thanks

Tonight, I principally want to offer some thanks. Firstly, to all of you, all the parents who support and make the school community what it is. Our activities do not happen without participants and many of you also go that extra mile to help out where you can. From being a class rep to helping sort the nearly new uniform items or a stall at the Christmas fair, thank you for all that you contribute to our school community. Secondly, I would like to thank all the members of the PA who go that bit further again and put in a huge number of hours to generate the myriad of events and activities we provide. As always, we will be saying goodbye to a number of the PA committee tonight, but with leavers come opportunities. We have specific roles to fill and, in addition to the chair, we need a rep liaison for the higher years of the senior school. This is a critical communication role which means all the class reps get to hear the key messages so they can be disseminated to parents. A chain

missing a link is simply a pile of scrap of course and if you feel you are not receiving the communications you would like to be, then I know of a role that would be ideal for you. We are also always interested in new ideas for our events and we can create roles to complement them, so you are always welcome to join us.

In no particular order I would like to thank all the members of the PA:

- Netty Williams our secretary, for keeping us all in order, and dealing with a myriad of charity and paperwork.
- Richard Burge and Minal Choksey our treasurers, for having all the numbers to hand and so much more than the book keeping , for example sorting our GDPR policy and making sure we have licences for the alcohol sales.
- Sophie Day, Fauzia Tobias, Sharon Betts and Maximilliano Centini our rep liaisons, for being our first point of contact with you all and drumming up much needed support on many an occasion.
- Shanthini Shanmugaguru our events co-ordinator, for her tireless organisation and some thankless cooking and clearing up to boot.
- Samantha Wadsworth for organising some cracking prep school discos, although I'm not sure if it was the pupils or the staff who enjoyed them the most.
- Jules Jones for some amazing communications skills including all our social media and the brochures that I am sure you have all seen.
- For many of you, an important offering from the PA is the one provided by Sowmya Venkataraman and Darshna Gorania, the uniform sales, which has to be one of the biggest tasks going and normally our biggest income provider as well. We had our first click and collect uniform sale in September to try and shift the brand new, but old-style uniform that the school have purchased from Alleycats. This was all significantly discounted but I think many of you were away, so we have another sale now live with collections on 4th October. Everything must go, as we are going to be back to the second-hand sales in the new year.

There are a couple of critical names I have not mentioned and that is because we have to officially welcome them tonight into their new roles, many have already been very busy with PA activities. A very warm welcome to Eva Mrazikova back taking over the discos, Linda Marsh taking over the Girls' Prep liaison role, Soraya Fanning who has just joined the Surbiton High community in year 7 and jumped straight into a senior school rep liaison role and Malini Varma for offering to step up and organise the Christmas Fair.

Governance

We are a Registered Charity and are bound by the regulations in place for the governance of such. We are managed by a General Committee of parents. We held nine meetings over the year, five of them with the school Senior Leadership Team in attendance. All meetings are minuted and open to inspection by members on application to the Secretary.

We exist primarily to:

- Develop effective relationships between the staff, parents and others associated with the School
- Engage in activities or provide facilities that support the School and advance the education of its pupils.

The Co-Treasurers have prepared the annual accounts and these have been independently examined by Samantha Merchant. We are very grateful to Samantha in her first year in this role. Expenditure of PA funds is authorised using a wish list process. Anybody, parents, pupils and staff are invited to contact us directly and requests are presented to the PA Committee for a majority vote against our assessment criteria.

Fundraising is via subscription, proceeds from events held and through sales or commissions. GiftAid is claimed back from subscriptions by the PA CoTreasurers with the help of the School Finance department.

We remain truly grateful to the unwavering partnership from the School, in particular Rebecca Glover, Matthew Close, Clemmie Stewart and Tracey Chong, the site facilities teams led by Dan Rodas and Justin Barr, the catering team at Chartwells and the school admin teams.

The Year Ahead

We have been looking very carefully at the year ahead and some of you will have seen our requests for COVID-beating ideas from you all so that we as a community can come together and have some fun. I would ask for any help we can get as the need for IT skills and innovative ideas has never been greater. To be clear, we very much hope not to be conducting all of our events via a 16" screen. To make the most of the year we will be remaining as dynamic as we can and that may mean some last minute changes. We have already challenged the school to see if we can run a disco as a co-curricular activity and whilst it might be a little too soon for that just now, do please watch this space, we are doing all we can, but we can always do more with your help.

Events for 2019

The PA like to put on a range of events which appeal to students and parents alike. A profit is a happy side effect of many of our activities and it is just as important to bring the community together for some fun.

2019 started as usual with New Parents' suppers. This is one of my favourite events; a chance to meet other parents in an informal setting for all new starters with the biggest cohort from Reception and Yr 7. Last year we changed the format from sit down meal to bowl food. The feedback was very positive. It allowed for greater mingling. There was a terrific buzz in the room and much recycling was created! Well done to the catering staff for cooking up some delicious, beautifully presented mini bites. They were a big hit.

The Halloween disco, deftly organised by Sam, was a great success, followed by the Christmas Fair headed up by Sharon. We noticed a reduced footfall but the earnings from this were very respectable indeed. In fact, we may have just found a volunteer to work on

organising the fair going forward. At the moment, we are hatching plans that will perhaps allow the Fair to go ahead virtually if the pandemic seeks to spoil our fun. Look out for more via Twitter and MIS.

We had the chance to fit in one more, very successful Quiz Night, hosted by David and Sofia Bodycombe. This is one of the highlights of the year. For those who have never been, the Bodycombes never fail to give us a jam-packed brain teaser of an evening. The competitive zeal from the parents and staff is accompanied by cheese kindly supplied at cost by Teddington Cheese. There was such a party atmosphere this time that Netty had to scoot to Waitrose to top up bar supplies.

All 3 of these events turned a handsome profit allowing the PA to add to the Wish List pot. Buying these items is one of the most satisfying parts of being a PA Trustee. After a modified Dad's camping, I am hopeful that we will be able to find events that can accommodate the new normal that Covid times have imposed. Where there's a will, there's a way. We have had brilliant ideas from committee members but please get in touch if you have ideas too. Some events you might look forward to include a Halloween pumpkin carving competition, Gin tasting partnered with 97, special Christmas decorations and outdoor treasure hunts. Don't forget that the Happy's, animal free, Circus is due to come to Hinchley Wood in May as well. Early bird tickets will be on sale at the Christmas fair.

When you go away this evening, please think about how you stay in touch with us. Twitter, MIS and Class reps all play a role. If you don't have a class rep for your form and you are the sort of person who can get a bunch of parents out for a coffee or sherbet, please do that to keep this special community engaged. We will be delighted to know who you are and how we can support you.

Thank you to everyone who supports our events, families and staff but a special thanks to everyone who volunteers whether it be packing used uniform, washing up or guarding exit doors. It's a fantastic team effort! We really could not do this without you.

Dave Tresidder, Acting Chair/ Shanthini Shanmugaguru (events)
22nd September 2020

4. Treasurer's Report for the financial year ending 31 July 2020

Financial position

- 2 bank accounts £58,761
- NNU bank account £665 due to parents
- Committed funds not spent £16,250
- Estimated uncommitted funds - £43k

Accounts and Events round up

- Independent Examiners report. Samantha Merchant our new Independent Examiner has provided sign off.
- We continue to embrace digitalisation of the accounting record keeping and again this year we are fully paperless.
- Events David and Shanthini have commented upon already.

Events - Year on year the results are £19k lower, largely a result of COVID leading to a curtailment of events.

<u>Event Net result</u>	2019/20	2018/19		
	Net £	Net £		
Events and Fundraising				
New Parents Evening	2,195	3,211	(1,016)	Lower
Prep Autum Disco	2,583	2,900	(317)	Lower
Christmas Fair	8,435	7,928	507	Higher
Parents Quiz Night	2,989	2,656	333	Higher
Prep Summer Disco (Y5&6)	-	2,309	(2,309)	Lower
Dads' Camping	(217)	5,649	(5,866)	Lower
Summer Event	(120)	839	(959)	Lower
Nearly New Uniform	1,213	9,960	(8,747)	Lower
Subscriptions	13,006	13,360	(354)	Lower
	30,084	48,812	(18,728)	Lower

Wishlist

Committed to £18k in the year, of which £16k for the 6th form communal outside area remains to be completed. A further £2k was spent on a new Royal Institute program. The previous year commitment of up to £10k for Cardiac screening resulted in only a contribution of £5k.

Minal Choksey, Co-Treasurer

Richard Burge, Co-Treasurer

5. Annual report and accounts

Minal Choksey and Richard Burge presented the Annual Report and Accounts for the year ended 31 July 2020. Netty Williams proposed that the accounts be adopted and Shanthini Shanmugaguru seconded this. The resolution was carried unanimously.

7. Election of trustees to the PA Committee

Dave Tresidder proposed that the following PA Committee members be elected by members in accordance with the terms of the Constitution. It should be noted that Juliet Jones was co-opted onto the Committee during the year.

Juliet Jones – Incoming Communications

Linda Marsh – Incoming Girls’ Prep Liaison

Soraya Fanning – Incoming Lower Senior liaison

Netty Williams proposed the election of these Committee members and Shanthini Shanmugaguru seconded the resolution [with no objections](#) and it was carried.

8. Other business

Netty Williams gave thanks to those who are moving on

Outgoing

Minal Choksey – Co-Treasurer
Sharon Betts – GP Liaison
Samantha Wadsworth – Prep Discos
Maximiliano Centini – Senior School Liaison

9. Principal's Address

Mrs Glover added her personal thanks to Committee members, both old and new, for their work in providing community events, fundraising and fun for the SHS pupils.

10. Questions and Answers

a) How does one put forward an interest to be chair of the PA?

Dave welcomed this question and directed the audience to the website where, under 'my contact's, Dave or Netty could be reached through chair@shspap.org.uk or secretary@shspap.org.uk. Either of them would be more than willing to discuss with any prospective chairs what the role involves!

b) Are we predicting that the Halloween disco is likely to be going ahead or is it likely to be virtual?

Dave replied that unfortunately not as a disco but watch this space for another Halloween idea.

c) Hi, I am a new parent with a girl in reception. I am a class rep but would love to do some more. Is there an email address I can contact? Thanks

Dave replied that we would love to have you this parent and, as previously, could email to chair@shspap.org.uk or Secretary@shspap.org.uk.

The meeting then closed at 7.36p.m.