

**MINUTES OF ANNUAL GENERAL MEETING**  
*Charity Number: 1052993*  
**FRIDAY 7 FEBRUARY 2020**  
**9.00 am, Mezzanine, Claires Court Junior Boys**

**Present:**

Phyllis Avery MBE	Chair, President and Trustee
Rosemary Barker	Secretary and Trustee
Anne Halpin	Treasurer
Sheila Hooker	Vice-President and Trustee
Trevor Sharkey	Vice-President and Trustee
James Wilding	Academic Principal and Head of Senior Boys
Hugh Wilding	Administrative Principal
Ann Jessseman	Vice-Chair, Girls and Nursery
Louise Notton-Brown	Chair, Junior Boys (Part)
Jennie MacLeod	Vice-Chair, Junior Boys
Dean Richards	Head, Junior Boys (Part)
Lindsay King	Dep. Head, Junior Girls
Margaret Heywood	Head, Senior Girls
Stephanie Rogers	Head, Sixth Form
Justin Spanswick	Executive Head

together with additional members of the PTA and pupils.

**1. Welcome**

Phyllis Avery opened the meeting welcoming all and informing of her background with the School through her three sons. The concept of the pupils delivering the reviews of the committees' work throughout the year had worked well last year and would be followed again this. This is the first item on the agenda to limit the loss of classroom time for the pupils and students.

**2. Committees' reviews delivered by the Pupil Voices:**

- a. Junior Boys
- b. Junior Girls & Nursery
- c. Senior Boys
- d. Senior Girls
- e. Sixth Form

These reviews may be found as an attachment to these Minutes but various comments were made in the body of the meeting which follow:

**Girls and Nursery**

Ann Jesseman confirmed the committee for next year. The main change for this committee is that Ann stepped down from dealing with uniform sales and this has been taken over by two other committee members. She added that it is a small group of parents who raise a lot of money to enhance the curriculum and provide extras which are outside those provided by the tuition fees. The committee would really appreciate more volunteers to give their time. She thanked Anne Halpin for all her work over the years and this was echoed by Maggie Heywood.

**Senior Boys**

The group are looking forward to supporting the Summer Fete and Diamond Ball.

James Wilding informed that the changing room supplied by the PTA at Boyne Hill Cricket Club came into service in April.

Summerlease Lake water level fell so far that Outdoor Education re-located to Taplow Lake and the Foundation supported this with a new pontoon.

The rugby players invited former pupil Chris Cracknell to their dinner which raised further funds.

The Boat Club is probably the biggest fund raiser and their dinner will be held on 28 March.

He expressed thanks to Amy and Cherie at Senior Boys and to the PTA for all this support as well as cups and awards.

### **Sixth Form**

Steph Rogers expressed grateful thanks to the PTA for all that is done behind the scenes and looks forward to working together in the coming year.

### **3. Apologies for absence**

Apologies were received from:

Felipe Foy

Tina Webster

Anna Taylor-West

### **4. Minutes of last meeting for approval**

The Minutes of the last AGM were proposed for approval by Sheila Hooker, seconded by Trevor Sharkey and agreed unanimously.

### **5. Chairman's report**

#### **a. Review March 2019 to February 2020**

The Claires Court PTA is a charity, and it is the responsibility of the Trustees to steward the charity and its finances. My fellow trustees are Rosemary Barker, who has been acting as Secretary to the Main Board, Sheila Hooker, and Trevor Sharkey.

The Main Board has met on four occasions since last year's AGM, and it is attended by the Chair and Vice-Chair of the PTAs for Junior Boys, Junior Girls and Nursery, Senior Boys, Senior Girls, and Sixth Form, together with their respective Heads, the Executive Head Justin Spanswick, the Principals, the Trustees, and Anne Halpin who is Treasurer to the Main Board. We start at 8.30 am and aim to be finished before 10.00 o'clock.

The Main Board deals with the financial and constitutional affairs and legal requirements of the PTA, and it is a forum for wide ranging discussion. We review all requests for expenditure in excess of £1,000 from the various committees, and the working groups that support the Boat Club, the Sailing Club, and the Tours Clubs – to agree whether the item should be supported by the PTA or funded by the School and to ensure that it is not duplicating something which is in another part of the School.

We were obviously all very disappointed in August when the application for a new school campus on this site was turned down by the Maidenhead Area Development Management Panel – I will leave it to the Principals to update you as to the current state of affairs, but we continue to be quietly optimistic.

We discuss and agree the format of planned major events, such as the Summer Fete and the Family Fireworks, covering who will be responsible for what, and we also review what has gone well and what needs to be improved for next time. The weather has not been kind to us this year – the circus, originally scheduled for April 27, had to be

postponed due to high winds, and was re-arranged to coincide with the Summer Fete, and the Family Fireworks in October had to be cancelled altogether at the last minute as the ground was water-logged. A great deal of work goes into the organisation of these events and I would particularly like to thank the Chairs and members of their Committees for their continuing enthusiasm and commitment.

Looking back over the year, we have talked about celebrations for the School's 60<sup>th</sup> Anniversary and the Diamond Ball, the success of The Gambia project - we had a presentation from Stephen Rhodes on food allergens and the implications for catering both on site and when using outside caterers at events - the Christmas Market, the School's policy regarding Sixth Form drivers, the Pupil Voice, the project at Boulters Lock, and events for former pupils, amongst other topics.

At last year's AGM we made a presentation to Rosemary Barker on her retirement as Secretary to the Main Board over many years. Well, in fact, Rosemary has just completed a further year – thank you!

And I would now like to introduce Mark Mercer, who has agreed to take over the post of Secretary from the AGM. Mark is part of the school's Admin team and has two pupils in the School.

It has been another busy year – thank you all for your support.

**b. Looking forward (Alumni events):**

Friday 28 February	Quiz Night at Junior Boys
Saturday 28 March	Boat Club Dinner
Tuesday 31 March	Commemoration Service
Wednesday 1 April	Junior Boys Pre-Prep Easter Egg Hunt
<b>Friday 1 May</b>	<b>Alumni Rugby at MRFC, Braywick Park</b>
Saturday 6 June	Diamond Jubilee Ball at Junior Boys
<b>Thursday 11 June</b>	<b>Alumni London Drinks, @ Mad Bishop, Paddington</b>
Saturday 20 June	Summer Fete at Junior Boys
<b>Saturday 26 September</b>	<b>Alumni 'Claire's Court Old Boys' Diamond Jubilee</b>
Saturday 10 October	Family Fireworks Party at Junior Boys (tbc)
<b>December</b>	<b>Boat Club Drinks and Carols</b>

**6. Treasurer's report**

Anne Halpin presented the accounts which had been passed by Graham Rogers who is a Chartered Accountant. She informed that the PTA raised over £100,000 of which over £80,000 was profit.

**7. Confirmation of President and Trustees**

James Wilding led the meeting for this item and asked if the President and Trustees were all prepared to steward the PTA for 2020/21. All were agreed and voted in unanimously by the meeting.

**8. Election of Officers**

Secretary – Mark Mercer was introduced as he has agreed to take over the role of Secretary to the PTA. He was voted in unanimously.

Treasurer – James Wilding informed that a former parent of the School and former Treasurer for the PTA, Dermot Woolliscroft would be delighted to support the PTA in any way he can. Discussions have taken place and whilst he has said he is unable to take on the day to day

work, he is happy to discuss further. Provisional agreement was made with a unanimous vote.

## 9. Election of Committee Chairs and Vice Chairs

These officers remain as the previous year as follows:

Junior Boys	Louise Notton-Brown	Chair
	Jennie McLeod	Vice-Chair
Senior Boys	Felipe Foy	Chair
& Sixth Form	Tina Webster	Vice-Chair
Girls &	Anna Taylor-West	Chair
Nursery	Ann Jesseman	Vice-Chair

All were voted in unanimously.

## 10. Updates from The Principals

**Hugh Wilding** remarked on the absence of support by councillors at the planning Management Committee meeting in August. He informed that the Principals are fully committed to moving the School to the Junior Boys' site for all the benefits which come from that move. The residential housing was a major issue so the main build and sports hall are going to appeal and common ground has been agreed with the council. Papers will be in by March 16 following which there will be a public enquiry locally between the end of June and July whilst School is operating so that parents can support at the proceedings. The decision of the Inspector will be expected in the early autumn. The planning consultant has already met with Hugh and a planning QC who believes that the School has a very good case. An independent audit report has also been prepared by an independent planner, who also agrees that the School has an extremely strong case. The build will take 75-80 weeks so if approved, September 2022 may be unlikely and more probably September 2023 for the move.

He informed that an ambitious building programme has been started on the existing infrastructure to ensure the premises are in good shape and the School will continue to spend funds on the other two sites. Objectives for the Junior Boys' site are more ambitious with a plan to re-furbish the ground floor and art block over the summer period and continue the re-decoration of the façade of the school. These plans will be shared with the parent body throughout the year.

**James Wilding** informed that with the Boulter's Island project, the RBWM had advertised the sale of the proposed piece of land for the parking of the boats which was followed by a social media storm which suggested the whole island was being sold. This was clarified and the School is hoping for signing off of a lease so that it can be put into use for this summer.

## 11. AOB

There was none other than a reminder to all Main Board members of their next meeting on Wednesday 29 April at 8.30 am at Maidenhead Golf Club.

The meeting closed at 10.10 am.

## **PUPIL VOICE PRESENTATIONS**

### **Junior Boys**

#### **Edward Newland**

We would like to thank the PTA for the ongoing support they give us at Junior Boys and across the Claires Court School as a whole.

#### **Siddant Nayak**

From our Pupil Voice we would like to thank you for funding our Fright Night Discos - they are awesome and we know our younger Pupil Voice members love to dress up and dance the night away!

We enjoyed competing with each other's houses to see who could provide the most PTA Sweet cups. I know our pupils, parents and staff enjoy your annual fireworks party and we love to get our PTA funded medals on sports day. We are very proud of the medals we win. Our parents particularly enjoyed the Fizz and First Aid run by our school nurses and supported by you.

#### **Max Skelton**

We are very lucky to have you arrange for us to purchase Christmas presents for our parents allowing us, as individual pupils, to show our parents our appreciation. We love the Summer Fete and the circus was amazing!

#### **Marcus Carman**

Our Pupil Voice have been so lucky to benefit from your class donations of £50 per class - we have purchased in the past games for our classrooms for wet breaks, additional playground equipment, cushions for our outdoor classroom.

#### **Liam Byng-Maddick**

We look forward to using our class funds this year and hope to combine the money to provide alternative fund equipment to help enrich our playtimes. We would also love to chat over with our Junior Boys PTA the possibility of funding resources for our Year 5 & 6 Young Leaders to continue to help them working with our younger pupils developing their social skills and ability to self regulate their play through traditional playground games.

Once again from Junior Boys Pupil Voice thank you!

### **Junior Girls and Nursery**

**Isla:** Hello! We are a few members of Junior Girls Pupil Voice. I'm Isla from Year 6.

**Eva:** I'm Eva from Year 3.

**Holly J:** And I'm Holly from Year 3.

**Isla:** and we are here to say a big thank you to the PTA for all the equipment and opportunities you have given the Junior Girls and Nursery departments.

**Eva:** As you can see, we have a lot of fun at school, and a lot of this is thanks to your generosity.

**Holly:** thank you for working so hard to put on the Fright Night Disco and the Movie night, they are both events that we look forward to and this year there seemed to be a competition as to who could bring the biggest bean bag!

**Isla:** Thank you also for the brilliant pantomime at Junior Boys. The actors were so funny and we all had a great time.

**Eva:** You have also been kind enough to buy us lots of things for school, both in and outside of the classroom.

**Holly:** Year 6 love getting their year books and bracelets and Year 5 are slowly getting better at playing their ocarinas. I can't wait until we're in Year 5 to give them a go!

**Isla:** The PE agility tables, the Nursery Christmas entertainer, nursery trays and stands and all the library equipment and games you bought us has made a big difference too.

**Eva:** In Upper Juniors, you were kind enough to buy us some visualisers, so teachers can show books, people's work and smaller details to the whole class, they're great!

**Holly:** and when we all need a break from learning, we love dressing up in the new dressing up clothes at break times. Now that Upper Juniors have bigger sizes we all play together wearing masks or keeping the playground a safe place in the police costumes!

### **Senior Boys**

**James Palmer** - At the end of their GCSE career and before the Summer exams start, Year 11 parents and sons attend a Celebration Awards ceremony, funded by the PTA to commemorate their time in the School. The image on the screen shows one of this year's hoodies - Govind Basra, Chairman of our Pupil Voice team.

**Dan Greenwood** - many of the boys at Senior School are excellent natural sportsmen; these additional items of equipment used in the School assist us further in developing our skills and talents. Go on Jack, how do you use a power ball! (Jack almost, managed to lift the ball over his head)

**Jack Newton** - I am a bit young for Proms, but as this picture on the screen shows really well, the PTA this last year secured the first official Prom for our Year 11 boys and girls, held in the magnificent buildings and grounds of Lillibrooke Manor. The short film displays what fun the boys and girls had that day.

**James Palmer** - the first main event for the academic year is the Family Fireworks, which unfortunately, as you will be aware, we had to cancel due to adverse weather. The fireworks event is a major fund raising event for our School, therefore financially the cancellation has hit us hard. On a positive note, all of our suppliers did what they could to soften the financial blow, and we thank them for that. We must also mention the parents who volunteered to help, for the first time we had enough people to help at the event and even some spares.

We would also like to thank the catering and grounds staff who were a great support.

**Dan Greenwood** - As members of Pupil Voice, we come together under Mr Huw Buckle's guidance to ensure the boys have a voice in the decisions and provision made for them at Senior Boys. This graphic shows the variety of things we are doing this year, much of which involves directly or indirectly the support of the PTA.

**Jack Newton** - As a result we have decided to add a rain cover that would span from the dining hall exit to the Year 10 and 11 locker rooms. We understand during such weather people get wet, so we have heard your problems and are trying to find solutions. The photo shows where the new cover would be located, joining the other canopies, previously joint funded by the School and PTA.

**James Palmer** - Last year, Pupil Voice caused the School to consider how best to un-jam the junior cloakroom, and we did that by adding a new door. A new canopy run would be an excellent way of adding to the 'dry' social space outside.

**Dan Greenwood** - This year our School has decided to actively protect our local and global environment by becoming an Eco-School.

Eco-Schools is a charity that encourages students to get actively involved in planning and completing environmental actions.

We have decided to enter this award scheme because in the school council we have decided to play an active role in our community by making small but significant changes to our school to better our environment. And most importantly if we complete this award scheme we can get a massive flag.

**Jack Newton** - The Eco-Schools programme is designed to be led by students. We have formed an Eco-Committee comprised of at least one student from each year group to take responsibility for the programme in our school aiming to win the Eco-Schools Green Flag award.

At the end of the process we will need to produce an Eco-Code that reflects the work we have done and that each student can live by in the future.

**James Palmer** - our audit work as an Eco school has begun - these are the questions we have asked....

Does your school encourage the use of reusable items like water bottles, lunch boxes and lunch plates?

Does your school have a clear anti-litter policy?

Do your school grounds have renewable energy sources?

Are single-use plastics such as straws, coffee cups, plastic bags or plastic bottles used in your school?

## Environmental Review

What percentage of the toilets in school are dual flush or reduced capacity?

Does your school encourage healthy food options at break and lunchtimes?

What percentage of students travel to school by car?

Are students involved in the design and maintenance of the school grounds?

Does your school have an active link with a school in another country?

Does your school have any plants in containers or beds in the school grounds?

**Dan Greenwood** - Which do you think we do least well at? Energy and Water usage!

**Jack Newton** - we now ask the question - what can we do to make a difference?

**James Palmer** - With the addition of a better water fountain outside the sports hall we have managed to reduce ALREADY the amount of bottles of water bought by 6,100.

**James Wilding** This brings me to the Committee - these amazing people have assisted us really well this year...

**Dan Greenwood** - Our team of volunteers have also been a great support behind the scenes, looking after the nearly new uniform, and working the bar at the summer fete. It's funny we never struggle to get volunteers to help on the bar!! Also we must mention our Headmaster who continues to recruit new members to the Committee. Thank you everyone, we really do appreciate it.

Felipe Foy  
Tina Webster  
Jane Milligan  
Jane Howe  
Nick Bayley  
Roger Small

James Wilding  
Will Ansell (Staff Rep)  
Huw Buckle (Pupil Voice)  
Ronell Selzer (Academics)  
Steph Rogers (Sixth Form links)

### **Senior Girls**

Good morning, my name is Sophie Carter G10 and this is Luisa Matton G10 and we are both in Year 10 at Senior Girls.

Once again this year, the PTA has provided Senior Girls with new opportunities and resources, as well as the chance to allow us to give back to the wider school community through the events they hold.

Last year girls in Years 10 and 11 held stalls at the Fireworks Evening to help raise money, including a lucky dip, baked goods and sweet pong to help raise money for the PTA. Girls from all year groups attended the Summer Fete and ran their own stalls, including festival face painting and a doughnut stand.

Not only do these events help us to raise money for the PTA, they also give us an opportunity as students to work together as a tutor group to organise and run a stall, work with money (and therefore practise our maths skills!), and become more confident in talking to new people. It also reminds us of the importance of giving back to the wider school community.

Once again the PTA has helped shape our sense of community at Senior Girls by supporting our events, such as last year's "Festival on the Field" organised by Mr Gravett. At the end of our Autumn Term, the PTA kindly provided us with a Christmas selection box as an early gift before the holidays. Speaking of Christmas, this our Year 10 group transformed into Father's Christmas' Elves and helped him deliver presents from the PTA to the Nursery and Junior Girls, as well as bath bombs for Year 10.

Our current Year 11 girls, along with Kate in the Sixth Form, have created a new legacy for Senior Girls with our expanding rowing team, with Year 10 now eagerly getting involved. The PTA kindly provided the team with new oars for their boat, helping the team go from strength to strength with the girls being victorious at the Maidenhead Junior Regatta.

The PTA has kindly funded a variety of different resources for our subjects, including a ripple tank in Science to help us understand, measure and calculate the wavelength and speed of waves. Last year during Science Week, Year 7 were investigating the murder of our beloved Head of Physics, Mrs Williams, and who the culprit was. With the help of the DNA kits from the PTA, they discovered that the devilish felon was Mrs Bennett!

Other resources we have benefited from include a new trampoline and balancing air cushion for the PE Department sensory resources for the Think Tank to help with students

who have learning difficulties and new USB cameras. In Textiles, Mrs Hadley's classes have been benefiting from a new state-of-the-art sewing machine, whilst our artists were provided with a skeleton as a new stimulus for their work. We invited the PTA to our Pupil Voice meeting last year and after listening to ideas, they bought us a new seating area outside on the school field.

This year was the first year the School has supported the Year 11 prom which was held at Lillibrooke Manor. The students thoroughly enjoyed their evening of dancing, spending time with their friends and ending Year 11 on such a high note, all made possible with the support of the PTA. Every year we have to say goodbye to Year 11, who we look to for advice on becoming the new Head Girl Team and Prefects, and we would like to thank the PTA for their generous necklace gifts for our leavers.

Every year the PTA supports our sports days, supplying medals and trophies, as well as our Prize Givings, such as Speech Day. We are able to display even more of our House successes with a new House trophy for our prizes for InterHouse Music, the Autumn Relay and our various InterHouse Sport events.

On behalf of the Senior Girls, we would like to thank the PTA for their support to our School.

Thank you for listening.

### **Sixth Form**

Sixth Form students Joshua Morgan and Anouska Hawkes made their presentation commenting on how they helped with face painting at the Summer Fete and found they had talents they did not know they possessed! Funds were raised for The Gambia whilst the Summer Prom enjoyed a Venetian Masked Ball theme. Vases were borrowed for this event from the PTA who also covered the cost of the photo booth. Leaving gifts of cufflinks and charms were funded by the PTA as Year 13 students enjoyed their farewell assembly in May, before study leave and exams began.

Year 12 hold a celebration assembly in July to celebrate not just academic achievements but also pop up charity events, music, drama and sport. The PTA provided personalised water bottles and awards as well as comfortable chairs for the Common Room and an ongoing subsidy for the ever popular coffee machine