

**ANNUAL GENERAL MEETING**  
*Charity Number: 1052993*  
**Tuesday 8 March 2022**  
**9.15 am, Mezzanine, Claires Court Junior Boys**

**MEETING NOTES**

**Attendees**

Phyllis Avery MBE, James Wilding, Hugh Wilding, Mark Mercer, Simon Ball, Felipe Foy, Anna Taylor-West, Tina Webster, Trevor Sharkey, Louise Notton Brown, Stephanie Rogers, Steve Richards, Leanne Kirby, Alex Richardson, Sasha O'Clee, Steven Larkin, LJ Bishop, Lydia Lowry,

1. *Welcome from the President*

Good Morning everyone, and welcome to the Annual General Meeting of Claires Court School PTA.

Last year's AGM was one of the events which did not take place due to Covid 19, but at the AGM in the previous two years, we had asked the pupils to prepare and talk about how they had benefited from the fund-raising undertaken by the PTA. We are going to follow the same format again this year, but highlight just three ways in which the PTA has contributed to the life of the school. And, in order to limit the loss of classroom time for the pupils and students, it is the next item on the Agenda.

2. Feedback from Support received from the PTA - *placed early in the Agenda to permit the students & teachers involved to be able to leave to attend lessons.*
  - a. **CCF resources** - Thanks for the Lazer Tags by Sasha O'Clee, supported by a live demonstration by the CCF with the pupils and Steve Larkin
  - b. **Rowing resources** - Thanks for the support with oars and the competitive women's rowing boat from Alex Richardson and the rowing team represented by three of the female rowing pupils, including the captain of rowing. Hopeful contenders at Henley this year.
  - c. **3d Printer Kit** - Thanks from Lydia Lowry and from the pupils exploring and building the printer for use. The role of the printer to facilitate the experiential learning of the pupils was highlighted.
  - d. **Swimarathon:** Claires Court entered teams from junior boys and junior girls, senior boys and senior girls and the 6th form in the Lions Club Swimarathon held in January. The 6th form were raising money to support children's education in a school in Brufut, Gambia and the other teams were raising money for The Link Foundation, a local charity. In total our teams raised £1187.10 half of which will go to Lions Club charities and the other half to our chosen charities. In addition, we were awarded a bonus prize of £200 in Teresa May's lucky dip. As well as raising money, all the teams taking part thoroughly enjoyed the great atmosphere at the pool and were praised by the Lions Club for their superb behaviour.

3. AGM

Apologies for absence - Sheila Hooker

Introduction by the President

My name is Phyllis Avery, and I am President of the PTA – I have three sons who all attended Claires Court School in the rather dim and distant past when it was a Prep School, and they all look back with affection at the years they spent at the school, and can often be seen

with their own children at the Family Fireworks Party and at other special events such as the Summer Fete, here at Junior Boys

4. Minutes of the last AGM, which took place on 7th February 2020 for approval  
Acceptance of the minutes proposed by Felipe Foy and seconded by Anna Taylor-West.  
AGM attendees voted in favour of the proposal nem con.
5. Chairman's report - Review from March 2020 to February 2022

The Claires Court PTA is a charity, and it is the responsibility of the Trustees to steward the charity and its finances – so let me first of all introduce my fellow Trustees:-

Trevor Sharkey

Felipe Foy

Tina Webster

Sheila Hooker - who is unable to be with us to-day as she is still  
trying to return from Australia.

Mark Mercer, who is Secretary to the PTA, and

Simon Ball – a former pupil of the School - who has recently taken  
over as Treasurer.

I would like to start, on behalf of the Parents, by thanking the Principals and the teaching staff for the magnificent job they have done to provide continuing education for all the pupils under very difficult circumstances during the past two years. This involved an enormous amount of planning to comply with ever-changing Covid-19 regulations, constant flow tests, some structural alterations to the buildings, and retarmacking the entire car park at Senior Boys to create 'bubbles' for the separate year groups - quite apart from the intensity of on-screen use for both pupils and teachers, and the stress of not knowing from one day to the next who has gone down with the virus.

It was a job very well done and very much appreciated by the parents and pupils – thank you!

It has been a difficult two years with many meetings and fund-raising events having to be cancelled due to Covid 19.– no Diamond Ball celebrations, no Summer Fete in 2020 and 2021, no Christmas Fayre, and no Family Fireworks in 2020 to name just a few.

In a normal year the Main Board meets at least once a term, but for long periods of time we were in lockdown, and unable to plan ahead - and it was a time of considerable uncertainty. The Main Board did, however, meet on three occasions, attended by the Chair and Vice-Chair of the PTAs for the different sections of the school, together with their respective Heads, the Principals and Trustees, and the Executive Head, Justin Spanswick.

The Agenda includes discussion and review of events - what has gone well, and what needs to be improved for next time, and we review all requests for expenditure in excess of

£1,000 for the various Committees – and the ancillary working groups that support the Boat Club, the Sailing Club and the Tours Club. – to agree whether the item should be supported by the PTA or funded by the School, and to ensure that the money will be spent to the best effect and that it is not duplicating something which is in another part of the School. Discussion can be lively, but this is an essential part of the work of the Main Board. We start at 8.30 am, and aim to be finished before 10.00 a.m.

Following deliberations between the Trustees and the Main Board, it was agreed to amend the structure of the PTA, and an EGM was held on 12 October 2021 when it was formally agreed to merge the Junior Boys PTA, Junior Girls and Nursery PTA to form the Junior School PTA, to merge Senior Boys PTA and Senior Girls PTA to form the Senior School PTA, with a separate Sixth Form PTA, as this more accurately reflects how it works in practice.

The Constitution also required some amendments to make it fit for purpose – nothing radical, just a tidying up, and this work has now been completed.

Looking ahead, there are a number of events to look forward to – of which the main one is the Diamond Ball on Saturday, 11 June

The Summer Fete will be on Saturday, 25 June and Family Fireworks Party on Saturday, 15 October quite apart from various dinners and events for the Boat Club, Rugby, Football, and a Staff -v- Alumni Cricket match and we are all looking forward to the opportunity for Parents, Staff and pupils to meet together and enjoy once again.

6. *Looking forward (PTA and **Alumni events**):*

Friday 25 March	Senior Rugby & Football dinner
Saturday 2 April	Boat Club Dinner
Week beginning 4 April	Commemoration Service (date specific to each site)
<b>Thursday 19 May</b>	<b>Alumni London Drinks, @ Mad Bishop, Paddington</b>
Saturday 11 June	The Diamond Ball at Junior Boys
Saturday 25 June	Summer Fete at Junior Boys
<b>Provisional Friday 1 July</b>	<b>Staff v Alumni Cricket</b>
Saturday 15 October	Family Fireworks Party at Junior Boys

6. *Treasurer's report*

PTA accounts in a healthy position, especially considering the last two years.

Annual accounts are in the process of being Approved by Graham Rogers.

New signatures for bank account is taking longer than expected but is underway.

Simon Ball has spoken to the bank manager about proceeding with online banking.

New portable payment machines will need to be ready for the ball.

## 7. *Confirmation of President and Trustees*

Presidents and trustees confirmed they were willing to continue in role.

President - Phyllis Avery MBE

Trustees - Felipe Foy, Trevor Sharkey, Felipe Foy, Tina Webster, Mark Mercer, Simon Ball and Sheila Hooker (TBC at the next main board meeting on 11 May 2022)

## 8. *Confirmation of Treasurer and Secretary*

The treasurer and secretary confirmed they were happy to continue in role.

Treasurer - Simon Ball

Secretary - Mark Mercer

## 9. *Election of Committee Chairs and Vice-Chairs:*

- a. Sixth form and Senior School - Anna Taylor-West, Tina Webster and Felipe Foy
- b. Junior School - Louise Notton-Brown and Jennifer Rowland

## 10. *Updates from The Principals*

Since the planning application refusal by RBWM Planning in August 2019, the Principals have undertaken an extensive programme of works on all school facilities over the last three years, with the initial focus at JB and Central College site, e.g. facia at JB, refurbishment and decoration of the main meeting room, and improvements to the dining rooms. Extensive evidence at the College with the refurbishment of the Sixth form area, the Bistro. At Senior Boys, the car park, gym, and training facilities, with further refurbishment planned at Senior Boys this coming Summer break, to include a new Food technology area and a full refurbishment of the Main teaching wing (new windows, doors etc. to be named anew the Jubilee wing for 2023)

Ongoing resolve to ensure we offer nil detriment for boys and girls. We have a competitive programme for sport for both Boys and Girls. Boys and Girls Academic results over the last two years are extremely positive. We have an ambitious Academic and Co-curricular programme. We have a remarkable pastoral programme, including Girls on Board and a new initiative, Working with Boys. We are very hopeful that Drama and Music events will come back in full force. Many Thanks to the PTA for all their support, particularly with awards, rewards and medals.

## 11. AOB

*Attachments available at the meeting:*

- *Minutes of AGM meeting 7 February 2020*
- *Accounts for the Year ending 31 August 2020 which have been reviewed by Graham Rogers FCA, BA*
- *Accounts for the Year ending 31 August 2021 which have not yet been independently reviewed yet*
- *Accounts for the Year 1 September 2022 to date*