



ST ANTHONY'S PSA
St Anthony's Catholic Primary School
Primate Road
Titchfield Common
Fareham
Hampshire
PO14 4RP



St Anthony's PSA
 supporting our school and
 children

stanthonyspsa2025@gmail.com

Reg Charity #: 1182582

PSA AGM Meeting Thursday 26th February 2026

Present: JW (Chairman), CH (Secretary), KA (School Link), GP (Treasurer) DW
 (Committee member)

HB, BC, LC, AA, JE, JB, SK, NH

Apologies: WH, KS

1)	Welcome and Prayer	Welcome and thanks to all attending the meeting. KA led the opening prayer.	
2)	Previous Minutes	The minutes of the previous AGM were raised by JW, and it was agreed that these were an accurate record of the meeting and therefore signed off by the Chair. LC enquired about the accessibility of meeting minutes. CH confirmed that: The final minutes from the previous academic year will be published on the school website. It was mentioned that the website had glitches which have been resolved. All finalised reports and minutes will be distributed to parents via email. Minutes from this meeting will be circulated to all parents once they have been completed.	JW CH
3)	Executive Report	JW presented her Executive Report, providing an overview of the PSA's activities. The report covered: The purpose and function of the PSA. Fundraising activities and methods. How funds raised are allocated and spent to support the school. It was confirmed that copies of the Executive Report, Treasurer's Report and the minutes of this meeting will be distributed to all parents via email.	JW



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		<p>Key Highlights from the Executive Report JW highlighted several key achievements from the year:</p> <p>Fireworks Event The annual fireworks event raised £11,000, despite increased operational costs including insurance. The insurance is in place for 2026.</p> <p>PSA Purpose and Impact JW explained that the PSA serves as the fundraising arm of the school, with all funds raised benefiting the pupils. A summary of donations made to the school during the year was provided.</p> <p>Financial Commitments The PSA has pledged £20,000 towards the farm barn project, in addition to meeting its other annual financial commitments. It was noted that the full cost of the barn cannot be funded immediately, making this a significant fundraising priority for the coming year.</p> <p>GP explained the requirement to maintain sufficient funds in the bank account to organise and finance the PSA's annual events. It was noted that the fireworks display represents the largest financial commitment requiring advance funding.</p>	<p>JW</p>
<p>3a)</p>	<p>Treasurer's Report</p>	<p>Treasurer's Report GP presented the Treasurer's Report. The bank account balance at the last reconciliation stood at just over £40,000, which represents a healthy financial position. However, it was noted that £20,000 of this balance has been committed to the farm barn project.</p> <p>Another successful year of fundraising.</p>	



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	<p>Over the last year the PSA has funded the following:</p> <ul style="list-style-type: none">* Hardship fund* Books* Supported the whole school visit to the Pantomime & Silly Scott party* Christmas chocolates for the children* Pizzas for Year 6* Year 5 tree climbing* Repairs to the Trim Trail* Class Curriculum* Mince pies <p>Future Plans and Commitments</p> <p>Looking ahead to the coming year, the PSA plans to continue supporting similar activities to those funded in previous years. In addition, the PSA will support the new farm school barn project, as requested by the school.</p> <p>The roof material of the barn was discussed with reference to the Fireworks.</p> <p>Financial Overview</p> <p>GP outlined the major expenditure for the year, highlighting that the fireworks event requires approximately £15,000 in set-up and operational costs. The event raised £11,000 this year.</p> <p>GP explained that certain events, such as the Mother's Day, Father's Day sales and Elfridges, are focused primarily on providing experiences for the children rather than generating significant profit. The school discos perform well financially, generating approximately £1,000 annually.</p> <p>GP confirmed that the PSA is in a strong financial position for the coming year, with sufficient funds to</p>	
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		support the barn project alongside all other planned activities.	
4)	Events Coming up	<p>Fundraising Events The annual programme of fundraising events were reviewed. A detailed list of all planned events for the year is added to these minutes.</p> <p>Wonderlicious Event In addition to the standard fundraising activities, the PSA organised a Wonderlicious event last year. Feedback indicated that the event was well received, with parents present at the meeting expressing their agreement. It was noted that it was not possible to align this event with World Book Day this year, but the committee may consider running a similar event later in the year. It was discussed that a sponsor would be needed for the initial outlay of chocolate to make it viable.</p> <p>Frozen Friday Ice Lollies Following requests to reinstate the Frozen Friday ice lolly sales, the committee confirmed that this initiative will return this year and will commence earlier in the academic year than previously. A second hand uniform sale will take place alongside the lolly stall.</p> <p>AA requested that a sugar-free option be made available. The committee agreed to investigate suitable sugar-free alternatives that would be economically viable.</p> <p>CH explained that Calippo ice lollies were selected last year as they are gluten-free and lactose-free, and their packaging design helps minimise waste in school as children take the wrappers home with them.</p>	<p>JW, CH</p> <p>CH</p> <p>CH</p>



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		<p>The committee will explore alternative options and report back on findings.</p> <p>Barn Dance We discussed that scheduling the barn dance this year has proven very problematic and we may be looking at doing something else instead this year, perhaps away from school grounds, but this is in the very early stages of discussion.</p> <p>Parents asked what this may look like and it was explained it may be a wine and cheese night/ quiz night. A poll would determine what parents wanted.</p> <p>HB proposed organising a summer picnic. Could we consider running an activity during the summer holidays, as this might be particularly helpful for some parents?</p> <p>It was agreed we would do a poll and see what the general feeling was.</p> <p>All these ideas will be discussed with the School.</p>	<p>All</p> <p>All</p>
<p>5)</p>	<p>School's Report</p>	<p>KA presented the School's Report</p> <p>KA conveyed gratitude for the PSA's ongoing support and the activities funded throughout the year.</p> <p>Contributions include: Hardship fund * Books * Supported the whole school visit to the Pantomime & Silly Scott party * Christmas chocolates for the children * Pizzas for Year 6</p>	<p>KA</p>



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		<p>* Year 5 tree climbing * Repairs to the Trim Trail *Class Curriculum *Mince pies</p> <ul style="list-style-type: none"> • Nativity performances to be given in advance to enable mince pies to be purchased. • Increase funding for books, primarily allocated to guided reading resources. • £1,000 for curriculum development, likely to support English this year, with Mrs Straker currently reviewing the most beneficial use of these funds. • Hardship fund donations, which received specific praise during the recent Ofsted inspection. • PSA-organised events, particularly the barn dance, which strengthens our whole school community. <p>Future funding requests The school requested the above annual donations. Additionally, a new request has been made for a maintenance budget to cover the upkeep of:</p> <ul style="list-style-type: none"> • Trim trails • Forest school equipment • The barn • Other outdoor structures • Line painting 	
6)	Any Other Business	<p>Future Fundraising Ideas</p> <p>Easy fundraising It was noted that many people remain unaware of the easy fundraising scheme. Leaflets were available at the meeting, and it was suggested that we place one in</p>	<p>All</p> <p>CH</p>



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		<p>every child's book bag to increase awareness and to remind families about this opportunity.</p> <p>Christmas fundraisers AA suggested that while Elfridges is successful, we could enhance our Christmas offering by introducing a Santa's Grotto where parents pay for their children to meet Santa. Given the high cost families face for similar experiences elsewhere, this could generate additional funds for the school whilst providing an affordable local option.</p> <p>Families experiencing hardship could be given complimentary tickets to ensure all children have the opportunity to participate.</p> <p>GP mentioned that Carnival Cruise Line runs a similar initiative and has previously loaned Santa costumes to schools, which could be worth exploring. It was also suggested that Terry would be well-suited to the role of Santa.</p> <p>St Anthony's Alumni AA proposed establishing a St Anthony's alumni network of former pupils. This could provide opportunities for ex-pupils to reconnect with the school and potentially volunteer at events, such as helping as elves at Christmas activities. This will be discussed with the School.</p> <p>Summer event Options for a new summer event were discussed. It was agreed that an undercover venue would be preferable to ensure the event can proceed regardless of weather conditions.</p>	<p>All</p> <p>All</p> <p>All</p>
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		<p>An alternative suggestion was to run a BBQ/picnic alongside Sports Day. This will be discussed with the School.</p> <p>Outdoor play shelter The possibility of installing an outdoor shelter or covered play area for pupils was discussed. The proposal is for a three-sided structure, open in the middle, with seating capacity for 36 children. The committee agreed this would be a valuable addition to the school. However, it was noted that planning permission would likely be required, which would incur costs, in addition to the substantial expense of the structure itself. This would be put on hold until the barn is built.</p> <p>Inflatable event GP shared that her children attended a birthday party at a sports hall featuring various inflatables and noted that the venue offered this as a potential fundraising opportunity for organisations. It was mentioned that Hook with Warsash School has run a similar event. The committee agreed to explore this option further, acknowledging that insurance and liability considerations would need to be carefully reviewed.</p> <p>Events during school holidays particularly summer were suggested. HB suggested could we do something over the summer holiday as some parents may be grateful for this. The problem would be getting volunteers to organise it as people are juggling jobs and full time childcare in the holidays, but we will look into it.</p> <p>The need for volunteers JW stressed that the events that are run by the PSA cannot be put on without volunteers and many times it</p>	<p>All</p> <p>All</p> <p>All</p>
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		<p>is not just the support on the day but also the organisation in advance, setup and clear down as well as the events themselves.</p> <p>There is always an admin burden to ensure that all procedures are followed etc and it is a huge commitment and it starts early on.</p> <p>Volunteer recruitment It was acknowledged that volunteers are essential to the success of PSA events each year. It was noted that last year's fireworks event came close to cancellation due to insufficient volunteers. The large number of volunteers required to run events safely means that without adequate support, events cannot proceed.</p> <p>LC suggested that volunteer requests need to be more detailed and specific. Rather than general appeals for help, roles should be broken down into smaller, clearly defined tasks. This would allow people to volunteer for particular elements of an event or specific preparation activities, making it easier for busy parents to commit to manageable contributions.</p> <p>Volunteer recruitment approach It was discussed and agreed to implement a new approach for volunteer recruitment. Going forward, detailed volunteer task sheets will be sent out in advance of events, with specific role descriptions and time commitments clearly outlined.</p> <p>This year we will need to ensure that people shadow JW so that they can learn the work that needs to be done for the event as this will be the last year that JW heads up the event.</p>	CH JW
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		<p>Roles we are looking to fill</p> <p>As we said in the notice to the AGM we are seeking two new general committee members, and we asked for emails of interest to be submitted to us in advance of the meeting.</p> <p>We received two emails of interest from Becky Cootes and Jenni Ellis and we would like to invite them both to stand for election tonight.</p> <p>Communication with parents AA asked about the WhatsApp Community.</p> <p>We have been trying to come up with different ways to make communication easier, more efficient and to stop burdening the school with sending communications out for us.</p> <p>The WhatsApp community that was set up had to be removed, as we received complaints about it and these had to formerly be reviewed and addressed.</p> <p>Moving forward we will have two methods to communicate with parents; these will be through the PSA box on the weekly newsletter and via a new Parent Body WhatsApp community.</p> <p>We will be sending links for parents to request access to this community shortly and it is the parents' choice as to whether they join the community or not. The only people that will see your contact details will be the PSA committee members who will all be the admins of the community, and those within your own class group. Each class group has been hidden from the other groups.</p>	
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	<p>AA and HB requested that the PSA cover the costs for the school newsletter to be sent out in paper format to all parents. It was explained that this would not be possible, due to cost of paper and the environmental impact of this.</p> <p>It was suggested that four paper newsletters each year be produced from the PSA including details of the volunteers required for events etc.</p> <p>LC asked if our information and documents could be available more easily. CH explained that the constitution and accounts are available from the Charity Commission. All of tonight's reports etc will be put onto the school PSA page.</p> <p>Reading Club AA suggested perhaps JE may be interested to run an after school reading club or club for dyslexic pupils. Many people felt that this would be popular.</p> <p>LC suggested an after school homework club which again was received with interest from the parents.</p> <p>Attendance at AGM LC raised that attendance at the AGM was very low considering the number of families associated with the School.</p> <p>It was also noted that the minutes of the last meeting, the accounts and reports were not available at the meeting for people to look at. It was explained that they will be sent with the draft minutes of today's meeting to all parents shortly. Copies of these documents were laid out at the front of the hall.</p>	CH JW
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		<p>The low number in attendance at the AGM is normal. Different times and childcare have been offered, but this appears to be the most convenient time.</p> <p>LC raised the possibility of it being because the committee are not approachable, as people don't feel heard. GP felt that this was not the case otherwise parents would have complained to the School.</p>																													
7)	Vote	<p>All committee members stepped down, with all members except GP standing for re-election. JW thanked GP for her work over the last 3 years. The committee was then voted for.</p> <p>JW has been re-elected as Chair</p> <p>CH has been elected as Treasurer</p> <p>KA has been re-elected as School Link</p> <p>DW has been re-elected as an Ordinary Committee Member</p> <p>BC and JE have been elected as Ordinary Committee Members</p> <table border="1"> <thead> <tr> <th></th> <th>Stand</th> <th>2nd</th> <th>Agree</th> </tr> </thead> <tbody> <tr> <td>Chair</td> <td>JW</td> <td>CH</td> <td>11</td> </tr> <tr> <td>Treasurer</td> <td>CH</td> <td>DW</td> <td>12</td> </tr> <tr> <td>School Link</td> <td>KA</td> <td>JW</td> <td>11</td> </tr> <tr> <td>Committee</td> <td>DW</td> <td>CH</td> <td>11</td> </tr> <tr> <td></td> <td>BC</td> <td>JW</td> <td>11</td> </tr> <tr> <td></td> <td>JE</td> <td>CH</td> <td>11</td> </tr> </tbody> </table>		Stand	2nd	Agree	Chair	JW	CH	11	Treasurer	CH	DW	12	School Link	KA	JW	11	Committee	DW	CH	11		BC	JW	11		JE	CH	11	
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8)	Close of meeting	JW thanked everyone for attending.																													



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		JW and CH then presented GP with a gift from the PSA for all the work she has done over the last 3 years. Meeting closed at 8.00pm, next meeting TBC	
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DRAFT