



The Tiffin Girls' School
Richmond Road
Kingston upon Thames
Surrey KT2 5PL

Tel: 020 8546 0773

Email: committee@tiffingirlspsa.org

MINUTES OF PSA 2020 AGM

Wednesday 14th October 2020 7:00pm (via Zoom)

1. Welcome & Apologies

Attendees:

Ainura Bertam (AB) (co-chair); Manish Bhaisare (MB) (co-chair); Kiruba Ratnesan (KR) (Treasurer); Lynne Bush (LB) (Secretary); Kathi Kilpatrick (KK) (SLT), Zuli Mejias Roman (ZMR) (Classlist co-ordinator), Babsy Nanayakkara (BN) (Bar Co-ordinator), Louise Stacey (LS) (Publicity Co-ordinator), Shaq Arif (SA), Siva Tharmapathy (ST), Siobhan Jones, Taniya Soni, Sarabjeet Kaur, Sthen Wiseman, Ivan Miletic, Sang Kim, Giorgia Benuzzi, Jill & Nick Wren, Ikra Khan, Shira, Lisa Rees, Lakshmi Bora, Sanjay & Kinjal Shah (KS), Foumia Sabeer, Balendra Elangco, Sunita Stevenson, Imogen Carrington, Subha Ravindran, John Fernando, Faz Aftab (FA), Madhumita Tonpe, Kiruthika Hariharan, Keith Cheung, Amit Vijay, Tavi Mocanu, Kate McClure (KM), Arif Banday, Payal Bhavnani

All committee members introduced themselves.

2. Minutes of the AGM (2019)

Minutes were adopted by majority with no objections.

3. Chair's Report

AB gave presentation (see below).

In summary: The main fundraising events of the year took place prior to Covid lockdown in March. Three school events that were supported by PSA were cancelled between March and the summer. The main items that were sponsored by the PSA during the last year – outdoor quad space £20k; audio & light equipment for Rivermead £10k; renovation of foyer £5k.

A demonstration was then given of Classlist which was launched 4 years ago as a communication tool between PSA and parents. Parents were urged to join.

PSA requirements were highlighted:

- Ambassador/Class Reps – work as point of contact between PSA and year group.
- Volunteers to run secondhand uniform shop on classlist



The Tiffin Girls' School
Richmond Road
Kingston upon Thames
Surrey KT2 5PL

Tel: 020 8546 0773

Email: committee@tiffingirlspsa.org

- Fundraising ideas that will work in Covid environment

LS asked whether school has any particular requests for funding at the moment? KK said that main focus has been getting students back to school and little attention has been given to issue of fund raising requirements at the moment. It was noted that PSA funds are lower than normal due to cancellation of summer term events and expenditure made during last year.

SS asked whether sitting of mock exams had been considered by school as method of fundraising. KK said this had been considered but rejected by the school in the past. SH is current Chair of PTA in another school and has experience of setting up and running such events. KK will bring up with headteacher.

4. Presentation of accounts

KR presented annual accounts – see below.

KS queried spend on minibus. It was explained that historically the PSA has funded the lease on school bus. Needs to be discussed with school as to whether PSA continue funding this.

5. Election of Officers: Chair

AB & MD resigned after 4 and 2 years in post. Description of roles were sent out with AGM meeting invitation. Role briefly described by AB who asked for volunteers.

Shaq Arif, Kate Dowlen and Faz Aftab were proposed as Co-Chairs by AB and seconded by MB. No objections.

6. Election of Officers: Treasurer

KR (incumbent) nominated by AB & seconded by MB. No objections.

7. Election of Officers: Secretary

LB (incumbent) nominated by AB & seconded by MB. No objections.

8. Election of Officers: Publicity Coordinator

During last school year, Nerissa Bowles resigned.

LS was nominated as replacement during the last school year.

LS to hand over to ST - proposed by AB & seconded by MB. No objections.

9. Election of Officers: Classlist Coordinator

The Tiffin Girls' School Parent Staff Association
Registered Charity No. 285731



The Tiffin Girls' School
Richmond Road
Kingston upon Thames
Surrey KT2 5PL

Tel: 020 8546 0773

Email: committee@tiffingirlspsa.org

Diep Quan resigned during last school year (left school)
ZMR was nominated as replacement during the last school year.
Officially nominated by MB & seconded by AB. No objections.

10. Election of Officers: Bar Team Leader

Neil Schafer resigned at end of last school year (left school)
BN was proposed by AB & seconded by MB. No objections.
She will be assisted by LS.

11. Election of Officers: Event Coordinator

It was decided to leave this role vacant

12. Appointment of Honorary Reporting Accountant

Silvia Sousa was appointment in last financial year. AB proposed MB seconded.

13. Any Other Business

n/a

AGM closed at 20.38

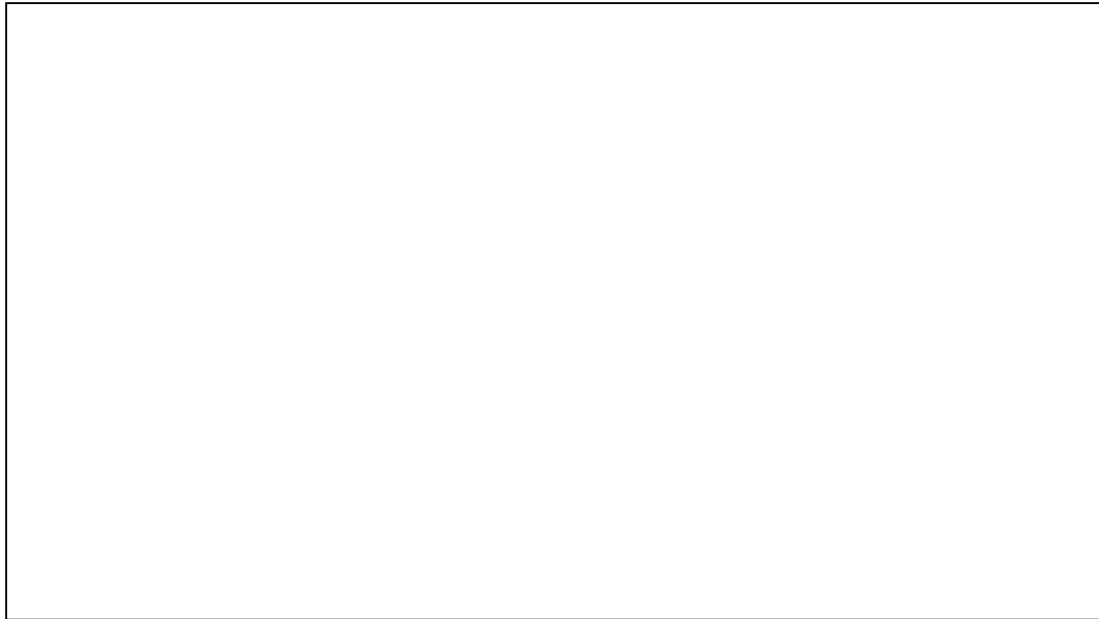


The Tiffin Girls' School
Richmond Road
Kingston upon Thames
Surrey KT2 5PL

Tel: 020 8546 0773

Email: committee@tiffingirlspsa.org

Chair's Report



EVENTS 2019-2020

- **AUTUMN TERM:**
 - QUIZ NIGHT (OCTOBER)
 - CHRISTMAS FAIR (DECEMBER)
- **SPRING TERM:**
 - SCHOOL BIRTHDAY (FEBRUARY)
- **CANCELLED:**
 - FASHION SHOW (MARCH)
 - KS3 CELEBRATION EVENING (JUNE)
 - SPORTS AWARDS (JULY)
- **VIRTUAL BALLOON RACE** (JULY)



The Tiffin Girls' School
Richmond Road
Kingston upon Thames
Surrey KT2 5PL

Tel: 020 8546 0773

Email: committee@tiffingirlspsa.org

SPONSORED PROJECTS

- OUTDOOR QUAD SPACE
 - £20,000
- AUDIO AND LIGHT EQUIPMENT FOR NEW RIVERMEAD BUILDING:
 - £10,000
- RENOVATION OF THE FOYER
 - £5,000

Classlist.com Rep Dashboard - Google Chrome
app.classlist.com/school/#/dashboard/view

The Tiffin Girls' School PSA

PSA

Dashboard

Notifications

Help and training

School profile

Community events

Announcements

Invite parents

Sign out

Help

All Parents

99%
On Classlist

1043 members

15 awaiting approval

215 non-members

INVITE PARENTS

Let's get started!

1. Set up 2. Seed 3. Launch

1. **Invite parents you and your class reps already have emails for.** If you invite them from the admin side they'll get announcements & events created by admins from the moment they've been invited!
2. **Create welcoming content to make your Classlist a friendly place.** Send an announcement to welcome parents joining Classlist & ask class reps to post to their class groups too.
3. **Make Classlist visible around your school.** Put up posters & give out flyers. Ask the school to include sign up information on their website and in the new joiner's pack. Share your invite link on your Facebook and WhatsApp groups from the invite parents page.
4. **Arrange a community event on Classlist to get the parents together.** It only takes a minute to invite people to an event using Classlist.

The Tiffin Girls' School Parent Staff Association
Registered Charity No. 285731



The Tiffin Girls' School
Richmond Road
Kingston upon Thames
Surrey KT2 5PL

Tel: 020 8546 0773

Email: committee@tiffingirlspsa.org

WHAT DOES PSA NEED?

- AMBASSADORS/CLASS REPS PER YEAR GROUP
 - COMMITTEE@TIFFINGIRLSPSA.ORG
 - CLASSLIST
- VOLUNTEERS TO RUN SECONDHAND UNIFORM SHOP ON CLASSLIST
 - COMMITTEE@TIFFINGIRLSPSA.ORG
 - CLASSLIST
- IDEAS / VOLUNTEERS TO ORGANISE EVENTS IN COVID-19 RESTRICTED ENVIRONMENT
 - COMMITTEE@TIFFINGIRLSPSA.ORG
 - CLASSLIST

THANK YOU!



The Tiffin Girls' School
Richmond Road
Kingston upon Thames
Surrey KT2 5PL

Tel: 020 8546 0773

Email: committee@tiffingirlspsa.org

Draft Annual Accounts FY2020:

TIFFIN GIRLS' SCHOOL PARENT/STAFF ASSOCIATION (Registered charity number: 285731)

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR TO 31 JULY 2020

	notes	2020			2019		
		Receipts £	Payments £	Net £	Receipts £	Payments £	Net £
PSA events							
October Quiz Night		2,806	-405	2,402	3,026	-575	2,451
Christmas Craft Fair		8,119	998	7,121	8,717	1,287	7,430
Winter Event / Murder Mystery, Art Installation, Eve, Drama		3,193	-1,045	2,147	2,263	-693	1,570
Fashion Show	(1)	622	0	622	3,532	-456	3,076
Smaller celebratory events / Balloon Race		450	89	361	1,082	-732	350
		15,190	-2,537	12,653	18,620	-3,243	15,377
Uniform sales					527	0	527
Gift aid received							
Administrative expenses							
Insurance, subscriptions, bank, stripe and card charges	(2)		-499	-499		-421	-421
Card reader, miscellaneous expenses			-404	-404			
Surplus after payment of fundraising and administrative expenses				11,750			15,484
Donations to school	(3)			-36,288			-10,476
Net of receipts/(payments)		15,190	-3,440	11,750	19,147	-3,663	15,484
Cash funds at last year end				32,264			32,264
Cash funds at this year end				7,726			7,726

STATEMENT OF ASSETS AND LIABILITIES AT 31 JULY 2020

	notes	2020			2019		
		Realised Funds £	Unrealised Funds £	Total Funds £	Realised Funds £	Unrealised Funds £	Total Funds £
Cash funds							
Cash at bank and in hand		7,726		7,726	32,264		32,264
Other monetary assets							
Gift aid reclaim due						68	68
Liabilities							
Amounts due to third parties				0			0
Total funds at year end		7,726	0	7,726	32,264	68	32,332

NOTES TO THE ACCOUNTS

1. Fashion Show

The event was cancelled due to COVID lockdown and some payments were refunded on request

2. Administrative Expenses

This includes bank charges, izettle card charges and Stripe commissions

3. Donations to school

	2020 £	2019 £
Contribution to minibus	5,288	5,486
Foyer	5,000	4,810
School Quad	25,000	180
	35,288	10,476

3. Gift aid reclaim due

The Gift Aid claim for the period is estimated at £29

The figure stated includes the prior year amount of £39 noted as uncollected on reconciliation of the accounts

Approved and signed on behalf of the Committee

Paul Riley
Treasurer
25 September 2019



The Tiffin Girls' School
Richmond Road
Kingston upon Thames
Surrey KT2 5PL

Tel: 020 8546 0773

Email: committee@tiffingirlspsa.org