



MESPA AGM 19 September 2024 18:30 – 19:30

Attendees
Peter Ainsworth (Chair)
Fareed Primus
Olena Hulakova (Treasurer)
Sabeen Ali
Carolyn Simpson (Secretary)
Jessica Rollason
Apologies:
Mr Jump (President)
Ben Garner
Mohamed Mahmalat (Vice Chair)
Ian Aitken

Agenda Item: Approval of Minutes from prior meeting

1.	Previous meeting minutes were approved by all as read.
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Agenda Item: Chairman Update

2.	<p>Peter has tried to speak on behalf of MESPA at parent open evenings but no luck in getting onto one at the moment.</p> <p>Peter welcomed a new attendee Jessica who is new to the school, with her son in year 7.</p>
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Agenda Item: Electing committee members

3.	<p>Peter was nominated to remain as Chair and 3 members voted unanimously so remains as Chair of the Committee.</p> <p>Mohamed was not present at the meeting so Carolyn will ask if he wishes to remain Vice Chair and voting will need to take place remotely.</p> <p>Olena was nominated to remain as Treasurer and 3 members voted unanimously so remains Treasurer.</p> <p>Carolyn was nominated to remain as Secretary and 3 members voted unanimously so remains Secretary.</p>
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Agenda Item: Treasurers Report by Olena Hulakova



4.	<p>Olena reported there has been a total of £12,582 income to MESPA since 1 September 2023. This is made up of:</p> <p>£480.79 from Easy Fundraising</p> <p>£1011.23 from the School Lottery</p> <p>£11,090.00 from donations and Gift Aid, (this includes a one-off £8600 lump sum donation from an ex pupil)</p> <p>The MESPA bank account balance on 31/8/24 was £18,686.66</p>
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Agenda Item: Funding Requests by School Departments

5.	<p>Regarding the funding request for changing room benches previously presented Mr Flynn we are still waiting for a costing so we cannot vote on this. Fareed will contact Mr Flynn about this.</p> <p>Sabeen confirmed she contacted Hemdean school to see if they have any suitable PE benches we could have but with no luck.</p> <p>Regarding the second request for funding from Mr Flynn of 15 computers, need to check with Mohamed to see if he was able to secure anything for the school as he was going to check with his employer to see if they could assist. Carolyn will contact Mohamed.</p> <p>A funding request was received from Miss Teale, geography teacher, for benches to go in a planned staff garden so staff can sit and work outside. No costing yet, it is just a proposal before funds can be formally requested. The committee voted and the request was refused as it is not in accordance with the constitution which requires that funds are for facilities for education and it was agreed that staff wellbeing was not covered by this.</p> <p>Another funding request was received from Mr Hutchinson/Miss Kelly of the geography department for 1 classroom whiteboard and 5 text books for year 12 which cost £46 each and totals £230. It was decided that Sabeen would contact Miss Kelly to get more details and see if the books could be sourced elsewhere cheaper and if a second hand whiteboard could be found.</p> <p>Committee voted on an outstanding funding request for reading books written by author Anne Fine for the English department which was for £185. This was approved.</p> <p>Basketball hoops were already requested by the school and remain on the funding request list. Still not approved by the committee as it was agreed that as there are a number of requests expected in for large amounts (computers and PE benches) that educational items should be prioritised over other items.</p> <p>Carolyn mentioned that on 5th October 2023 £5000 was given to the school, after a request was agreed upon, to purchase books for the school library. However the library is still not started. Carolyn has received an email from Ben Garner confirming that the school is still sourcing a suitable venue for the library but it is something the school plans to achieve sooner rather than later. It was discussed that maybe this money could be used in the interim for another funding request instead. Peter will write to the school asking if this £5000 can be used instead for the PE benches. Also he will ask if there is an audit trail for funds that are given to the school to show where the funds went, what the money was spent on and when.</p>
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Painting Weekend

6.	<p>Fareed has met with Jonathan the caretaker regarding a painting weekend. The girls changing room will be done first, but it would be better to paint it once all the benches are out. So decided to wait until new benches are delivered.</p>
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Any other business



7.	<p>Discussed ways to try to increase funds. Fareed will look into Go Fund Me.</p> <p>Peter will write a letter to hopefully go out to parents to advertise MESPA and try to increase number of parents donating monthly or to see if they can help in other ways.</p> <p>It was agreed as there are a few high value funding requests expected from the school that we need to try to raise money. The committee agreed to have an extraordinary meeting before the next committee meeting. This will be at 6.30pm on Thursday 14th November. Peter will mention this meeting in his letter to parents.</p>
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Date of next MESPA Committee Meeting

Thursday 16th January 2025 at 6.30pm.

Action Log

No.	Action Raised	Responsibility
1.	Chase Mr Flynn for detailed costings to furnish one and two PE changing rooms with new benches and look into Go Fund Me	Fareed
2.	Ask Mohamed if he has made progress in sourcing second hand computers and to ask if he still wishes to remain vice-chair.	Carolyn
3.	Find more detail about year 12 geography text books request	Sabeen
4.	Arrange a date, advertise and organise the painting weekend	Fareed with Peter
5.	Write a letter to all parents to advertise MESPA and invite to extraordinary fundraising meeting. Write to school asking for an audit trail for funds and to ask if money already given for school library can be used by the school for the PE benches.	Peter