



**Minutes of the Annual General Meeting  
held on Monday 4<sup>th</sup> November 2019 in the Staff Common Room  
at the Royal Grammar School, Guildford.**

### **1. Attendance and Apologies for Absence**

Attended by:

EA, NW, JB, DH, KH, TL, JB, LC, KdGW, CM, SR, MR, JS, EW, RW, RW and AW.

Apologies were received from:

AF, KS, JG, DS, EW and CH.

### **2. Minutes of the AGM**

The minutes of the AGM held on Monday 12<sup>th</sup> November 2018 had been circulated. It was agreed that the minutes were a true and accurate record of the meeting and were approved. Proposer was JB and seconded by JS

### **3. Matters Arising**

It was agreed to remove the names of attendees before putting the minutes on the website as in previous years.

### **4. Sponsorship and Grants Sub-Committee**

The Sub-Committee is led by MR assisted by CM and SR. There are very few applications received. The one applicant PC wrote a report on his trip to Mexico for the PA which was shared by MR. MR explained that the PA had given PC a grant earlier this year to support his trip to Mexico with Guildford Saints where they built a house for the local community. She believed that PC, together with his team, has done very valuable charitable work in Mexico, and that he has also learnt a lot and gained great experiences. She further understood from his report that he was sharing his experiences with other RGS boys back home which was fantastic.

### **5. Treasurer's Report**

CM confirmed that the audited balance sheet for the past year's accounts had been circulated and gave the following report:

The accounts for the year to 31 July 2019 show net receipts of £6,625.48, compared with £5,619 last year.

Our success is not just measured by funds raised and the social events organised including the 1<sup>st</sup> and 3<sup>rd</sup> form dinners £462.45, the Quiz Night £782.34 and the Spring Drinks £84.28 were all well attended by RGS parents. These events are about bringing

RGS parents together and although they were all profit making, this is not the primary purpose.

The largest contribution to our funds was made by SHUGS, which made a net profit of £5,290.71, up £2,259.52 on the previous year. This provides a valuable service to RGS parents and thanks to the SHUGS team for all their hard work.

The Parents' Association funded various requests from RGS staff to benefit the boys. The total spend for the purchase of equipment was £6,228.98 for the year.

There was also a contribution of £185 towards a sponsorship grant.

We ended the year with funds of approximately £13,521 which leaves us in a position to fund a larger purchase in the coming year if desired.

## **6. Approval of Accounts 2018-2019**

Approval of the accounts was proposed by JB and seconded by SR.

## **7. Chairman's Report**

JB gave the following report:

This was a notable year for being the first time we used the Classlist app to communicate with parents. Its presence was immediately felt when we had a 25% increase in numbers at the 1st form dinner and an amazing 50% increase for the 3rd form dinner. Of course, Apps don't run themselves and this increase was due to the fantastic efforts of our Communications Secretary, KdGW who had to get to grips with the new system and the excellent dinners team led by AF. From the school side CL did an enormous amount to set up Classlist and AJ and her catering team did a superb job with the food and front of house that helped to make the evenings so successful.

At the Christmas Shopping evening the PA again ran the tombola and sold Christmas jumpers and drinks. These stalls raised £645 for the school charities and the evening as a whole raised almost £1,500 under the brilliant organisation of BR and DP. A huge thank you to SR and KS who led this for us and everybody who helped on the night.

The Quiz Night was another resounding success which raised almost £1000 for the PA. KdGW ran this almost single-handedly, I say almost as her husband MdGW helped her to set up the tables and chairs on the night so we owe a huge thank you to the dGW family! This was followed by the Spring Dinner where a delicious dinner, again produced by AJ and her team, was followed by an amazing magician who made tables fly and completed astounding mind-reading feats. A huge thank you to CH and her team who organised the event, especially LC who did a fantastic job of making the hall look like a field in springtime. It was at the Quiz night that I began a competition between events to see who could clear the hall fastest and they still hold the record at 5 minutes 35seconds! The final PA event of the year was the First Form bowling which was organised by KS and AA and was much appreciated by the boys.

Apart from these main events that mark out the school year a lot of what the PA does goes on regularly behind the scenes, in particular serving teas and coffees and SHUGS. The teas and coffees were beautifully organised by TL for a considerable number of years and sadly this was her last year. She will be greatly missed by everyone for her huge commitment and perpetually smiling face on many a cold, dark night. The SHUGS team are amazing for their resilience in dealing with volumes of school uniform and sorting out payments to parents afterwards. We are very grateful to AF who has now handed over the accounts role and to JG who has become our SHUGS Officer, leading a very successful sale on new boys afternoon in June.

The reward for all the hard work that goes on organising events and running SHUGS is that we are able to spend the profits for the benefit of the boys. In the spending round in January we were able to buy games, benches, chess and table tennis for the boys to use at break; together with a baritone saxophone, portable kitchens and a branded gazebo. The Sponsorship Committee, led by MR, also contributed to the funding of a student who asked for sponsorship for a trip to Tijuana, Mexico to do voluntary work with Guildford Urban Saints to build a house for a poor local family. He reported back to both the Committee and his peers that it had been a very worthwhile experience.

Last year Dr C introduced new school values of inclusivity, scholarship, integrity, respect, tenacity and service. At the last AGM we incorporated these values into the PA and Committee members now make a commitment to foster the school ethos by adhering to them. This was followed up later in the year with the introduction of guidelines for handling complaints and we also now use the school email system for internal communications and when representing the PA externally. Together with the introduction of Classlist, my first year as Chair seem to have been defined by change and I am very grateful to the PA Officers; JS, CM, MR, KdGW, LC and JG; and everyone on the Committee for so readily adapting to the changes. I have really appreciated your support and I would also like to give a big thank you to Mr W for all his assistance throughout the year. We are now well set up to build on these developments and I look forward to an exciting year ahead.

## **8. Amendments to the Constitution**

JB had circulated a paper outlining the proposed changes to the constitution in advance of the meeting as set out below:

### **RGSPA Proposed Amendments to the Constitution 2019**

The Constitution of the Parents' Association may be altered or added to by resolution of an Annual General Meeting (clause 15.) At the last RGS Parents' Association Committee meeting on 10<sup>th</sup> September 2019, it was agreed to put two such resolutions to the parent body for consideration and vote at this year's AGM.

The first resolution would allow the Parents' Association to make grants from our fundraising activities into the RGS Bursary Fund. This fund provides emergency fee support when a family experiences unexpected financial difficulties which could be as a result of death, divorce or redundancy and is usually short term, such as to allow a boy to complete his GCSE's or A-levels at the RGS or give the family time to sort out their particular circumstances. As such, the Committee felt that contributing to the fund fell within the Parents' Association ethos to support the boys during their time at the RGS.

The second resolution would expand the number of officers of the Association to reflect our current needs and practice. The Secretary role has been split to form Committee Secretary and Communications Secretary roles following the Parents' Association's transition to communicating via the *Classlist* App. The Second Hand Uniform and Goods Coordinator role has also been formalised to become the Second Hand Uniform and Goods Officer to reflect the key nature of the role and its importance to parents. The suffix "man" would also be removed from the Chair and Vice-Chair titles throughout the Constitution.

A majority of at least two-thirds of the members present must be reached for a resolution to be carried and the resolutions to be put to the meeting are as follows:

1. That clause 2(c) have the following words added to the end of the clause:
  - “the Royal Grammar School Guildford Bursary Fund”
2. That clause 4 be amended to read:  
“The officers of the Association shall consist of at least the following posts:
  - Chair
  - Vice-Chair
  - Treasurer
  - Committee Secretary
  - Communications Secretary
  - Grants and Sponsorship Officer
  - Second Hand Uniform and Goods Officer”

Furthermore, that the terms “Chairman” and “Vice-Chairman” shall be amended to “Chair” and “Vice-Chair” respectively in all relevant clauses of the Constitution.

JB clarified that resolution 1 would allow the PA to put funds towards emergency fee support during the spending round in January if the Committee decided it was appropriate that year. There would be no obligation to do so in any particular year.

Mr W also explained that the money would be ringfenced in the same way as the PA fund for academic school trips for boys who wouldn't be able to normally go. The emergency fee support funds wouldn't necessarily be for bursary boys but would be accessible to any family who got into financial need. We would only put the money into the fund and the Bursar would organise who it went to. A vote was held and over a two thirds majority voted in favour of the amendments so they were both passed.

## 9. Election of Officers

JB handed over the Chair to Deputy Chair JS so the Chair could be re-elected. JB was proposed for re-election as Chair by JS and seconded by CM. JB then resumed the Chair and the following Officers were elected:

- Vice-Chair: JS (proposed by JB, seconded by SR)
- Treasurer: CM (proposed by JB, seconded by MR)
- Committee Secretary: LC (proposed by JB, seconded by KdGW)
- Communications Secretary: KdGW (proposed by JB, seconded by NW)
- Grants and Sponsorship Officer: MR (proposed by JB, seconded by CM)
- Second Hand Uniform and Goods Officer: JG (proposed by JB, seconded by MR)

JB explained that this was the last year for JS and MR and that CM also wanted to step down at the end of this academic year. JB would also be looking for a replacement at the next AGM. Anyone interested in any of these positions should speak to the relevant Officer or JB.

## 10. Election of Committee Members

JB clarified the requirements of committee membership as follows:

- Regular attendance at twice termly committee meetings;
- Assist with RGSPA events or activities;
- Help to foster the school ethos by adherence to the school values of inclusivity, scholarship, integrity, respect, tenacity and service. (Full details of each of these values is attached for further information)

The existing committee members, (AA, EA, NC, AF, CH, SM, SO, SR, KS, DS and RW), were proposed for re-election by JB and seconded by NW.

New Committee members or those who had joined the Committee since the last AGM, (TL, RW and KW, JL and VW), were proposed for election by JB and seconded by NW.

JB explained that according to the Constitution the committee also consisted of the duly elected member of the school's governing body nominated by the committee who at present was JS.

The committee also consisted of the duly elected member of the RGS Foundation Board nominated by the committee. At present, nobody had been nominated for this position, although there were two parents currently sitting on the RGS Foundation Board, including the Chairman of the RGS Foundation Board, MN.

Mr W explained that the Chairman of the Foundation Board was a salaried role and they raise money for the Bursary fund and ran alumni relations. The latest fundraising exceeded expectations. The target was 100 donors and they managed to secure 500 donors.

JB explained that MN had offered to give the committee an annual update as to the work of the Foundation but she had agreed that he would not be required to attend regular committee meetings. She therefore proposed that MN should be nominated to represent the Parents' Association on the Foundation Board. This was seconded by LC and MN was elected to the role.

## 11. Any Other Business

**Teas and coffees** - JB explained that following a meeting with the Catering Manager, AJ, new guidelines had been introduced for parents assisting with serving teas and coffees at RGS events as set out below. They would also be displayed in the servery for reference at the time.

### Guidelines for parents assisting at Parents' Evenings and other RGS events

1. At the start of the evening, please make sure that the urn, situated to the right of the kitchen, is filled up and switched on.

2. We usually serve tea, coffee, water, squash and biscuits. If there is anything missing at the start of the evening please advise JB, PA Chair, rather than approaching the Catering Team directly. In JB's absence please ask a Senior RGS Staff member for assistance.
3. Parents are not allowed to enter the RGS kitchen or stores without being accompanied by a member of the RGS Catering Team in order to comply with Health and Safety and Food Regulations.
4. If the Catering Team are off site, only the PA Chair may enter the kitchen. If I am unavailable, please ask a Senior RGS Staff member to assist you. You may not enter the kitchen yourself.
5. Water should be taken from the drinking water taps on the right hand side of the Servery; not the kitchen. Dregs should also be poured into the Servery sinks.
6. If the tea and coffee run out, more can be made using the supplies provided with boiling water from the urn.
7. During the evening, tea and coffee should be offered to teachers where they are stationed, either in the Main Hall or elsewhere. A plan showing where they will be can be obtained from the lobby. If possible you should do this in pairs, so that one person can carry the tray and the other open doors, to reduce the risk of accidents.
8. At the end of the evening, please make sure that the urn is switched off.

**Next PA Committee Meeting** - 8pm on Monday the 2<sup>nd</sup> December at Pewley Fort, Pewley Hill.