



Meeting Title: SJA EGM

Date: 10 March 2026

Meeting Type: In person – 6.30pm, lower hall

Meeting Start time: 6.35pm

Meeting attendance:

Frances Simm (FS) (Meeting Chair)
Christina Hart (CH)
Caroline Gonsalves (CG)
Tom Hall (TH)
Rachel Shepherd (RS)
Jenny Hogan (JH)
Dan Taylor (DT)
Amanda Tulloch (AT)
Daniella Deefholts
Rachel Hunma
Ezra XXX
Olivia XXX

Agenda

- Vote on new constitution and governing documents
- To vote on Trustees staying in position until the end of the school year
- Mid – year financial update and update on long term spending goals
- AOB (including any feedback on previous events and suggestions of future events for the academic year 2026/2027)

Meeting Formalities

- Apologies offered on behalf of Co-Chair Ann-Marie Dalton who could not attend.
- School email sent website link to all the constitution documents and policies for review ahead of the meeting.
- School email sent sharing the agenda ahead of the meeting to aid discussion.

Key Updates

Welcome: FS welcomed and thanked all attendees for coming. FS also thanked all volunteers and class reps for their support and input to date.

Votes: Unanimous decisions reached to approve (i) the new constitution; and (ii) the Trustees staying in position until the end of the school year.

Financials: strong term profit of £2,345.26 with Christmas Fayre profit of £1,586.83 (part of the total) and other events contributing. Neighbourly grant received of £1,000.

Key Agenda Points and Discussion

Vote on new constitutional and governing documents

- FS provided background as to why the constitution and governing documents were being updated (for example, the current constitution names the headmistress/headmaster as president and contains inconsistent voting provisions).
- Constitution and governance documents have been updated to include core committee of Chair, Secretary, Treasurer and Trustees instead.
- FS explained that the documents have been modelled on the Parentkind constitution with minor tweaks; constitution documents are mapped on the website and self-explanatory in terms of content.
- New policies created; inclusion & diversity, added financial controls, risk management, complaints procedure, safeguarding and conflicts of interest.
- Amendments made regarding Trustee powers (including how money is spent etc.) More clarity on the role and expectation of a Trustee to be provided going forwards.
- SJA membership ceases upon no longer having a child at the school. TH raised the fact there were non-parents who were part of the SJA but FS stated her understanding was this was fine as they are members of school staff.
- CH raised point regarding minimum number of Trustees and whether a decision has been made following Trustee meeting. FS advised she had spoken with ParentKind and the advice was to not fix a number in the constitution but broadly speaking, it was suggested to not have more than double the core committee in Trustee numbers.
- FS flagged a key divergence from ParentKind Complaint Policy. The SJA's draft policy includes an extended response period - extended from 14-28 days to allow more time to respond. FS confirmed that depending on the complaint in question if more urgency was required a response could of course be expedited.
- TH asked where the original policies came from and FS confirmed it appeared these were prepared in circa.2020 and written by a previous parent, with little or no update for some time. TH asked which policies were new and which already existed. FS confirmed the new set of policies all existed previously and were simply being updated save for the addition of a new 'Diversity and Inclusion policy'.
- TH offered to show and share the safeguarding policy with the Trust as part of the safeguarding to schools and share any feedback with FS. It was suggested that all policies be considered alongside Trust documents and it was agreed that the vote at the EGM would only be to adopt the constitution, and the policies could be approved at a trustee meeting once Trust/school input had been obtained.
- Voting was unanimous to adopt the new, updated draft constitution.

To vote on Trustees staying in position until the end of the school year

- FS confirmed that Trustees will remain in position until the Autumn 2026 AGM, it is at this point that Trustees will re-stand or step down.
- Voting for current Trustees to remain in position was unanimous.

Mid – year financial update and update on long term spending goals

- Focus for the term has been on smaller scale and different types of events.
- Christmas fayre was the main event; made a profit of £1,600 despite higher spend than previous committees; received strong community and teacher feedback.
- FS thanked everyone who helped or contributed to the success of the Christmas fayre.
- Challenges faced with setup and lack of volunteers highlighted but SJA core committee has a better understanding of what is required ahead of this type of event.

- TH thanked everyone for making the Christmas fayre a success. Asked how the profit compared to previous years. CH confirmed that previous year total was roughly £1,200 but this also included any spend, so wasn't a true profit representation.
- Pantomime cost (£2k) and Library subscription renewal were some of the bigger spends.
- Book gifts to children from the SJA came in just under budget, but age appropriate and relevant books are costly, so consideration to be given on how this works going forward.
- Total profit across all events in the Autumn term was £2,345.26.
- £1,000 grant received from Neighbourly. CH mentioned that employers can use the Neighbourly platform and nominate St. Joseph's school for future funding.
- Following feedback in the SJA survey, the number of cake sales has reduced, and this year sees the introduction of ice lollies (which will be purchased and funded by SJA).
- Discussion regarding the use of cash, additional card readers purchased have significantly helped with a split of more 50/50 cash v card payments being processed.
- The online platform to pay for Wonder bars, Costume hire etc. has proven successful however, challenges are still faced in relation to card payment processing fees.
- SJA will continue to offer cash as an option for payment.

AOB

- Due to operational logistics the Easter Disco will need to be rescheduled. Plan to try and have a disco early in the summer term.
- Upcoming events, Colour Run and Summer Fayre. Proposed date of summer fayre discussed, TH highlighted that the Trust (Xavier) has a family day on the initial proposed date. SJA core committee to review and agree new date.
- Smaller events will continue with Ice lollies being provided towards the end of the summer term in replacement of cakes (SJA will provide the ice lollies).
- Due to 'Someone special' shop being run in March, consideration will be made as to whether something similar is run around Father's Day.
- RH asked whether it was possible to have a movie night again. FS confirmed that we do not have a license and the cost of licensing for such event is quite expensive. FS confirmed that this doesn't mean it will be ruled out, but unlikely for 2025/26 academic year.
- Wonder bars event was a huge success with lots of positive feedback. FS thanked TH and the school for their input and good sport with supporting the 'golden ticket' prizes.
- SJA 2026 challenge needs some further momentum. SJA to include examples and push again through upcoming SJA newsletter. TH agreed to refer to the challenge in the upcoming school newsletter also.
- Meeting to be held at the start of the summer term to prepare for the Summer Fayre, consideration of external stall holders and creation of sub committees to ensure effective planning.
- JH commended the SJA core committee for the success of the events run to date.
- TH also echoed JH comments; but also highlighted challenges faced with setup and volunteer help.
- Meeting concluded.

Decisions

- Agreed to reschedule the Summer Fayre due to a clash with a Trust Xavier family day.

New Actions

- TH to reference 2026 Challenge in end of term newsletter.

- FS to include examples and share 2026 ideas in SJA newsletter.
- FS to agree revised dates for Disco and Summer Fayre with the school and SJA core committee.
- TH share the safeguarding policy to the Trust for any comments.

Meeting adjourned: 7.04pm