



Marshgate Primary School

Parent Staff Association ("PSA")

Prepared by: Leon Marsh





Marshgate Primary School

PSA Annual General Meeting - 1st May 2026





Marshgate Primary School Parent Staff Association

Annual General Meeting: Background

PSA BACKGROUND

1. The PSA is a registered charity run by an elected committee; everyone who is a parent, carer or staff member at Marshgate is automatically a member
2. The PSA aims to foster, and contribute to, the friendly community feel of the Marshgate Primary School
3. The PSA raises funds for curricular and non-curricular activities for the school; all funds raised by the PSA go back to the school to enhance the education of the children
4. The PSA committee communicates with the school's parent and carer community through Classlist (including event information and ticket sales), as well as the school's Parentmail system, the school newsletter and the PSA's Facebook page.



Marshgate Primary School Parent Staff Association

Annual General Meeting: Resignations & Appointments: Officers

OFFICERS: RESIGNATIONS

- **Andrew Keesing** – Co-Chair, 18 July 2025 (child left the school)
- **David Dinan** – Bake Sale Co-ordinator, 18 July 2025 (child left the school)
- **Rana Righton** – effective 26 September 2025
- **Michelle Howard** – effective 26 September 2025
- **Lynsey Edge** – effective 1 May 2026

OFFICERS: CHANGE OF ROLES

Helen Lancaster transitioned from **Co-Chair to Chair** on 28 July 2025, but plans to step down in the coming weeks. In the meantime she will transition back to **Co-Chair**, pending the appointment of Leon Marsh as Co-Chair (& Lead Treasurer).

PROPOSED APPOINTMENTS, SUBJECT TO VOTING OF THE MEMBERS

- **Leon Marsh** – Co-Chair & Lead Treasurer, effective 26 September 2025
- **Trisha Darkwah** - Treasurer, effective 26 September 2025
- **Eren Ayaz** - Secretary, effective 1 May 2026
- **Vian Ismael** - Bake Sale Co-ordinator, effective 1 May 2026



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Annual General Meeting: Resignations & Appointments: Trustees

TRUSTEES: RESIGNATIONS

- **Michelle Howard** resigned as per their Officer resignation
- **Andrew Keesing** resigned as per their Officer resignation

TRUSTEES: APPOINTMENTS

- **Leon Marsh** appointed as **Trustee and Administrator** of the PSA Charity Commission account on 15 April 2026 by the Chair to be able to file the PSA's annual return
- **Laura Brooks** (Interim Headteacher), effective 1 May 2026



Marshgate Primary School Parent Staff Association

Annual General Meeting: PSA Accounts Highlights: FY23-24 & FY24-25

FY23-24 ACCOUNTS HIGHLIGHTS

- **Direct School Support** - £4,386.85
- **Main events** – Summer Fair, Winter Fair, Fundraising/Donations, Bingo Night
- **Sponsorship** – £3,000 Hamptons
- **End of Year position** – £20,856.07 net income

FY24-25 ACCOUNTS HIGHLIGHTS

- **Direct School Support** - £3,921.49 in-year + £26,153 relating to FY23-24
- **Main events** – Summer Fair, Winter Fair & Party, May Fair, Bingo Night
- **End of Year position** – £10,730.87 net income
- **Filing** – draft accounts provisionally approved by external examiner; awaiting sign off by new Committee and Trustees before being filed with Charity Commission



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Annual General Meeting: PSA Accounts Highlights: FY25-26 (Year in Progress)

YEAR-TO-DATE HIGHLIGHTS

- **Direct School Support** - £33,862 provided to the school, including:
 - Purchase of 29 PCs and 26 monitors
 - Accessories and infrastructure related to windows 11 upgrade
 - Annual Headteacher support
 - Funding for Sport & Recreational equipment
 - 50% of total cost of Y5 trip to Thames Young Mariners
 - Class Christmas Gifts
 - Support for new Design Technology resource
- **Committee** – Identified new Treasurers, Secretary and Bake Sale Co-ordinator
- **Sponsorship** – Hamptons regained as Principal Sponsor

FUNDRAISING YEAR-TO-DATE

- **Direct School Support** - £28,862 relating to FY24-25 + £5,207 in-year
- **Main events** – Winter Fair, Tea Towels, Non-uniform Day, Costume Sale
- **Sponsorship** – £3,500 Hamptons; £1,000 Lignum Bespoke
- **Current Position (as at 29 Apr '26)** – £8,714.44 net income*

REMAINING COSTS/EVENTS

- **Direct School Support** - Request for additional ~£15,000 up to March '27
- **Main events** – May Fair, Summer Fair
- **Other events** – DJ for whole school party day and Y6 leaver party, bake sales, ice pop sales

** Subject to end of year adjustments and external review; excludes Hamptons' sponsorship and creditors*



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Annual General Meeting: Continuation of PSA & Q&A

CONTINUATION OF PSA

- **Resource of the Committee is reduced** at present, and Helen Lancaster wishes to step down
- **Calendar not as busy** this year as a result, but net income being supplemented by corporate sponsorship
- In order for the PSA to continue, a **new Co-Chair must be identified**. Without a Chair or two Co-Chairs, the PSA would not be able to meet its requirements under the Constitution and would need to be dissolved.

The impact of having no PSA is that the school would lose out on vital financial support in the region of **~£20k each year**, for the following activities/initiatives:

- New IT equipment
- New DT resource
- New Sports & Recreational Equipment
- 50% contribution for the Y5 trip to Thames Young Mariners excursion
- KS2 Sports Experience Day
- Classroom Christmas Gifts
- Discretionary Headteacher's fund
- End-of-year discos
- Year 6 leavers' gifts

