

Wanstead High School PTA Meeting Minutes

Date: 3 July 2024 at 7pm Location: The Bull, Wanstead

Attendees: Dennis Weeks (Chair), Louise Russell (Secretary), Mary Richardson (Vice Chair), Janelle Jeffery (yr 9 rep), Polly Godden (Yr12/13 rep), Alex Hadayah (Yr10 rep), Claire Hogg, Kerry Flitcroft (preloved), Eve Binns

Apologies: Chris Carr (Treasurer), Carly Eley (Deputy Secretary/Head of Communications), Terry Betts (Yr7rep), Antony Hill (yr7rep) Lucy Flinter (preloved), Suzanne Taylor, Alex Kennett (Yr 8 rep), Alison Charnock, Natalie Reed

Overview & Update	Action
<p><u>Agreement of Minutes</u></p> <ul style="list-style-type: none">• Minutes agreed• Adjustment made to February Minutes <p>The following is to be changed:</p> <p><i>a member of the Assemble team is acting as the “PTA accountant” free of charge</i></p> <p>To be corrected with:</p> <p><i>Tom Broughton from Assemble has helped with the setup of an accounting platform and an accountant from his team is providing informal assistance with administration free of charge.</i></p>	<p>LR</p>

Centenary Ball

- Raised almost £11k – could be match funded
- Lots of thanks - in report
- KF – explained the plate clearance issue – lessons learnt
- Auction and raffle - Corporate sponsors donated but also involved in auction bidding and raffle ticket buying
- Need to decide/discuss whether the event happens again next year. The majority of sponsors are keen to be involved next year.
- Are there any elements from the Ball that could be included into other events?
- Prestige and scale of the big event is what works
- 1st event for some parents that attended and it will push more to come along to future events
- Need to be able to fix the dates for the year in September for the events for the year
- something in the Wanstead village directory and/or the local newspaper about the event to reach a wider community
- CH to put a pitch together for the Alumni to donate eg. Name on a brick

Discussion around events prompted conversations about getting more people involved in the PTA so that we aren't spreading ourselves too thinly

- DW explained that after reviewing events and volunteers we should be looking at 1 main event (eg. Ball), 10/20 school events (eg. dance show, new parent meeting), 2/4 quarterly events (eg. quiz/comedy night) - these all take time and resources
- A lot of work is needed to build the team. Volunteer numbers are low and we have to be realistic to fulfil aspirations
- CH suggested that a reminder to all that everyone is welcome and we need their voices and input
- KF asked if the PTA could have a link on the new school App (Edulink)
- The lack of school representation was noted although there was understanding from the group that the current challenges the school is trying to manage could be part of the issue

LR/DW to find out

<ul style="list-style-type: none"> • JJ suggested a non fundraising event to improve numbers and build the school community involvement - Meet and Greet picnic during the Wanstead Festival 	JJ & CH to lead
<p><u>Treasurer's update</u></p> <ul style="list-style-type: none"> • See separate report from CC (attached below) • Approx £50k in the bank • Carried over from last meeting - LR to register with Benevity for £500 donation 	LR
<p><u>Shelter</u></p> <ul style="list-style-type: none"> • PTA Launched with 3 ideas – shelter, field and toilets • DW got a quote last year of £70k and sent it to the school • The PTA were approached by the Governors in Feb/march 2024 to ask if PTA would fund it. There had been a discussion about the school using reserves and the PTA being able to pay back. • We have missed the timeline for summer build. • The school got 3 quotes and sent to DW ranging from £65-90k with a variety of options. The school has decided that they would be happy with the cheapest one as it ticks all the boxes. • If the PTA agree to fund, the build is likely to be in October half term • LR wants to propose that the school give us a detailed report showing drawings, what it will be used for, research on it, lead times, assurance for best value, sustainability, use as an event space etc • EB suggested that the midday staff be asked their views on use of the shelter • Another suggestions was that the school council ask their peers if they like the idea • Timelines will be tight – so a decision needs to be made quite quickly. It was proposed that a decision is made at the September AGM 	LR

<p><u>Teacher/school requests</u></p> <ul style="list-style-type: none"> • PTA exec committee have received last minute requests for things from school and have not been able to take it to a meeting to agree because of timeframe • As a committee, DW proposed that the committee make decisions up to a certain value - £750 as the limit • A vote was taken and passed by the committee to allow the PTA to make decisions in small amounts outside of committee up to £750 • Previously agreed to support the school with a total amount of £12k per school year • Drums were recently purchased and weren't supported by the school as they said that they would have chosen to spend money on the other things • KF – we should decide how many requests at £750 • Will be reported when spends have been made at PTA meetings 	
<p><u>Communications Report</u></p> <ul style="list-style-type: none"> • See separate report by CE (attached below) • DW said that CE had done an amazing job and thanked her for her involvement • QR codes to be displayed at the New parent event on Monday 8th July with website link • AH offered to print information for new parent pack 	
<p><u>Policies</u></p> <ul style="list-style-type: none"> • Code of conduct to be shared • Diversity policy still to be updated and will be shared when ready 	LR
<p><u>Preloved Uniform</u></p> <ul style="list-style-type: none"> • Been quieter in the last month. Low on stock • Lots more white shirts, black trousers and skirts for Ms Cini – if not needed, they are given away at the pop ups • Will take Blazers and PE kits for display at Monday's new parent meeting • LF to do a 'piggy bank' report – will be displayed in the container - now known as the Preloved Palace 	LF

<ul style="list-style-type: none"> • The Preloved Palace is dressed with displays and a changing room • Great PTA achievement of the year - Approx £2.5k raised • 20th July – next pop up, possibly one over the summer tba 	
<p><u>Grants and Match funding Update</u></p> <ul style="list-style-type: none"> • Team to focus on match funding and sponsorship • Want to get the school community involved in small events to raise money eg.sporting 	
<p><u>AGM</u></p> <ul style="list-style-type: none"> • Proposed date is Monday 16th September 2024 • Ask school to present the shelter plans • LR to send out nominations 	LR to confirm with school
<p><u>AOB</u></p> <ul style="list-style-type: none"> • Dates for future meetings to be fixed asap and shared • Dates for events to be agreed asap and shared • DW invited those in attendance to take on roles and also to speak to the committee about anything they might be interested in getting involved in • Quiz tickets to be given as a prize at new parent meeting on Monday 8th July to make an impact and attract new members 	
<p><u>PTA meeting dates for the year</u></p> <ul style="list-style-type: none"> • AGM 16th September 2024 - 7PM 	

Wanstead High School Treasurers Update
Meeting: 3rd July 2024

General summary:

Governing Document - Charity Commision update

The new constitution we all agreed upon has been sent to the charity commission.

APPROVED

HMRC Gift Aid

Re-request paper code - to progress application. Awaiting.

PTA Teacher Request #1 - DRUM KIT

Total NET price was £1238.20

We purchased this via the school - saving £247.63 of VAT.

Delivered

Stow - Quiz Boards (Aged Debtors)

Boards invoice was delayed due to key personnel absence at Stow, along with their accounts dept wanted to reconfirm PTA bank details.

Payment has now been received.

Pre-Loved (From Kes & Lucy)

It's been a bit quiet on the pre loved front since the last PTA meeting, with just 4 additional items have been sold via online sales.

Total revenue generation this period (since the last meeting) = £28.00

Total items told to date = 297

Total revenue generation to date = £2,511

The live sale planned for the 8th June was cancelled due to low stock levels, so a focus on a donation drive was rolled out instead. This has been relatively successfully but we need to keep pushing for donations via the class reps as we get to the end of the year.

The Preloved Palace will open again on Saturday 20th July as planned if we have sufficient stock left after the year 6 to 7 transition evening on the 8th July at which we will be selling preloved uniform.

Match Funding

Sue Patel has agreed to head up our Match Funding operations.

Sue will help develop a wider set of parents that are able to match fund, assisting the Treasurer in communication with the match funders.
 Match Funding Deep Dive presentation delayed - break-out meeting with Sue Patel and Chris Carr scheduled.

Centenary Ball - Profit and Loss DRAFT. Please see amendment at base of report. The below in YELLOW went out at teh PTA meeting on 3rd July 2024. CDC

Subject to final confirmation of some external costs that are currently listed as estimates - the total raised is sitting at £11,444.11

The total raised through the Raffle, Auction & silent auction was £10,797.62

Account	Total
Turnover	
Sponsorship Packages	£ 5,050.00
Ticket Sales	£ 9,226.72
Raffle	£ 5,229.46
Auction	£ 3,922.57
Silent Auction	£ 1,645.59
Total Turnover	£25,074.34
Cost of Sales	
Direct Expenses	£13,933.05
Total Cost of Sales	£13,933.05
Gross Profit	£13,487.29
Administrative Costs	
Bank Fees (Stripe & Sum Up)	£242.94
Total Administrative Costs	£242.94
Profit	£11,344.11

Summer Concert June 2024 Refreshments - Profit and Loss

Income	
Bar/Refreshments (SumUp)	£252.88
Bar/Refreshments (Cash)	£ 28.30
Total	£281.18

Expenses	
Bev & Food (for sale)	£112.90
	Total £112.90
Total Net	£168.28

Note: Bev & Food purchased was not all used - remainder went to stock for next event.

Passive Giving: ParentPay

A new section for the Treasurer's Report.

£2519.95 received, for the period 1 October 2023 to 30 September 2024 (Our tax year).

Passive Giving: Easyfundraising.co.uk

Wanstead High School Parent Teacher Association - London

In the last 30 days your cause has raised £118.59 and recruited 9 new supporters.

Your cause has raised a total of £711.61 (from £601.66) and has a total of 94 supporters (up 9 from last meeting).

Top Supporters

1	Alex H.	£113.99
2	David E.	£86.97
3	Claire H.	£62.61
4	Chris C.	£53.28
5	Marisa B.	£42.88

Chris Carr
Treasurer

AMENDMENT

Centenary Ball - Profit and Loss DRAFT.

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Cost of Sales

Direct Expenses	£13,933.05
Total Cost of Sales	£13,933.05

Gross Profit	£11,141.29
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Administrative Costs

Bank Fees (Stripe & Sum Up)	£242.94
Total Administrative Costs	£242.94

Profit	£10,898.35
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Events report 3.7.24

Centenary Ball – review and some conclusions

For those people who attended it, the ball was surely a success: the food, service, music, venue, auction and all-round experience were generally above our expectations. The format worked well, and feedback has been extremely positive. The night was both fun and elegant: it represented great PR for the organisation – and school – beyond any monies raised.

Mayor, councillors and governors attended. The corporate sponsors brought in by Tom Broughton were a bonus that not only helped significantly with the finances directly but also delivered big-spending donors for the auction. These links with local businesses are an exciting new development for the organisation, with much potential.

We made almost £11,000, which may be increased if we can get some match funding. For a first-time event, the outcome was great.

Issues

- The process of getting there was less great, involving:
- organisational issues behind the scenes – both in terms of relationship the venue
- and in how stretched the small PTA team was
- tricky relationship with the venue: miscommunication and renegotiation though
- the end result was positive
- improvised approach, which was fine for a first big event, but we can't let it
- happen again
- entire team had to focus on the ball for three months – very little else got done
- ball planning was late starting as I was doing other events plus venue are used to
- sorting details at last minute
- highlighted lack of volunteers
- highlighted lack of planning and policies: essentially, we were improvising
- we needed a fully costed budget before the event but that proved impossible
- lack of lottery licence restricted raffle ticket sales before the event
- sponsors needed to get more for their money
- we lacked the ability to capitalise on the positive comms potential of the event.

Summary

All that said, the Ball was a huge success. And a real achievement for the PTA. But, it also highlighted gaps in our governance, strategy, volunteer capacity, events

capacity, comms capacity and admin capacity when it comes to delivering events on this scale.

Nonetheless, given the fact grants and trust fundraising is proving problematic, I would suggest large-scale, ambitious events of this type should form the backbone of our fundraising strategy going forward. **They represent our current best prospect of achieving our very ambitious goals and of enabling us to deliver the highest level of financial support to the school and its children.**

Delivering a programme of, initially, two high-end, big events – like the ball – per year, will require a step up in structure, policy and capacity – rather than business as usual. But it appears the best way forward for the organisation, offering relatively quick wins in terms of growth in income and engagement.

This means the PTA now urgently needs to put in place policies, procedures, and capacity to enable it to deliver on its stated big ambitions through large-scale events – whether the capacity to do that comes through increased volunteer recruitment or paid support.

What next? Proposal: rebook immediately

In that context, I would suggest we repeat the event next year turning it into an annual event for the following reasons:

We will have a full year to plan this time.

We have all the work from this year to build on – we have a format that works.

All the sponsors are lined up to rebook. Plus we should be able to get more sponsors and charge more for sponsorship next time.

Everyone had a great night: there is demand for a repeat.

Given how successful the last event was, we will sell more tickets more easily next time.

Eton Manor looks likely to be available as it appears they will be booking the

tent for longer than one week next year. But we need to secure the second Saturday immediately as they have lots of others wanting it.

We won't be offered the same deal this time, but I don't believe we will need it.

If we can sign up to this vision, we will need to:

1. detail the exact governance and approach required asap to implement in September,
2. secure venue contract asap
3. produce a simple 2024/5 provisional overall budget.

Thank you to our sponsors

The Centenary Ball simply wouldn't have happened if it weren't for the support of our sponsors. We are enormously grateful for their generous support and urge you to support these local businesses that have given the young people of Wanstead their support.

Main sponsor	Assemble Media Group	<p>Assemble is the Wanstead-based publisher of a range of authoritative titles for the built-environment sector, including Building, Building Design, and Housing Today. Assemble is also the go-to place for events, education and intelligence in the sector, offering business tools, specialist research, recruitment portals, leadership networks, awards and professional development courses.</p> <p>Assemble runs Venuefinder, too, the online directory that helps customers find venues around the world.</p> <p>Assemble is headed up by Tom Broughton, a parent at Wanstead High School.</p> <p>https://assemblemediagroup.co.uk/</p>
Bar 1 and Auction	LGCS Fitout	<p>LGCS is a fitout company that has been transforming commercial spaces for clients, consultants, agents, and developers for over 25 years. Based in Epping, with offices in London and Poole, LGCS goes above and beyond to deliver perfection at pace. The company's aim is to create exceptional spaces – on time, on budget and beyond expectations.</p>

		<p>LGCS has its own inhouse site teams of builders, decorators, carpenters, electricians, and plumbers. And the right team to manage every stage of your project in an efficient, stress free and timely manner, from first meeting to final fitting. Whether you require a traditional tender response, a negotiated maximum price bid or want to appoint on a design-and-build basis, talk to LGCS about your commercial fitout.</p> <p>https://www.lgcsfitout.co.uk</p>
Bar 2	Edwards Duthie Shamash	<p>With one of its four offices on Wanstead High Street, Edwards, Duthie, Shamash has been providing specialist legal assistance to individuals, families, and businesses for over 120 years, serving clients throughout the country. The firm has specialists who can deal with all kinds of legal issues, including: family law, employment law, personal injury, community care, wills and probate, residential property, commercial property, medical negligence, dispute resolution, Court of Protection, criminal law, housing and social welfare, mental health, media law, and parliamentary and electoral law. Edwards, Duthie, Shamash's Wanstead office is headed up by Anna Orpwood. No matter the complexity of the issue, Anna and her team have the knowledge and resources to provide the support you need.</p> <p>https://edwardsduthieshamash.co.uk</p>
Dancefloor	Finch Contracts	<p>Finch Contracts is a Wanstead-based construction company specialising in extensions, loft conversions, interior and external remodelling. Finch has a team of highly skilled and experienced contractors who take great pride in their work, and are committed to delivering the highest quality of service to their clients.</p> <p>Finch's reputation as a trustworthy, professional, and diligent company is built on its ability to understand its clients' needs, and to work closely with them to bring their vision to life – using the latest technology and techniques to ensure results exceed expectations. At Finch they take the time to</p>

		<p>fully understand clients' wishes and work closely with them from design and planning to finishing touches. Their clients trust them to complete projects on time, on budget, and to the highest standards.</p> <p>If you're looking for a building contractor you can trust to deliver the results you want for a residential or commercial project, look no further than Finch Contracts...</p> <p>https://www.finchcontracts.com</p> <p>Finch Contracts is headed up by Wanstead High old boy Paul Finch.</p>
Band – The Nightshift	Bradley & Co	<p>Bradley & Co is a business-services company with a broad portfolio of expertise spanning HR strategy, facilities management, management consultancy, mediation, employment law, compliance review, specialist project work, recruitment, administration, full HR retainers, outsourcing staff, and emergency cover. All of which are delivered with top-notch customer service and flexibility. The team at Bradley & Co is driven by a desire to build lasting relationships and treat clients like family by always going the extra mile.</p> <p>https://bradleyandco.uk</p> <p>Bradley & Co founder Paul Bradley is a Wanstead High old boy.</p>
DJ	North London Loft Rooms	<p>Loft conversion specialists & extension experts. We offer design, planning, building including decorating, tiling etc. A complete turnkey solution</p> <p>www.northlondonlofts.co.uk</p>
Photobooth	idXtra	<p>idXtra is a long-established company based in Wanstead, Southwark, Basingstoke and Daventry (as opposed to New York, London, Frankfurt, and Paris)</p> <p>that delivers identification, security and payment solutions (not perfume) to schools, colleges and universities.</p> <p>The company specialises in developing and integrating systems for the safeguarding of staff, students and visitors. Their “raison d’etre” in every project is to provide a joined-up system to control access to areas, cashless payment, visitor management and attendance monitoring</p>

		<p>using a single card or biometric credential.</p> <p>IdXtra works with all of the popular access-control system providers in the UK, linking these seamlessly to their VisiTapp sign-in system and EventPOS cashless catering system.</p> <p>https://idxtra.com</p>
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Table sponsors

Thank you also to our corporate table sponsors (add logos if poss)

[Assemble Media Group](#)
[Barretts Law](#)
[Chestnut Manor Care Home](#)
[Classic Kitchens](#)
[North London Lofts](#)
[Petty Son & Prestwich](#)
[Stow Bros](#)
[Summit Group](#)
[Treehouse Nursery Schools](#)
[T-Space](#)
[Wanstead Business Network](#)
[Zoology](#)

Thank yous

There are so many other people who played a part in making the Centenary Ball such a success. These included:

Tom Broughton	For invaluable advice and corporate liaison
Natasha and the team at Eton Manor	For giving us such a good deal and so much help planning our event
Imy and Mark Maresch	For bringing their brilliant band The Night Shift and bringing the tent down. You can catch them at https://www.thenightshiftlondon.com
DJ Clive Johns	For getting every last person in that marquee up and dancing. Even the people who 'don't dance'
Suzanne Taylor	For giving her time and superlative design skills Suzanne Taylor Design - Creative Design Solutions. Over 20 years of experience in the design industry. Skilled in graphic

	design, logo design, typography, photography, WordPress web design, and illustration. https://suzannetaylorltdesign.com/
Mark from Prontaprint Russell Square	For printing services Mark says: For over 25 years, Prontaprint Russell Square has been leading the way in printing for businesses, students, individuals, local organisations and more. Specialising in fast turnaround means our customers get what they want when they need it. Being based in London WC1 means we can offer same day printing to central London. prussellsquare.com 020 7833 3005
Andrew Boyd	For taking great photos, donating a portrait session to the raffle and being part of our stellar compere team Standrew with Stan Stanger @andrewmboyd
The young people at Eton Manor Rugby Club	For serving dinner with such professionalism, and washing up
June and Chris Biddick, Claire Hogg and Jill Steggle	For doing all the hard work to give us an incredible Raffle of the Century and Amazing Auction
Ellen Lake	For representing the school and governors and giving the perfect speech for the occasion
Ruth and the team at Rear Window	For delivering a superlative dinner
The Eton Manor Decorating team, Janelle, Emily, Louise, Carly, Claire, Marie, Dennis, Chloe, June, Nick, Chris, and the rest of the PTA set-up crew	For making the marquee look amazing
Our waiters, Robert, Chloe, Dennis, Louise, Carly, Chris and the clean-up crew	For all the tidying up and packing up
Kerry, Lucy and Emma	For dealing with #PlateGate
Stow Bros	For banners and photocopying

Auction lots and raffle prizes

Thank you too to all the local companies who were so generous with their donations to our auction and raffle.



Comms report for PTA meeting 03/07/24 (apologies for non-attendance from CE)

Insta (283 followers) FB (95 members) X (4 followers). Socials is a huge job and one which I have found tricky because it conflicts with my job as a teacher where social media usage is heavily monitored. My suggestion is that the role of Head of Comms is an over-see role with a team responsible for smaller more manageable roles ie website co-ordinator, socials lead, we have an excellent existing newsletter team etc.

Website: <https://www.pta-events.com/whspta>

If you haven't already signed up please do. We have 203 customers, have had 12 events posted with 20 products attached, and total sales generated £12,537.86 (although some of this is for the alumni event which will go to the school.) We need to explore and use the business directory side of this – for example Assemble Media Group can be added as they were our main sponsor of the ball and other sponsors can perhaps also be added here. The logo, and links to their socials and website can be added and it can be set for a certain time. This info will then appear on the business directory page. I am happy to do this if you can agree it tonight and how long it is to appear.

CC has uploaded all past minutes of PTA meetings to the website. Thank you.

For future events it has been suggested we get a lottery licence and upload this to the website so that we can sell raffle tickets online, as this will take a lot of the leg work out of raffle sales and removes any potential issues with pre-selling.

I am finalising the welcome to the PTA info for new year 7 intake but would like to ask if people think this would be better sent digitally (with links to click to sign up to the website, socials etc.) as I have previously thought I would print for people to have on Monday 8th meeting, but now think sending digitally to all parents via the school is perhaps better. Please discuss and vote. It includes details of our socials, the website, fact that every parent/carer is automatically a member and brief outline of the PTA and hopefully – if agreed tonight – the date of the first meeting in September. Which I guess will be the AGM? I will also give details of passive giving such as easy fundraising and stickers labels and ask people to check if they are eligible for match funding. This will be sent to exec committee by Friday to check and amend before Monday.

Finally, I would like to announce my resignation from the roles of Deputy Secretary and Head of Communications from the end of this academic year. It has been a great, if crazy year, and I think the PTA is doing a fabulous job and wish everyone the best of luck with next year. Although stepping down from exec committee I will be happy to stay on the wider group and support with events when possible. Thanks to everyone for their support this year.

Carly Eley

