

Wanstead High School PTA Meeting Minutes

Date: 10th January 2024 at 7pm Location: Aldersbrook Bowls Club

Attendees: Dennis Weeks (Chair), Louise Russell (Secretary), Mary Richardson (Vice Chair), Chris Carr (Treasurer), Carly Eley (Deputy Secretary/Head of Communications), Polly Godden, Antony Hill, Kerry Flitcroft, June Biddick, Janelle Jeffery, Alex Morton, Alex Hadayah, Greg Dolp, Imogen Maresch, Natalie Reed

Apologies: Naomi Gee Wright, Suzanne Taylor, Kate Panayi, Alex Kennett, Claire Kinselly, Eve Tobe, Lucy Flinter, Fahmeda Jangi, Julie Laurence, Claire Hogg, Deborah Roberts, Alison Charnock

Overview & Update	Action
<u>Agreement of Minutes</u> Minutes agreed	
<u>Treasurer's update</u> <ul style="list-style-type: none">• Full report attached• CC and LR have been accepted for bank cards and just waiting to receive• Just over £2k was raised at the Christmas party• Looking for more match funding volunteer(s) to hopefully double or triple the amount• Easyfundraising has raised £141 - £135 of that was in the last 30 days. Reminders to parents to be sent• Voucher books £4 to buy and £2 goes to PTA. Online link available to buy although reduces the donation to PTA slightly	Reps to regularly remind parents Members to sell books to family and friends

<p><u>Christmas Party Feedback</u></p> <ul style="list-style-type: none"> · Great feedback on food and atmosphere · A big thank you to all involved in the arrangements, set up and helpers on the night · There were issues with Sumup system but overcame by using a paypal account · Future events need to have a team of volunteers to help clean up as that was left to a few people that had also been there to set up and help at the event · Dates for future events to be advertised a lot earlier · Flyer to be produced with all event dates to include in the school pack for new parents 	
<p><u>Comedy Night – 7th February 2024</u></p> <ul style="list-style-type: none"> · Chloe Longstaff is organising · Events team meeting w/b15th January · Venue and ticket purchase to be confirmed and will be circulated asap · CE to send out ‘save the date’ message on whatsapp and social media 	<p>Reps to circulate</p>
<p><u>Centenary Plans</u></p> <p>Summer Ball – 15th June 2024</p> <ul style="list-style-type: none"> · Big ticket event – Pre drinks, 3 course meal, Entertainment, raffle · Venue can hold 300 people · CL trying to contact the manager of Ronnie O’Sullivan and Tony Robinson (Both ex pupils of Wanstead High School) · Details to be finalised by March ‘24 <p>School event coordinator</p> <ul style="list-style-type: none"> · School have identified someone to coordinate an event at the school for the Alumni · DW and MR to meet with them next week to find out how the PTA are to be involved/assist 	

<p>Quiz Night – 22nd March</p> <ul style="list-style-type: none"> · To be held at school · Tables of 8 · Similar format as before with a different quizmaster · Small raffle 	<p>Volunteers required – let MR know</p>
<p><u>Preloved Uniform storage</u></p> <ul style="list-style-type: none"> • LF and KF have identified possible storage containers within the grounds of the leisure centre and an area that a storage container could be placed • LF has emailed SW (business manager at school) with her proposal and is awaiting a response • DW will try to discuss with SW when he is next in school • Storage would be useful for other PTA equipment/essentials as well as the uniform for easy access • LF reported another blazer sale and two pending payment 	<p>DW & LF</p>
<p><u>Website</u></p> <ul style="list-style-type: none"> · Slight delay in going live with the website since it was decided that the PTA will pay for the full site to prevent nuisance pop ups, have the ability to sell advertising space to local businesses and use the facility to recruit volunteers for each event · Once CC has the card for the bank account, it can be purchased and launched · CE to set up school lottery to launch alongside it 	<p>CC CE</p>
<p><u>Match funding</u></p> <ul style="list-style-type: none"> · Letter to be circulated to all parents via reps on WhatsApp to encourage more people to check with their employers if the match fund 	<p>LR</p>

AOB

Grant applications

- JB explained how complicated and time consuming/intense the grant process is and that we were looking at 8/9months to gather answers to questions that can then be used to complete applications. Pamela is helping to guide the team as she is a grant director
- Deciding on the right type of sports field is difficult as it needs to be multipurpose
- Cashback arrangement with the school has been floated as an idea
- DW reported that school has commissioned an architect to design the student toilets
- DW will try to get the facilities manager to meet with the grants team
- Meeting date needs to be agreed
- Suggestion of a GoFundMe page humorously named 'pound a poo'

DW & JB

Newsletter

- NR has received the template from ST so that should be out in the next couple of weeks

Other fundraising ideas

- CE to look at Stickins (sticky name labels for uniform) as they pay a small amount each pack bought
- Snooker competition against RO (if available) eg.£20 to pot the black
- Pupil fundraising coordinator required to work with school to see what the children can do to raise money for the PTA eg. Sponsored events
- Danceathon

CE

<ul style="list-style-type: none"> · Sponsored run · Keen to hear from any parent or child of the school that has an fundraising idea that they want to run with 	<p>Everyone</p>
<p>Grease – Drama and Dance production</p> <ul style="list-style-type: none"> · To be held over 3 evenings 28th, 29th Feb and 1st March 7-9pm with 15 min interval at 8pm · PTA have been asked to help by providing drinks and snacks at the interval · LR spoke to Ms Gullefer about a photographer to photograph the performers for parents to purchase for a small fee to raise money for PTA and also would provide a treasured memory · LR to have further discussion about arrangements with Ms Gullefer 	<p>Volunteers required – let MR know</p> <p>LR</p>
<p>Ideas to support school other than fundraising</p> <ul style="list-style-type: none"> · GD suggested we gather a list of parents with particular skills/knowledge that are willing and could offer help to the school eg IT skills or DIY · Propose a weekend that a group of parents could work on something at the school · List of suggestions to be collated and proposed 	
<p>Uniform bank</p> <p>KF asked CC for a report to provide the uniform bank</p>	<p>CC</p>
<p><u>PTA meeting dates for the year – venue tbc for each</u></p> <ul style="list-style-type: none"> · 10th January 2024 · 26th February 2024 (changed from 28th February) · 17th April 2024 	

· 22nd May 2024	
· 3rd July 2024	

Wanstead High School Treasurers Update

Meeting: 10th January 2024

General summary:

Banking Handover

Telephone banking is now operational.

Online banking will take a few more days - correspondence had gone to the School despite HSBC telling me it would all be done via email.

Banking correspondence address had now been changed to my personal address, due to the lack of comms from the school regarding mail received.

Governing Document - Charity Commision update

The new constitution we all agreed upon has been sent to the charity commission. We are awaiting it's approval.

Random cheque in OLD post

Update from last meeting - a cheque for **£75** from Yonder Consulting Limited (I'm guessing this is a donation or match funding - not handed over from previous years PTA).

A new cheque has now been issued and paid into the bank.

Christmas Party

Income

Parent Pay Tickets	x80	£1,600.00
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On the door tickets (Sumup)	x2	£40.00
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On the door tickets (Cash)	x0	£0.00
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Bar (SumUp)		£348.00
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Bar (Cash)		£300.00
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Raffle (SumUp)		£120.00
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Raffle (Cash)		£150.00
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Extra Giving		£20.00
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Stow Signs		£790.00
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Total		£3,368.00
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Expenses	
SumUp Fees	£5.38
Bev (for sale)	£507.16
Food	£215.03
Bev (drink on entry)	£120.00
DJ	£300.00
Venue dressing	£30.99
Alcohol Licence	£21
BBQ hire (Free Duke)	£0.00
Total	£1,199.56
Total Net	£2,168.44

****NEED A MATCH FUNDING VOLUNTEER FOR THE ABOVE****

Concert - PTA Refreshment Stand

£79.50 - sum up

Was there any Cash?

Voucher Books

Can I get a cost for these please / already spent, who does the PTA owe?

Who is managing these?

How are we collecting payments? Cash?

Easyfundraising.co.uk

Wanstead High School Parent Teacher Association - London

In the last 30 days your cause has raised £135.38 and recruited 30 new supporters.

Your cause has raised a total of £141.00 and has a total of supporters 61.

Top Supporters

1	Carly E.	£34.45
2	Chris C.	£25.84
3	Louise R.	£10.85
4	Yvonne S.	£6.05
5	Natalie B.	£5.47

Chris Carr
Treasurer

