

Wanstead High School PTA Meeting Minutes

Date: 26th February 2024 at 7pm Location: Wanstead High School

Attendees: Dennis Weeks (Chair), Louise Russell (Secretary), Mary Richardson (Vice Chair), Chris Carr (Treasurer), Polly Godden (Yr12/13 rep), Antony Hill (yr7rep) Terry Betts (Yr7rep), Crystal Schaedel (Yr8 rep), Janelle Jeffery (yr 9 rep), Alex Hadayah (Yr10 rep), Suzanne Taylor, Lucy Flinter (preloved), Eve Binns

Apologies: Carly Eley (Deputy Secretary/Head of Communications), Kerry Flitcroft (preloved), June Biddick, Imogen Maresch, Natalie Reed, Alex Kennett, Deborah Roberts, Alison Charnock, Claire Hogg, Stephanie Alexander-Jinks, Georgina Christodoulou,

Overview & Update	Action
<u>Agreement of Minutes</u> <ul style="list-style-type: none">• Minutes agreed	
<u>Comedy Night Feedback</u> <ul style="list-style-type: none">• Net Profit - £2136• It was a great evening, organised by Chloe and Mary• MR thanked all involved including Jon Fentiman from Wanstead Comedy Night• Had a slight issue with PA system but that was resolved quickly• Suggestion that prices on alcohol could be raised slightly• Beer was popular on the night• Missed out on the Estate agent boards for this event	

<p><u>Quiz Night - 22/3/24</u></p> <ul style="list-style-type: none"> • Quiz Master is Abi supported by his wife (MR is meeting them on 29th Feb) • Tickets will be available on the PTA website using Stripe. Tickets will also be available on parentpay • £15 for a ticket including grazing platters on the tables • Might include a comedy raffle • It is going to be a community event • Non alcoholic options to be added to the bar selection - Dry Dragon (Kombutcha tea) • Drinks menu to be available to view prior to the event 	<p>PG is looking into options</p>
<p><u>Grease Production - Refreshments and photography</u></p> <ul style="list-style-type: none"> • 3 nights selling refreshments • MR has set up whatsapp group for each team • Basic 'guide to events' to be drawn up so that all volunteers know what to do for future events of a similar nature • Photography to be arranged for the children in the production if they have permission from parents. PTA to sell photos to the parent for a fee to raise money • Safeguarding advice required from school re storage of photos 	<p>MR & LF</p> <p>Robert Jeffery</p> <p>LR</p>

<p><u>Centenary Plans</u></p> <p>Summer Ball – 15th June 2024</p> <ul style="list-style-type: none"> • Jillian Steggles is looking for prizes for the silent auction • Sales pitch is being prepared with a proposal for sponsorship • There will be an 80s band and a DJ • Still waiting for Eton Manor to agree price - needs to be negotiated • Looking for more fundraising ideas on the night • MR looking for more helpers for the event • The preplanning is the biggest job as a lot of the venue will already be set up • LF suggested that the arrangements for cleaning up from the previous night and preparation for our Ball is clarified so everyone is clear on expectations • Eton Manor will need to get 2 sets of table cloths • Tidy up teams could be rotated to support each organisation (Eton Manor and WHS PTA) <p>Jerram Faulkes (Building contractors)</p> <ul style="list-style-type: none"> • As part of the bid JF are required to include social impact and do something to support the community • DW, MR and Sarah Williams (School Business Mgr) to meet with JF on 27/2 to discuss what they can do to support the school community • AH suggested a flag could be placed on the crane to advertise the PTA 	<p>MR</p> <p>DW/CC/MR</p> <p>All members</p> <p>MR</p>
<p><u>Treasurer's update</u></p> <ul style="list-style-type: none"> • Full report attached • Tom Broughton from Assemble has set us up on the accounting package and a member of his team will act as the PTA accountant free of charge * • After a discussion re VAT exemption it was suggested that giving school the money to purchase the item could be an option • Stamp to be purchased for the books asap • MATCH funding needs to be highlighted to parents as a great way to raise funds • A simple document with bullet points on how to ask employer about match funding to be circulated to parents 	<p>ST to arrange</p> <p>LF/LR</p>

<ul style="list-style-type: none"> Promote the fundraising boost from previous match funding 	
<p><u>Comms Update</u></p> <ul style="list-style-type: none"> Report attached Need to decide on a handle for X - suggestions were @WansteadPTA or @PTAWHS 	
<p><u>Preloved Uniform</u></p> <p>Storage</p> <ul style="list-style-type: none"> Unwanted lockers have been moved - thanks to KF and her husband Lee Changing area set up at the back of the container Clothes arranged in the lockers PAving slabs required at the entrance to cover the muddy area Bike hooks to be removed Have Sumup machines but might move to Stripe for payment Frequency of sales and suitable day of the week to be decided. It was suggested Half termly and that it could be a Friday or a Weekend. LF to put out a poll QR codes will be displayed on the doors of the container <p>Lost property</p> <ul style="list-style-type: none"> A parent had proposed to sort out lost property at her house but it was agreed that it should be kept as part of the PTA under the Preloved team LF & KF have agreed to sift through lost property at suitable intervals. Any unbranded can be given away free and donated to charity 	<p>DW</p>

<p><u>Policies and procedures</u></p> <ul style="list-style-type: none"> • The Executive committee (Chair, Deputy Chair, Secretary, Deputy Secretary and Treasurer) meet fortnightly to put together formal procedures. DW explained that there are seven strategies that have been adopted for transparency. • It was agreed that the strategies will be shared to all and a couple will be brought to the next meeting to discuss and formally agree by all • Once agreed they will be uploaded to the website • It will be set out clearly and professionally and will make things easier for all involved going forward 	<p>LR to send out</p>
<p><u>Grants Team Update</u></p> <ul style="list-style-type: none"> • Grants team has met a couple of times recently and their focus has been looking for sponsors • Lots of information is required from the school and that is going to take a bit of time for the Head to find out that information • Still lots up in the air – no one has bid for the toilets • PTA are keen to get requests for things from the teachers • Would be beneficial to have a representative from the teachers at the PTA meetings • Suggestion was a poster in the staff room with a link to a 'PTA request document for teachers to submit a wishlist for their department • Suggested that a member or two of the PTA could attend a staff inset 	<p>LR</p>
<p><u>Junior Council Meeting</u></p> <ul style="list-style-type: none"> • LR met with the Junior Council to explain the role of the PTA and to ask for their ideas and what they think the PTA could help with • Suggestions were: <ul style="list-style-type: none"> • 6th form common room needs more comfortable chairs and tables, fix/replace table football • More benches and picnic tables outside • Improve/brighten the outside areas – planting • More external speakers on relevant topics 	

<ul style="list-style-type: none"> • More sports/lunchtime enrichment equipment • Drama – display more photos • Culture day for all to be involved • Music event/disco for the students 	
<p><u>London Mural Festival</u></p> <ul style="list-style-type: none"> • LR contacted Global Street Art, the company running the festival to suggest that the Walls of the Leisure centre could be used in the festival. Emma Hillman and Ian V from Vision Redbridge are very keen to be involved. • Opportunity to get a commissioned Mural for the centenary also – costs involved to be discussed • The project could be photographed and a display made for the school • Full details of previous Mural festival attached for info 	
<p><u>AOB</u></p> <ul style="list-style-type: none"> • Request for all dates to be pinned at the top of the social media page and displayed on Website • DW met with the local councillors – Bayo Alaba, Sheila Bain and Jo Blackman with Emma Hillman and explained what the PTA is aiming to achieve. They had a tour of the school and DW felt it was quite productive and the councillors were engaged 	CE
<p><u>PTA meeting dates for the year – venue tbc for each</u></p> <ul style="list-style-type: none"> • 17th April 2024 • 22nd May 2024 • 3rd July 2024 	

* It has been noted that the highlighted text was reported incorrectly. The text should read as follows: 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.”

These corrections will be discussed in the meeting scheduled for 03/07/24.

Wanstead High School Treasurers Update

Meeting: 26th February 2024

General summary:

Banking Handover

Online banking banking is now operational.
Business VISA Debit card has now been issued.

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.

Donation - Charities Aid Foundation

£300 donation has been made. Currently liaising with the CAF to secure payment is released.

Books - Waterstsones purchase

Invoice received - to be paid this week.

Comedy Night

Income

Tickets	£550
Bar (SumUp)	£912.5
Bar (Cash)	£0
Raffle (SumUp)	£765
Raffle (Cash)	£90
Extra Giving	£50.00
Stow Signs	£0
Total	£2367.5

Expenses

SumUp Fees	£TBC
Bev (for sale)	£140
Food	£19.95
Venue dressing	£49.98

Alcohol Licence	£21
BBQ hire (Free Duke)	£0.00
Total	£230.93
Total Net	£2,136.57

Match Funding

We need a match funding volunteer for the Christmas Party and the Comedy Night.

Easyfundraising.co.uk

Wanstead High School Parent Teacher Association - London

In the last 30 days your cause has raised £66.29 and recruited 6 new supporters.

Your cause has raised a total of £325.32 (from 141.00) and has a total of supporters 75.

Top Supporters

1	David E.	£74.66
2	Carly E.	£48.98
3	Chris C.	£33.70
4	Gemma L	£17.46
5	Louise R	£17.30

Pre Loved

Since the last PTA meeting, 48 additional items have been sold via 8 virtual transactions managed by email and sum up payment links + the love sale in the new container on the 3rd Feb. Total revenue generation this period = £388.00.

Total items sold to date = 187

Total revenue generation to date = £1,568.00

The PTA have also invested in LED lighting, fold out table, extra Sum Up machine and disposable dehumidifiers - all for the new container Pre Loved HQ.

Chris Carr
Treasurer

