

## **Wanstead High School PTA Meeting Minutes**

**Date: 17<sup>th</sup> October 2023 at 7pm Location: Eton Manor Rugby Club**

**Attendees:** Dennis Weeks (Chair), Louise Russell (Secretary), Mary Richardson (Vice Chair), Chris Carr (Treasurer), Alison Charnock, Claire Kinselley, Alex Kennett, Polly Godden, Terry Betts, Antony Hill, Crystal Schaedel, Fahmeda Jangi, Deborah Roberts, Kerry Flitcroft,

**Apologies:** Alex Hadayan, Nina Rehal – Chohan, Janelle Jeffery, Julie Lawrence, Naomi Gee Wright, Natalie Brodie, Natalie Reed, Sue Ogilvie, Carly Eley, June Biddick, Mercedes Pardo, Suzanne Taylor,

<b>Overview</b>	<b>Action</b>
<b><u>Introductions</u></b> <ul style="list-style-type: none"><li>Each attendee introduced themselves. It was great to have four new parents join the group</li></ul>	
<b><u>Agreement of minutes from previous meeting</u></b> <ul style="list-style-type: none"><li>Minutes agreed by all in attendance</li></ul>	
<b><u>Nominations and voting of Deputy Secretary</u></b> <ul style="list-style-type: none"><li>Carley Eley volunteered herself for the role – nominated by Antony Hill and Seconded by Polly Godden</li></ul>	
<b><u>Treasurer's update</u></b> <ul style="list-style-type: none"><li>CC provided a detailed update including forecasts for the next 3 years</li><li>See separate sheet for full details</li><li>CC is liaising with the school finance officer</li><li>Ball park figure required for each project</li><li>Will look to register for VAT that will be beneficial for future building work</li></ul>	
<b><u>Feedback on Quiz Night</u></b> <ul style="list-style-type: none"><li>£3.6k raised</li><li>It was great event, enjoyed by all that attended</li><li>Very well planned and executed – a big thank you to Chloe and the team</li><li>We were fortunate to receive such great support from the local community with raffle donations. The raffle was very big and so good. In future we will look to put a limit on the number of prizes at each event to spread them across other events</li><li>Lighting wasn't great</li><li>Next time we could look at offering table service for drinks</li><li>Offer a greater selection of non alcoholic drinks</li><li>Look at ways to attract a more diverse group of participants</li></ul>	
<b><u>Christmas Party – 1<sup>st</sup> December 2023</u></b> <ul style="list-style-type: none"><li>Previously advertised for 14<sup>th</sup> December but due to feedback and how close it is to Christmas it was decided that it should be moved to Friday 1<sup>st</sup> December</li><li>Caretaker overtime to be paid (approx. £145)</li><li>Theme will be Old School Disco for adults only</li></ul>	



<p><b>Dance/Drama department – photography and filming</b></p> <ul style="list-style-type: none"> <li>• LR to contact Ms Gullefer regarding arrangements for filming of shows and photography for portfolios and how PTA can raise funds and support students</li> </ul>	LR
<p><b>Basketball hoop</b></p> <ul style="list-style-type: none"> <li>• CC raised an issue of the hoop in the outside area was broken and has researched on amazon that a replacement one is £15. CC to contact school to arrange replacement</li> </ul>	CC
<p><b>Reading and Literacy Program</b></p> <ul style="list-style-type: none"> <li>• Bid put forward to the PTA for approx. £9k to purchase books for each tutor group to model reading fluency and support comprehension</li> <li>• CC explained that the committee had decided to ring fence £12k per year to support bids made by the school based on the yearly amounts raised by previous PTA</li> <li>• A few concerns were raised about the program regarding the suitability for the children with dyslexia and reading aloud</li> <li>• DW proposed that we agree to the PTA funding the program, CK seconded – 13 in favour and 1 abstained</li> <li>• DW asked that any parents who had concerns/questions to send them to him and he will take them to EH</li> </ul>	DW
<p><b>Preloved Uniform</b></p> <ul style="list-style-type: none"> <li>• Sale held before PTA meeting raised £320 and rehomed 42 pieces of uniform</li> <li>• Looking for suitable storage solutions outside of the school building as access is difficult – please contact KF or LF with any ideas/suggestions</li> <li>• Google site will be promoted for online sales and stock updates</li> <li>• KF visited St Francis charity shop in Wanstead and gave them the unbranded uniform. They sell Aldersbrook Primary school uniform but the school does not receive any funds from it so not a viable option for us</li> <li>• KF and LF were thanked for all their hard work</li> </ul>	KF/LF
<p><b><u>Next Meeting</u></b></p> <ul style="list-style-type: none"> <li>• Wednesday 29<sup>th</sup> November 2023 7pm at Aldersbrook Bowls Club, E12 5DY</li> </ul>	

## **Wanstead High School Treasurers Update**

### **Meeting: 17th October 2023**

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#### **General summary:**

##### **Quiz funds from Parent Pay**

Cheque received from Wanstead High School RE Quiz ticket revenue.

£886.23 received and paid in - interestingly, Parent Pay seems to take a commission as we were expecting £900.

##### **Parent Pay / WHS**

Currently liaising with Shaku Velani, WHS Finance Officer to get a better understanding of the Schools Parent Pay set up.

Requested several reports - but currently not getting what I expect to be possible.

Actions points:

Reassess the "Make a Donation to the PTA" options and look towards making a regular contribution possible.

Gift Aiding these donations

##### **WHS Parent Pay Donations**

Passive giving (Parent Pay) deep dive.

It was actually better news than initially expected. Since the 1st of Feb 2023 we've had 1.6 donations a day at an average of £3.31 per donation - 407 donations in total.

If we extrapolate this - we can expect to see a total income of £1966 for the year.

We will need to look at how we can up the ante on this.

##### **Banking Handover**

All paperwork is now complete - mandate will be taken to branch asap.

##### **HMRC Registration**

HMRC Registration is complete and supporting documents have been mailed to HMRC.

This will enable us to start claiming Gift Aid - so it's a big step.

##### **Match Funding**

Our first match funding requested has taken place - with special thanks to Sue Ogilvie we have secured a x2 on our recent activity:

Dance and Drama showcases held in April 2023 totalled £373.48.




Music Show, Preloved uniform sale at the transition evening and Culture event in July 2023 totalled £867.10.

Quiz night on Friday 22 September 2023 totalled £3614.71.

This should mean an additional £9710.58 for the above activity.

Road Map to £500k

I’ve made a rough financial sketch of “pots” to help set targets.  
I’ve then looked at how these would sit on a timeline.

	2023/24	2024/25	2025/26
Milestones	 Covered Area	 Field Drainage	 Toilet Refurb
Projected Income	£100k	£150k	£250k
Grants	<div>Quick Wins</div> <div>Inter Wins</div> <div>Big Wins</div>		
Sponsorship	Idea 1	Idea 2	Idea 2
Passive Giving	<div>Parent Pay Donations</div> <div>Gift Aid</div> <div>easyfundraising.org.uk (or something similar)</div>		
PreLoved	<div>x4 Sales per year</div> <div>Click / Reserve / Collect - tbc</div> <div>Match Funding</div>		
Events	<div>Quiz</div> <div>Quiz 2</div> <div>Christmas Party tbc</div> <div>Comedy Night</div> <div>Summer Ball</div> <div>Match Funding</div>	<div>Event 1</div> <div>Event 2</div> <div>Event 3</div> <div>Event 4</div> <div>Event 5</div>	<div>Event 1</div> <div>Event 2</div> <div>Event 3</div> <div>Event 4</div> <div>Event 5</div>

	Year 1	Year 2	Year 3
Milestones			
Yearly spend			
Projected Income	£98,400.00	£144,925.00	£256,950.00
Grants	£35,000.00	£70,000.00	£165,000.00
Sponsorship		£10,000.00	£25,000.00
Passive Giving - Parent Pay Donation	£2,000.00	£2,500.00	£3,000.00
Passive Giving - Gift Aid on donations	£500.00	£625.00	£750.00
Passive Giving - easyfundraising.org.uk	£500.00	£1,400.00	£2,800.00
Match Funding	£30,200.00	£30,200.00	£30,200.00
PreLoved Uniform sales	£3,000.00	£3,000.00	£3,000.00
Events - Quiz 1	£3,600.00	£3,600.00	£3,600.00
Events - Quiz 2	£3,600.00	£3,600.00	£3,600.00
Events - Xmas Party	£2,500.00	£2,500.00	£2,500.00
Events - Comedy Night	£2,500.00	£2,500.00	£2,500.00
Events - Summer Ball	£15,000.00	£15,000.00	£15,000.00
		<b>Total</b>	<b>£500,275.00</b>

Chris Carr  
Treasurer