Wanstead High School PTA Meeting Minutes

Date: 17th 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,

Overview		
Introd	uctions	
•	Each attendee introduced themself. It was great to have four new parents join	
	the group	
Agree	ment of minutes from previous meeting	
•	Minutes agreed by all in attendance	
Nomir	nations and voting of Deputy Secretary	
•	Carley Eley volunteered herself for the role – nominated by Antony Hill and	
	Seconded by Polly Godden	
Treasu	rer's update	
•	CC provided a detailed update including forecasts for the next 3 years	
•	See separate sheet for full details	
•	CC is liaising with the school finance officer	
•	Ball park figure required for each project	
•	Will look to register for VAT that will be beneficial for future building work	
Feedb	ack on Quiz Night	
•	£3.6k raised	
•	It was great event, enjoyed by all that attended	
•	Very well planned and executed – a big thank you to Chloe and the team	
•	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	
•	Lighting wasn't great	
•	Next time we could look at offering table service for drinks	
•	Offer a greater selection of non alcoholic drinks	
•	Look at ways to attract a more diverse group of participants	
Christi	mas Party – 1 st December 2023	
•	Previously advertised for 14 th December but due to feedback and how close it is	
	to Christmas it was decided that it should be moved to Friday 1 st December	
•	Caretaker overtime to be paid (approx. £145)	
•	Theme will be Old School Disco for adults only	

and the state of t	
 Ideas for the night – Ipod Battle/Dukebox/paytoplay, 80s band, hotdogs, mulled 	MR to
wine (and full bar) and mince pies	finalise
 4 volunteers needed make up a 'Christmas Committee' – please let MR know if 	detail
you are willing and able to be involved	
 Event to be held in the main school hall, decorated with fairy lights 	
Licence application to be made for the sale of alcohol	
Raffle prize – Hamper/s	DR
name prize Tramper, e	
Discussion about ideas and events – Extra agenda item due to conversations	
As a group we are keen to get more parents involved from our school community	
We will explain what a PTA is and how it works with the school (newsletter)	
We want parents and students to come up with fundraising ideas and run with	
them	
 They don't have to all be large events with alcohol involved 	
 Look at ways to piggy back other events eg a stall at another school's fayre 	
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<u>Specific roles</u>	
Year Group reps:	
 Year 7 – Antony Hill and Terry Betts 	
 Year 8 – Alex Kennett and Crystal Schaedel 	
 Year 9 – Janelle Jeffery 	
 Year 10 – Alex Hadayan and Deborah Roberts 	
Year 11	
Year 12 & 13 – Polly Godden	
(Still looking for a year group rep for year 9 and two year group reps for Year 11)	
(com seeming ter a year group ter year e and ente year group territorial and	
Grants and Trusts fundraisers	
 June Biddick and Claire Hogg to be supported by Pamela 	
No. volente o Falte o	
Newsletter Editor:	MR to
Natalie Reed	liaise
Graphic Design support	liaise
Suzanne Taylor	
A match funding coordinator is our priority and we are actively seeking someone to take	
on the role to increase funds raised at events	
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Pance/Drama department – photography and filming	
LR to contact Ms Gullefer regarding arrangements for filming of shows and	LR
photography for portfolios and how PTA can raise funds and support students	
asketball hoop	
CC raised an issue of the hoop in the outside area was broken and has	CC
researched on amazon that a replacement one is £15. CC to contact school to arrange replacement	
leading and Literacy Program	
Bid put forward to the PTA for approx. £9k to purchase books for each tutor	
group to model reading fluency and support comprehension	
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	
 A few concerns were raised about the program regarding the suitability for the children with dyslexia and reading aloud 	
 DW proposed that we agree to the PTA funding the program, CK seconded – 13 in favour and 1 abstained 	DW
DW asked that any parents who had concerns/questions to send them to him and he will take them to EH	
reloved Uniform	
 Sale held before PTA meeting raised £320 and rehomed 42 pieces of uniform Looking for suitable storage solutions outside of the school building as access is 	KF/LF
difficult – please contact KF or LF with any ideas/suggestions	
Google site will be promoted for online sales and stock updates	
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	
KF and LF were thanked for all their hard work	
lext Meeting Nedwoodey 20th Neverbor 2022 7 are at Aldershapel Bowle Club 512 FDV	
 ■ Wednesday 29th November 2023 7pm at Aldersbrook Bowls Club, E12 5DY 	

Wanstead High School Treasurers Update Meeting: 17th October 2023

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.

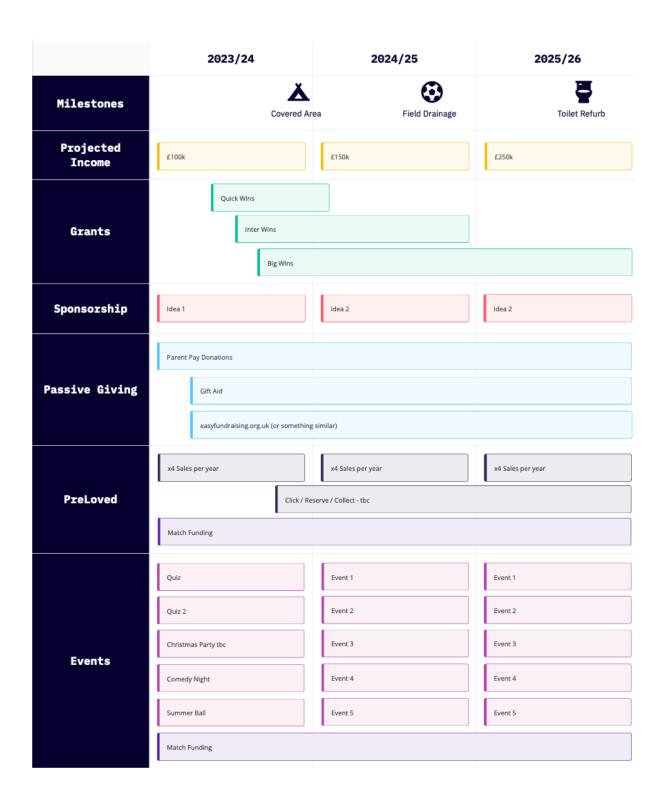
Music Show, Preloved uniform sale at the transition evening and Culture event in July 2023 totalled £867.10.

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.



	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
mater r driding	200,200.00	200,200.00	200,200.00
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
		Total	£500,275.00

Chris Carr Treasurer