

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

**Date: 22 May 2024 at 7pm Location: The Bull, Wanstead**

**Attendees:** Dennis Weeks (Chair), Louise Russell (Secretary), Mary Richardson (Vice Chair), Chris Carr (Treasurer), Carly Eley (Deputy Secretary/Head of Communications), Terry Betts (Yr7rep), Alex Hadayah (Yr10 rep), Suzanne Taylor, Alex Kennett (Yr 8 rep) Alison Charnock, Claire Hogg, Natalie Reed, Tom Broughton

**Apologies:** Janelle Jeffery (yr 9 rep), Polly Godden (Yr12/13 rep), Antony Hill (yr7rep) Lucy Flinter (preloved), Kerry Flitcroft (preloved), June Biddick, Deborah Roberts, Eve Binns, Mercedes Pardo Calvo

<b>Overview &amp; Update</b>	<b>Action</b>
<b><u>Agreement of Minutes</u></b> <ul style="list-style-type: none"><li>• Minutes agreed</li></ul>	

### **Centenary Ball**

- £5k sponsorship agreed
- Current issue with Stow Bros boards - MR to find out the update. Redbridge have put a stop to them which could mean we miss out on £1k
- A big thank you to Tom Broughton (Assemble), DW, JB and CH on their work to get sponsorship, raffle prizes and auction lots
- Chair of Governors will attend the ball and will speak at the beginning alongside DW
- More tickets to be sold
- This event may not be a money making event but will be a community fun event
- Still need to confirm numbers with Natasha at Eton Manor
- Final push to all year reps to arrange a table
- Many of the tables bought have been arranged by the core committee
- Suggestion of raising ticket price by the beginning of June to encourage more to buy at the reduced price
- AH suggested that the PTA look at other ways to attract attention eg.video/vlog
- There was a discussion regarding all incentives offered so far and it was noted that men seem less interested in the event.
- Some people reported that talking directly sparked more interest than sending out whatsapp/social media posts
- PTA will review ways to communicate in future
- 150 tickets sold to date
- CC contact had spoken to Ronnie O but still not definitely confirmed to attend
- Suggested that some of the long standing teachers could be offered complimentary tickets to attend
- Auction lots to be extended to outside bidders for an opportunity to raise more money - to be reviewed.
- Raffle tickets to be sold prior to the event
- TBr suggested approaching Wanstead Village Directories to attract businesses that advertise with them
- AB to photograph the events of the evening

MR

Everyone to push

DW/CC

<p><b><u>Treasurer's update</u></b></p> <ul style="list-style-type: none"> <li>• See separate document</li> <li>• PTA branded Stickers to be attached to all items purchased</li> <li>• Issue with Stow Bros advertising boards so losing out on £1k</li> <li>• Alison C confirmed her company can make a donation of £500 - LR to register</li> </ul>	LR
<p><b><u>Communications Report</u></b></p> <ul style="list-style-type: none"> <li>• CE to look at socials</li> <li>• Alex K and Claire H offered to help</li> <li>• Capture people for next year - thank you letters and QR codes</li> </ul>	CE
<p><b><u>Preloved Uniform</u></b></p> <ul style="list-style-type: none"> <li>• Push Year 11 uniform donation at end of GCSEs</li> <li>• Next preloved pop up is 8th June - raffle tickets to be sold for the Ball</li> </ul>	
<p><b><u>Grants and Match funding Update</u></b></p> <ul style="list-style-type: none"> <li>• Sue P has agreed to take charge of match funding</li> <li>• Team are focused on the Ball</li> <li>• CE has requested for London Marathon places and will check out Royal Parks and Hackney Half marathon</li> <li>• More ideas needed and students to be encouraged to get involved - Bake off Idea already suggested</li> </ul>	
<p><b><u>AOB</u></b></p> <ul style="list-style-type: none"> <li>• <b>Update of meeting between DW and EH (Head)</b> <ul style="list-style-type: none"> <li>○ Waiting for Architects report for strategy of school site</li> <li>○ Lack of funds from the council</li> <li>○ Council have said that they are committed to the current school kitchen being transformed into a department dedicated to SEN but there is no money to do it</li> <li>○ Discussed that there isn't enough school support for the PTA and the lack of engagement is disappointing</li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>○ Requested that school put more messages out on the PTA's behalf</li> <li>○ Suggested a Teacher rep would be beneficial</li> <li>○ EH suggested that PTA has a presence at Assemblies, Parent evenings and have plaques to show what has been donated by PTA</li> <li>○ PTA need to develop a relationship with a member of the SLT</li> <li>● Shelter for the playground <ul style="list-style-type: none"> <li>○ 3 quotes have come back - approx £65/70k</li> <li>○ Suggested that PTA pay 50% and then raise the rest over the next year and school use their reserves - AGREED in Principle</li> <li>○ Would be great to have a grand opening at the centenary event in September</li> </ul> </li> </ul>	
<p><b><u>PTA meeting dates for the year – venue tbc for each</u></b></p> <p>· <b>3<sup>rd</sup> July 2024</b></p>	

## **Wanstead High School Treasurers Update**

**Meeting: 22nd May 2024**

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### **General summary:**

#### **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 - still in progress.

#### **HMRC Gift Aid**

Request paper code - to progress application. Awaiting.

#### **PTA Teacher Request #1**

Supplier offered a 10% discount.

Total NET price was £1238.20

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

Delivery expected to be next week.

#### **Stow - Quiz Boards**

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

All now in order and payment expected imminently.

#### **Pre-Loved (From Kes & Lucy)**

Since the last PTA meeting, 35 additional items have been sold, predominantly via the live sale on the 11th May as well as 2 virtual transactions managed by email and sum up payment links.

Total revenue generation this period (Since last meeting) = £ 281

Total items sold to date = 293

Total revenue generation to date = £2,483

We need a continued call to action for uniform donations. Stocks were very much depleted after the last live sale.

The Preloved Palace will open again on:

Saturday 8th June

Saturday 21st July (with a big donation day push for year 11 leavers - doesn't even have to be washed!)

And we of course will still continue to do on-line sales via email and the google sheet stock list at the moment whilst we work out the fulfilment logistics of selling via the new PTA website.

#### **Centenary Ball**

Deposits paid for Ballon Arch & Sound & Lighting Hire/Engineer.

16 Invoices issued for local businesses supporting the Centenary Ball with various

Sponsorship packages.

Total revenue of the Sponsorship Packages sold to date = £6020

### **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 will be presented at the next meeting.

### **Dance Showcase April 2024 - Refreshments**

Income

Bar/Refreshments (SumUp)	£594.78
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Bar/Refreshments (Cash))	£ 46.30
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Total	£641.08
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Expenses

Bev & Food (for sale)	£400.64
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Total	£400.64
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<b>Total Net</b>	<b>£240.44</b>
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Note: Bev & Food purchased was all used - remainder went to stock for next event.

### **Easyfundraising.co.uk**

Wanstead High School Parent Teacher Association - London

In the last 30 days your cause has raised £7.39 and recruited 5 new supporters.

Your cause has raised a total of £601.66 (from £452.10) and has a total of 85 supporters (up 4 from last meeting).

### **Top Supporters**

1	Alex H.	£110.81	<< NEW ENTRY STRAIGHT IN AT #1>>
2	David E..	£86.97	
3	Marisa B.	£44.55	
4	Chris C.	£44.06	
5	Carly E.	£39.51	

**Chris Carr**

**Treasurer**