

Wanstead High School - PTA Meeting Minutes

Date: 29/11/2023 7pm – Aldersbrook Bowls Club

Attendees: Dennis Weeks (Chair), Louise Russell (Secretary), Mary Richardson (Vice Chair), Chris Carr (Treasurer), Carly Eley (Deputy Secretary/Comms), Alison Charnock, Terry Betts (yr7 rep), Alex Kennett (Yr 8 Rep), Crystal Schaedel (Yr8 Rep)

Apologies: Imogen Maresch, Naomi Wright, Fahmeda Jangi, Suzanne Taylor, Lucy Flinter, Kerry Flitcroft, Julie Lawrence, Polly Godden, Janelle Jeffery, Natalie Reed, Deborah Roberts , Mercedes Pardo Calvo

Overview & Update	Action
<p><u>Letter received from the School Governing Body</u></p> <ul style="list-style-type: none">· DW read out the letter to the group and circulated a copy on the WHS PTA Whatsapp group – copy attached	<p>DW to send response to governors</p>
<p><u>Agreement of Minutes</u></p> <ul style="list-style-type: none">· Minutes agreed	
<p><u>Christmas Party Organisation</u></p> <ul style="list-style-type: none">· 100 tickets sold. More still available· Approx 80 estate agent boards put up around Wanstead to advertise £800 donated by Stow Bros. Big thank you to Yvonne for her work on this· Nick Reid negotiated with the Duke to get the meat for the BBQ at cost price· Nick, CC and DW will man the BBQ· MR to give CC details of QR codes and Sumup for raffle tickets	

<p><u>New Vision and Strategy (Roles and responsibilities)</u></p> <ul style="list-style-type: none"> · CC outlined reason for committee to meet with Tom Broughton, parent at Wanstead High School and Managing Director of Assemble, to help us with our vision and strategy · Tom helped the committee clarify roles, goals and responsibilities. Commitment, implementation and vision were discussed in detail and next steps were also considered · The committee are now much clearer on moving forward and how to get more people involved · It is an ongoing process that Tom has kindly offered to help with 	
<p><u>Treasurer's update</u></p> <ul style="list-style-type: none"> • Full report attached • CC and LR have been accepted as signatories on the bank account • CC uncovered a lot of post for the PTA that included a cheque from a company called Yonder consulting and he will contact them to see if they would mind reissuing the cheque as it is too old to bank • CC looking into an accountancy package with the help of Tom Broughton at Assemble • CC will also look into the legitimacy of being VAT registered • PTA will look at how to 'recognise' Tom for all of his support • CC explained the adjusted roadmap that he originally presented to the group in September. Gives a more realistic idea as to when Year 1 starts (October 2023) • There is a form on the HMRC website to activate gift aid status which the PTA are now in a position to do • Easyfundraising – the school have one already set up. It has been decided to set up a PTA one and details will be communicated to parents after the Christmas Party. Parents will be encouraged to share the details with family and friends. If they are already using Easyfundraising, it is very straightforward to change the cause • Lottery licence - £40 for the first year and £20 each year after. Schools lottery is another passive giving that we will look into 	<p>CE to check with Aldersbrook PTA how they do theirs</p>

<p><u>Preloved Uniform</u></p> <ul style="list-style-type: none"> • CC gave update and feedback on Preloved Uniform on behalf of LF & KF · Still looking for suitable storage outside of the school building · Container in carpark is still a possible option · Better communication with school is needed 	
<p><u>Website</u></p> <ul style="list-style-type: none"> · CE has set up a PTA website hosted by 'PTA events' · Used to improve contact and communication with parents to cutdown use of whatsapp · Will be able to use it to send out the newsletter · It will cost £360 for the premium account and that will include a sponsorship page, partners page and business directory where we can sell advertising space · Look at changing to Stripe for payments as we currently use Sumup · Uniform stock can be uploaded · CE hoping to go live in January · It was suggested that there be a tick box on the school 'new starter form' to share contact info with the PTA. DW to ask school if this is possible and how the information could be passed on · The events can be uploaded and volunteers will be able to link themselves to it when offering support 	<p>CC & CE to deep dive the premium option to check what is on offer</p>

Match funding

- LF drafted a letter to reach out to parents to encourage more to check with their employer
- Grant and fundraising (G&F) team - Pamela, June and Claire are looking into various options available
- DW met with the G&F team and explained direction and aims
- Pamela emphasised that it was great to have the main aims but they won't appeal to a lot of companies to grant fund
- Pamela is going to draft a grant application as a skeleton that can be used
- There will need to be a change of tack to secure grants eg. School want £20k of drum kits so the PTA give the school £20k for the drum kits and the school give the PTA the £20k on account to put towards the #buildabetterwansteadhigh fund. Companies are more likely to give grants for sport, music etc than toilet blocks
- Suggestion the West Ham could be approached re the Field
- Recent purchase of books for the school reading scheme could allow PTA to get a grant retrospectively so we can get back the money for our #BBWH fund
- DW has a 30 minute diary slot with Emma Hillman so will discuss if possible
- DW application for his DBS has been completed
- PTA to build a link with the Governors – DW to respond to the letter sent
- G&F team want to know from EH what the bidding process is
- PTA to produce a form to give to the teachers/Heads of year for their requests – DW to check with EH if that is ok

<p><u>Village Vouchers booklet</u></p> <ul style="list-style-type: none">· Lee Marquis at Wanstead Village Directory has produced a book of discount vouchers to use in local businesses· They cost £4 to buy and PTA will receive £2 for every book sold· There is an option to sell the booklets online but it will reduce PTA profit to £1.60 for every book sold	
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AOB

Tumble Dryer

- DW received a request from the PE department for a tumble dryer to help them to get kit dry (bibs etc) for the next PE session
- Estimated cost for a new one is £300-£400
- Spending agreed in principle by the group

Brand Sticker/stamp

- PTA to look at purchasing stamp and stickers “donated by Wanstead High PTA” to put on items purchased/sourced by the PTA to advertise to teachers what we are supporting with. It could include a link for teachers to send requests to the PTA and would advertise our efforts more widely

PTA storage space

- Need to find a bigger space to store PTA equipment and resources as the cupboard in the school is not sufficient

Important dates for the diary

- **7th February 2024 – Comedy night**
- **22nd March 2024 – Quiz Night**
- **15th June 2024 – Centenary Ball**

PTA meeting dates for the year – venue tbc for each

- **10th January 2024**
- **28th February 2024**
- **17th April 2024**
- **22nd May 2024**
- **3rd July 2024**

Wanstead High School Treasurers Update

Meeting: 29th November 2023

General summary:

Banking Handover

🎉 We now have myself and Louise Russel registered as signatories. I've registered for both telephone and online banking and also applied to replace the now retired treasurer as main online user. This should take no more than 10 days. Once we have actual access - we can then remove all the other outdated signatories.

Governing Document - Charity Commission update

Now we have the banking dealt with, I will send the new constitution we all agreed upon to the charity commission.

Quiz funds from Wanstead Fringe

Wanstead Fringe now invoiced for Quiz Tickets - £900.
This is for the 75 tickets WF sold on our behalf.

Random cheque in OLD post

The school had 3 years of post that they didn't pass on to us. We have it now and the majority was statements, but there was 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). The Cheque was out of date, so I've reached out to them to get an idea what it was for and requested a new cheque.

Accountancy Sponsor

We've secured the help of Tom Broughton's firm "Two Toms Accounting" for accountancy services (Based on the High Rd in the Assemble office. This will entail setting up the charity's accounts on Xero (accountancy package), Gift Aid support, VAT registration advice.

Pre-Loved Update

Lucy and Kerry aren't able to be here this evening, but have prepared the following update:

Since the pop-up shop at the last PTA meeting, 9 additional items have been sold via 4 virtual transactions managed by email and sum up payment links with a mixture of collection and delivery. Total revenue generation = £77.00.

Selling this way is OK but not ideal due to the current storage situation. Sarah is still not getting back to me about the possibility of storage options in the leisure centre car park. We will continue with virtual sales as we are for now though and continue to re-assess. Pop ups are ideal but unfortunately this meeting neither of us are available.

Lucy & Kerry

Road Map to £500k - UPDATED

The Trustee met a few weeks ago to stress test current roles, charity set up and ambition - both financial and from a community standpoint.

The trustees are still working through our discoveries - and these will start to trickle through from January 2024.

Overleaf is what we now feel is a more realistic financial road map for our fundraising.

	Year 0	Year 1	Year 2	Year 3
Milestones		Shelter	Drainage	Toilets
Yearly spend				
Projected Income	£37,525.00	£93,400.00	£100,925.00	£232,950.00
Grants	£5,000.00	£30,000.00	£50,000.00	£165,000.00
Sponsorship			£10,000.00	£25,000.00
Passive Giving - Parent Pay Donation	£1,500.00	£2,000.00	£2,500.00	£3,000.00
Passive Giving - Gift Aid on donations	£375.00	£500.00	£625.00	£750.00
Passive Giving - easyfundraising.org.uk	£250.00	£500.00	£1,400.00	£2,800.00
Match Funding	£15,200.00	£30,200.00	£18,200.00	£18,200.00
PreLoved Uniform sales	£3,000.00	£3,000.00	£3,000.00	£3,000.00
Events - Quiz 1	£3,600.00	£3,600.00	£3,600.00	£3,600.00
Events - Quiz 2	£3,600.00	£3,600.00	£3,600.00	£3,600.00
Events - Xmas Party	£2,500.00	£2,500.00	£2,500.00	£2,500.00
Events - Comedy Night	£2,500.00	£2,500.00	£2,500.00	£2,500.00
Events - Summer Ball / Event	£0.00	£15,000.00	£3,000.00	£3,000.00
			Total	£464,800.00

Chris Carr
Treasurer

