

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

**Date: 17th April 2024 at 7pm Location: The Bull, Wanstead**

**Attendees:** Dennis Weeks (Chair), Mary Richardson (Vice Chair), Chris Carr (Treasurer), Carly Eley (Deputy Secretary/Head of Communications), Crystal Schaedel (Yr8 rep), Janelle Jeffery (yr 9 rep), Kerry Flitcroft (preloved), Claire Hogg, Deborah Roberts, Alison Charnock, Eve Binns, Alex Kennett,

**Apologies:** Louise Russell (Secretary), Polly Godden (Yr12/13 rep), Antony Hill (yr7rep) Terry Betts (Yr7rep), Alex Hadayah (Yr10 rep),

<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>	CE to post on website
<b><u>Treasurer's Report (full report attached)</u></b> <ul style="list-style-type: none"><li>We have received our first Teacher request to the PTA - new drum kit requested by Mr Sweet (Music). It was agreed to unanimously - as long as price is in line with quotes given in the report ie around £1,500-£2,000</li><li>Thanks given to The Duke for the Christmas Tree sale donations which totalled £320</li><li>Quiz Night profit £3,605.30</li><li>Grease performance refreshments and photos profit £853.04</li><li>Match funding pending for these events, as well as the Christmas party and Comedy Night.</li><li>Easy Fundraising - £452.10 raised by 81 supporters.</li><li>Pre-loved has raised another £634 since our last meeting - making a total of 243 items rehomed generating £2,272 in total.</li></ul>	Match funding letters to be sent to Sue  Comms to continue to promote to parents

<p><b><u>Centenary Update - Ball 15/06/24 Alumni celebration 22/09/24</u></b></p> <ul style="list-style-type: none"> <li>• June Biddick is working on sponsorship, all support gratefully received</li> <li>• Volunteers will be needed for clean up after the event</li> <li>• Menu to be confirmed, vegan option needed, Eton Manor yet to arrange meeting with MR and Rear Window</li> <li>• Decorations tbc as well with EM</li> <li>• Auction lots and raffle prizes needed. Much more difficult to come by in current climate</li> <li>• Table plan will need to be done prior to event and given to caterer</li> <li>• Ticket sales needed, Year Reps asked to coordinate tables and take a lead on organising sales within year groups.</li> </ul>	<p>Meeting tbc</p> <p>CE to speak to Yr 7 parent who has events company</p> <p>Comms team to put out info on ticket sales</p>
<p><b><u>Communications Report</u></b></p> <ul style="list-style-type: none"> <li>• Website is up and running successfully. 81 customers, 9 events, 14 products and £4,748.08 total sales.</li> <li>• 252 followers Instagram - 90 members Facebook</li> <li>• Grease photo purchases have been made - slight issue with us not sending out the photos ourselves due to safe guarding. May need to check with school if disclaimer can be signed/used to facilitate sales.</li> <li>• Newsletter issue 2 should be out soon. Natalie R finalising it to be sent out at the end of the month. Copies should be put in Wanstead and Aldersbrook libraries/community noticeboards</li> <li>• Alex was recruited to help with social media posts - large job so may need to approach school for media students etc to help</li> <li>• School posted a thanks to PTA for book donation but didn't tag us in story - need to ask them to do this for future posts</li> <li>• Thank yous to be given on socials for xmas tree donations and laminated newsletter to be taken into Dry Cleaners for display as thank you from Preloved</li> <li>• Pre-loved need sales dates promoted and donations needed to replenish stock.</li> <li>• Huge thanks to all involved in Quiz Night - was both a financial success and built a sense of community</li> </ul>	<p>To be published</p> <p>Comms to do</p> <p>Comms to do</p>

<ul style="list-style-type: none"> <li>Stikins name labels have been set up. School code is 24509. PTA gets 30% commission on sales. Samples can be put in the new starter pack.</li> </ul>	<p>Comms &amp; Preloved to promote</p>
<p><b><u>Preloved Uniform</u></b></p> <ul style="list-style-type: none"> <li>Since the last meeting 71 items sold, mostly via live sale but 6 items via email. Total revenue = £634</li> <li>243 items sold in total - £2,272</li> <li>Continued call to action for uniform donations as stocks very depleted after the last live sale</li> <li>The container is now set up and working well. Could do with long mirror if anybody has one they no longer need</li> <li>Thanks given to caretaker Mick for his help with container, School business manager Sarah for support and Dennis W to help push it over line</li> <li>Art students potentially to decorate the container</li> <li>Future dates of Preloved Palace live sales: Saturday 11th May, Saturday 8th June, Saturday 21st July (with big donation day push needed for Year 11 leavers- even unwashed accepted)</li> <li>Sales via email will continue while logistics looked into of moving sales to PTA website</li> <li>KF working with Sarah regarding logistics of lost property management. Pre-loved has been asked to accept non-branded items ie shirts, trousers, skirts etc on behalf of school as their support stocks are running low.</li> <li>Carolina dodgy items where printing came off need to be reprinted. So far this has not happened</li> </ul>	<p>DR to put out call for mirror</p> <p>Comms to put a call out as above</p> <p>Somebody needs to follow up with Carolina</p>
<p><b><u>Grants and match funding update</u></b></p> <ul style="list-style-type: none"> <li>Need to broaden it out with more volunteers to raise funds. Need to engage Year Reps to spread the word and encourage students to raise funds for their school</li> <li>Idea of jumble sale or jumble trail floated. Charge pupils £10 fee and they keep the profits. Exec committee members are unable to organise any more events with impending centenary celebrations but were happy for somebody to take this idea forward.</li> </ul>	<p>Volunteers to organise</p>

<ul style="list-style-type: none"> <li>• Match funding super star Sue has agreed to match fund events to date, however more match funders desperately needed as her allowance may soon be reached.</li> </ul>	Shout out for more match funders needed
<p><b><u>AOB</u></b></p> <ul style="list-style-type: none"> <li>• New governors have been appointed. Now there is a new co-chair. They are keen to develop a relationship. DW to develop this.</li> <li>• School would like the outdoor area canopy to be delivered. Sarah is awaiting 2 quotes. DW to go to a resource meeting.</li> <li>• Dance show volunteers needed for refreshments during performances. 25th April appears to be covered. Friday 26th April needs more volunteers. Call to be put out on whatsapp. Pre-orders for interval drinks to be done again (worked well at Grease)</li> <li>• Idea of PTA getting charity places for London marathon floated. CE thought they may need to be paid for. <b>(update-new charity scheme starting 2024, CE has requested 4 places but we need to wait to hear. No timescale given.)</b></li> </ul>	<p>DW</p> <p>MR</p> <p>How to procedure to be written up</p> <p>CE to look into</p>
<p><b><u>PTA meeting dates – venue tbc for each</u></b></p> <ul style="list-style-type: none"> <li>• <b>22<sup>nd</sup> May 2024</b></li> <li>• <b>3<sup>rd</sup> July 2024</b></li> </ul>	

## Wanstead High School Treasurers Update

Meeting: 16th April 2024

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General summary:

### **Governing Document - Charity Commission update**

The new constitution we all agreed upon has been sent to the charity commission. We are awaiting it's approval - still in progress.

### **Donation - The Duke**

£320 donation has been made - this was the result of their Christmas Tree sale / charity promotion.

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

We have quotes for the new Drum Kit requested by Mr Sweet.

By purchasing through the school and then donating the NET amount to the school - the school can purchase these saving us the VAT(£300).

£930.00 - Yamaha Stage Custom 20" Shell Pack Deep Blue w/ HW680W Hardware Pack

£502.00 - Zildjian S Series Performer Cymbal Pack

Gross Price.

Final price TBC as we are negotiating with the supplier / plus slight delay in purchasing as we are waiting on the school finalising their year end.

### **Quiz Night #2**

Income

Tickets	£1740
Bar (SumUp)	£1144.50
Bar (Cash)	£0
Raffle (SumUp)	£635.00
Raffle (Cash)	£110.00
Extra Giving	£195.00
Stow Signs	£730.00
Total	£4554.50

Expenses

SumUp Fees	£19.34
Bev (for sale)	£343.71
Food	£303.55
Ice Buckets	£59.85
Venue dressing	£100.75
Alcohol Licence	£21.00
Raffle Prizes	£10.00
Host Gifts	£91

Total	£949.20
<b>Total Net</b>	<b>£3605.30</b>

## **Grease Performance - Refreshments & Official Photographs**

### **Income**

Bar (SumUp)	£775.07
Bar (Cash)	£40
Official Photo Purchase	£200 (x20 photographs purchased)

Total    £1015.07

### **Expenses**

SumUp Fees	£17.03
Bev (for sale)	£145

Total    £162.03

**Total Net    £853.04**

## **Match Funding**

Christmas Party, Comedy Night, Grease Support and Quiz night have now had Match funding letters prepared. These will go out to Match Funding Legend Sue once they've been double checked for net profits EOW.

## **Easyfundraising.co.uk**

Wanstead High School Parent Teacher Association - London

In the last 30 days your cause has raised £93.73 and recruited 6 new supporters.

Your cause has raised a total of £452.10 (from 325.32) and has a total of supporters 81 (up 6 from last meeting).

### **Top Supporters**

1	David E.	£84.89
2	Carly E.	£43.75
3	Marisa B.	£37.46 << NEW ENTRY STRAIGHT IN AT #3>>
4	Chris C.	£36.67
5	Gemma L.	£23.67

## **Pre-Loved**

Since the last PTA meeting, 71 additional items have been sold, predominantly via the live sale on the 23rd March as well as 6 virtual transactions managed by email and sum up payment links. Total revenue generation this period (26.02.24 - 04.04.24) = **£634.00**.

Total items told to date = 243

Total revenue generation to date = £2,272.00

**Chris Carr**

**Treasurer**

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Total items sold to date = 243

Total revenue generation to date = £2,272.00

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

The container shop is now fully set up and laid out really well. Had lots of positive feedback about the set up at the live shop last month. Thanks to Mick for the removal of the hooks, donation of the bench and general assistance getting the container usable. Thanks also to Sarah (school business manager) for support and to Dennis for helping push things over the line.

The Preloved Palace will open again on:

Saturday 11th May

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.

Kerry is still working with Sarah regarding the logistics of lost property management. We have been asked to accept non-branded items on behalf of the school as their support stocks are running low.