

Wanstead High School

PTA AGM

Date: 12th September 2023 at 7pm

Location: Wanstead High School, Main Hall

Attendees: Dennis Weeks, Louise Russell, Mary Richardson, Chris Carr, June Biddick, Lorraine Bucknall, Alison Charnock, Kerry Flitcroft, Polly Godden, Alex Hadayan, Janelle Jefferey, Julie Laurence, Chloe Longstaff, Terry Betts, Kathryn McKenna, Nina Rehal-Chohan, Jo Stanger, Carly Eley

Apologies: Ranjit Attalia, Eve Binns, Pip Brady, Natalie Brodie, Lucy Flinter, Imogen Maresch, Mercedes Pardo, Suzanne Taylor

Overview	Action
<u>Introduction and Chairman's address</u> <ul style="list-style-type: none">DW introduced committee and explained the arrangements for the eveningAll members to stand down and be re-electedAGM will always be in September at the start of the academic year	
<u>Agreement of minutes from previous meeting</u> <ul style="list-style-type: none">Minutes agreed by all in attendance	
<u>Appointment of committee members</u> <ul style="list-style-type: none">The existing committee stood down in line with constitutional requirements.Committee members were nominated and seconded in orderThe committee remained unchanged and stands as follows:Chair – Dennis Weeks (nominated by Chris Carr and seconded by Deborah Roberts)Secretary – Louise Russell (nominated by Mary Richardson and seconded by Kerry Flitcroft)Vice Chair – Mary Richardson (nominated by Louise Russell and seconded by Alison Charnock)Treasurer – Chris Carr (nominated by Dennis Weeks and Seconded by Janelle Jeffrey)The post of Deputy Secretary remains unfilled and will be advertised	

<p>Board Resolution</p> <ul style="list-style-type: none"> • Lorraine Bucknall, previous Chair, agreed to sign over the accounts to the new committee 	
<p><u>PTA Constitution</u></p> <ul style="list-style-type: none"> • The document on the charity commission was outdated. • DW has slimmed it down and kept the fundamentals • The updated version was circulated to all members on the PTA contact list via email and WhatsApp group • As part of the constitution, two representatives per year group will join the committee group to ensure that it remains manageable and efficient • DW proposed to adopt the new constitution, LR seconded it. • Vote was unanimous in favour of new version 	
<p><u>Treasurer's update</u></p> <ul style="list-style-type: none"> • See separate sheet for full details • Current balance as at end of Aug 2023 £17,022.34 • Looking to recruit a volunteer as a match funding officer • Protocols around money and accounting will be tightened • CC is looking for an accountancy firm to assist with checking over the accounts. Has a couple of contacts to ask but will reach out if they do not come into fruition • CC is in the process of applying for charity status on the google account with the help of LF 	
<p><u>PTA Comms</u></p> <ul style="list-style-type: none"> • Officially launched the new logo designed by Suzanne Taylor • Announced that the PTA now have an Instagram page and asked all members to share with their contacts • Newsletter is setting out our targets and will be circulated through several ways including email, WhatsApp year group, school to send out to parents • Head teacher needs to read and agree to the newsletter being circulated via parent mail • PTA are currently relying on the school for communication to parents and we need our own methods • All members were reminded of the list of specific job roles that need to be filled to reach our targets (separate sheet attached) • We will be looking for more corporate sponsorship for the projects • PTA still want to support 'smaller projects' • Sarah Williams, School Business manager, has asked if the PTA would be willing to fund a reading programme additional to the state funded one. Approx £7k for 3 year rolling project 	<p>Carried forward</p> <p>LR</p>

<ul style="list-style-type: none"> • CE suggested 'Easy fundraising' as a way for parents to continue to support the PTA that can run in the background. It is believed that it is already in place but need to check and confirm • DR suggested PTA send quick, simple messages when something is required so the message does not get lost • PTA aims to be more efficient and effective in their comms going forward • 2024 is 100-year anniversary of the school so we hope to take the opportunity to raise money at various events – JB's quote "Gotta go Big" could well be a strapline! 	
<p><u>Logo – Brand Guidelines</u></p> <ul style="list-style-type: none"> • Discussed above • A big Thank you to Suzanne Taylor for her work on this 	
<p><u>Event – Quiz 22/9/23</u></p> <ul style="list-style-type: none"> • All tickets sold • Risk assessment has been done and will be save in google docs • There may be a late release of more tickets - tbc • Lots of raffle prizes but would always welcome more if anyone has any unwanted gifts to donate • Chloe, June and Yvonne will do the bar although may need more helpers if more tickets released to manage the numbers at the bar • Set up from 3pm – if anyone is able to help let CL know • Andy Richardson is the quiz master 	
<p><u>Specific roles – Volunteers required</u></p> <ul style="list-style-type: none"> • See separate sheet for full details • In order to be able to raise money, we need to have people in the roles suggested • Roles can be shared • Talk to the committee if you are interested in taking on one of the roles or have any questions • Please share with your year groups and the wider school community to see if anyone is able to help 	
<p><u>AOB</u> Preloved uniform</p> <ul style="list-style-type: none"> • bins were full. Volunteers required to help with washing and sewing on buttons • Discussed access to stock, opportunities for 'pop up shop' • Suggestions for 'Pop up shop' - before PTA meetings, Year 9 options evening, farmers market, school events (DW/LR to ask school for dates), Open evening for new parents (suggestion after the meeting had closed) 	<p>Bags were distributed</p>

Meeting dates	
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- Future dates to be agreed and shared with the group for the year ahead

Minutes Approved by: Dennis Weeks, Chair

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Louise Russell, Secretary

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Mary Richardson, Vice Chair

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Chris Carr, Treasurer

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Lorraine Bucknall

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Wanstead High School Treasurers* report for the financial year October 2022 - September 2023.

General summary:

Having come on board only a short time ago, the majority of my tasks have centered around updating current records, banking handovers and looking toward the next couple of months to implement protocol and ways to ensure the smooth and maximized running of the PTA accounts.

The past PTA did a great job in consistently raising a yearly total of on average £12.5k pre Covid, but as you can imagine, the pandemic all but halted all PTA activity and income and expenditure crawled to a halt.

Accounts submissions / Accounts and trustees' annual report for reporting year: 30 September 2022

Total Gross Income: £1.17k

Total Gross Expenditure: £493

We are now waking up the PTA, with very high expectations of fundraising results - and we intend to do this by implementing the following strategies:

Gift Aid - registration
Match Funding Focus
VAT Registration
Grants
PTA Events
ParentPay (regular parental payments)
Sponsorship (Local Business)
PreLoved Uniform Initiative

Given the target recently announced, we are currently actively looking for a local Accountancy firm to support us in return for logo placement on outgoing comms. This will also help us to do a deep dive into Gift Aid support, VAT refunds, and also help with what we hope to be highly lucrative - Match Funding.

Banking handover will happen after this meeting, where a resolution will be passed that enables the bank to pass over control to the new PTA committee.

The Charity Commission has been updated as to the new committee, and their records are now correct.

Financial Summary (Feb - Aug 2023, full data unavailable at present) :

Current Balance	£17,022.34
F&B Stock value (cost)	£150

Recent Expenditure

Food & Bev stock (Culture Night, Dance Night, Quiz Night)	£620
SumUp Machines	£80
Greenhouse base / Materials (Historical Project)	£2,573.91

Recent Income

Dance / Cultural / Drama Shows	£470
Music Concert	£125
PreLoved Uniform Sales	£700

Recommendations:

I would suggest putting the following systems in place in order to assist the PTA and ensure efficient and professional running of the PTA's accounts.

- New signatories put in place (Ongoing)
- Suite of Google Sheets Templates / eg: budget, expense
- Large sums to be paid out should require multiple signatories (value TBC)
- Paying in all monies by one person or signatories only - ideally with an official paying in book, so all payments have a reference and can be accounted for.
- Sumup device payments more regularly reconciled & payments to us need tagging.
- Parent Pay needs a better system for us to ID payments (we will liaise with WHS on this set up)
- Petty cash availability locked in office, available to committee members *approved by all on PTA WhatsApp group

Chris Carr
Treasurer