

Winston Churchill School PTA AGM

Monday 25th April, 2022

MINUTES

Present:

Richard Claridge, PTA chair (RC)
Sharon Fogarty, PTA treasurer (SF)
Karen Borthwick, PTA secretary (KB)
Zoe Johnson-Walker, Head (ZJW)
Stuart Phillips, Business Manager (SP)
Natalie Black, parent (NB)
Mantwa Mtetwa, parent (MM)
Laura Ward-Close, parent (LWC)
Jane Blackburn, parent (JB)

1. Welcome and introductions
A warm welcome to all the new faces to the first full meeting after COVID.
2. Apologies for absence
None required
3. Treasurer's report
 - Two years of reports were presented as there has not been an AGM for two years / pre-COVID.
 - 2020: report shows donations from families; income from car boot sales (traditionally the biggest source of income); easy funding/Virgin money (where the school receives a percentage of money spent online); prom refund (the prom pays for itself but the PTA may cover an initial outlay which is then refunded). Few costs. Donation to the music department as a result of refreshments organised/sold by the PTA at music concerts, which were very successful.
 - 2021: impact of COVID on donations can clearly be seen. The car boot sales were suspended all through COVID, and there have been fewer donations from families as many face reduced/difficult circumstances.
 - £16k currently held in the account but no donation has been made to the school for the past year. Usually the PTA will donate 10-12k per year.
 - Accounts approved by Natalie Black; seconded by Jane Blackburn.
4. Election of the committee
RC is stepping down as chair, and SF is stepping down as treasurer. LWC was nominated as the new chair by RC, seconded by NB. JB was nominated as treasurer by SF, seconded by KB. ZJW expressed her thanks to the outgoing chair and treasurer for all they had done on behalf of the school.
5. Car boot sales
Suspended all through COVID. Enquiries still being received from sellers, wanting to know when they will restart. ZJW is happy in principle for people to come back on to the site, but there may be challenges if COVID re-emerges come October. Plus there will be a need to protect the new space. KB expressed concern that the PTA will have insufficient support to

make the boot sales viable. The sales require a regular commitment from a team of people to make them viable, especially setting up and taking down, and running the refreshments. The addition of the bacon rolls helped to increase takings from refreshments but it may no longer be possible to continue with these. Pre-COVID, there was a proposal to increase the entrance fee / sellers fees in order to increase revenue and make the sales more worthwhile. Post-COVID, with many people struggling, this may not be popular. But the sales need to make more money in order to justify the level of work and time required to run them. RC will notify sellers that there are no current plans to resurrect the sales and that sellers will be notified if/when this changes. RC confirmed that he is happy to continue taking bookings for the sales if/when they continue, at least for the immediate future. SF is still happy to help with setup.

6. Fundraising

- Quiz nights have been very popular and successful in the past, with an option to buy curry / bring your own drink. Can also acquire an alcohol licence to sell drink. Additional fundraising activities such as a raffle can also help boost income. Teachers/support staff may also attend.
- The refreshments provided by the PTA to support drama/music performances were also successful. Parents were asked to make a donation for drinks/mince pies – there were no set/fixed prices – and informed that all funds raised would go to the music department so they knew where the funds were going. This actually raised more money than if prices had been set.
- Second-hand uniform – the school is now required to provide this by law. Potential for the PTA to run this twice a year. Parents donate a lot of uniform and there's a lot of lost property that is not reclaimed. Just need someone to organise it. There is already a (private) facebook page set up for parents to sell/swap uniform.
- Legoland tickets – NB described a successful fundraising initiative with her primary school, selling tickets to parents for visits to Legoland on an INSET day. Had to sell a minimum of 50 tickets, sold around 400, raising 2k for the school through just one event – much simpler, easier to administer than the car boot sales! Thorpe Park may do something similar. NB will investigate.

7. Donations/projects

Setting/naming specific projects/goals for fundraising works well. Parents then know exactly where the money is going and can invest in reaching that goal. There are lots of potential projects:

- Improve the Mac suite. This is high-quality equipment but it's coming to the end of its life (5-6 years is the standard life for computing equipment) and needs to be replaced.
- Performance space – an LED screen. Currently, whenever they use projections in the hall, light is an issue. LED is much better. The school would also like to put LED screens in the classroom. They're 30-40% more expensive than projectors initially, however once you factor in the cost of bulbs etc, then the costs are more favourable.
- More picnic benches
- Improving toilets
- Renewing astroturf / canopies – the social facilities

The aim is always to provide students with high quality facilities. Skills are also invaluable to the school – not just money. By donating time and expertise, parents can also save the school a lot of money and allow funds to go further – for example, painting and decorating. The PTA

could help to set up working parties for parents/Year 11 students, with refreshments provided by the school. This could potentially save the school a lot of money.

8. Key dates

- New parents meeting: 29th June
- Summer production: w/c 11th July. Will be held in the school hall so potential to provide/sell refreshments.
- Open morning for Year 6 students is also a good opportunity to promote the PTA to new parents and get them involved.

9. Next steps / action points

- ZJW and SP will consider goals/projects (and costings) for fundraising and report back to the PTA.
- The new PTA/old PTA will meet privately to organise the handover, and make decisions on fundraising/what to do with the money currently held in the account.
- RC will contact sellers re: boot sales
- NB will investigate potential to sell Thorpe Park tickets.
- KB will set up new WhatsApp group for PTA / volunteers
- PTA to meet privately on Monday 16th May, 6pm at The Surrey
- Open issues to investigate: PTA website; Facebook page (updates to / administration of); using Sumup/Apple square to take card payments.

Meeting closed 7.30pm