Winston Churchill School PTA AGM

Monday 27th November, 2023

**MINUTES**

**Present:**

Laura Ward-Close, chair (LWC)

Karen Borthwick, secretary (KB)

Jane Blackburn, PTA treasurer (JB)

Zoe Johnson-Walker, Head teacher (ZJW)

Mr Stuart Phillips, School Business Manager (SP)

Sharon Fogarty (SF)

Samantha Marshall (SM)

Katie (Parent)

James Holt (Parent)

Polly (Parent)

1. Apologies received from Natalie Black.
2. Treasurer’s report (JB)

* Correct up to July 31st
* £500 raised from the sale of second-hand uniform. Cheap for parents to buy; over half the stock went at the last sale (on the day of the learning reviews)
* Expenses of around £3k have been put in with events
* Thorpe Park: total income was around £2k (£5k minus expenses of approx. £3k)
* Sports medals: a yearly request that we’re continuing to support
* HSBC account is now shut, but there is still a year’s worth of transactions showing
* No outstanding payments

1. Chair report LWC)

* There are currently three PTA committee members. The treasurer position is on the committee but JB is now stepping down.
* Thanks given for the support of Ms Zimmerman. Unfortunately, Ms Zimmerman has now left the school so the PTA will need a new contact at the school. ZJW is currently recruiting a new PA. JB offered to help in the interim.
* Thanks given to JB for staffing the school uniform sales
* Thanks to the parents who have come along tonight; and thanks to the parents who have supported PTA events to date.
* The introduction of Sumup has been popular, giving parents the option of both cash and card payments at events. Cash is more difficult for the PTA to handle but parents appreciate having the option so the PTA will continue to support it.
* Comments from ZJW: There are challenges in running events for/at the school – e.g., back office / staffing challenges – so the support of the PTA is greatly appreciated.

1. Committee structure for 2023/2024:

* A new treasurer is required to take over from JB; this will be a committee role, so this person will also become a trustee of the charity. Would also like to have a comms officer to provide regular support to the PTA and also for the sake of having a quorum; this will be a non-trustee position.
* Samantha Marshall nominated as Treasurer by the Chair; seconded by SF. Offers of help for SM received from both JB and SF. Officially appointed; SM will just have to declare it with her employer. Thanks extended to JB for all her work and support.
* Comms officer: No handling of private data / sensitive info is required. Polly offered to do this, and to support with writing/editing emails.

1. Donations

* LCD screens: these have already been bought for the science blocks; better for the children, plus no projectors / lights / associated costs. Tenders now received for the Food Tech room development, and LCD screens will be required there. Money is tight so a PTA donation for two LCD screens will support the finance for the scheme. Cost: likely to be at least 4.5k for 85” screens appropriate for the size of the classrooms. Result of discussion: all in favour. School will raise the invoice.
* Sports medals – the ceremony took place last week but JB is uncertain whether the medals have been paid for; the school will check/find out; usually the school will purchase the medals, and the PTA will then reimburse the school. Voted on a proposal to continue to fund this initiative: all in favour.
* The table tennis tables funded by the PTA are very well used by students and staff.
* New suggestions/ideas:
  + For new children coming in to the school, there is a list of stationery required – can the PTA do anything to support low-income families, e.g., packs of stationery for the children? Answer: the school already collects packs of toiletries etc to support low-income families (and not just the child). School has funds to cover this. But we could make a request to parents to make donations?
  + The head students want to make a garden out of a small green area with trees next to the school field. This will be an L-shaped space to keep narrow beds to grow shrubs and herbs, and an area they could use as an outdoor classroom. Currently, it’s a big idea that needs scaling down but students will do their own fundraising to make it their own space. Needs to be done well to ensure longevity. The PTA could make a donation towards this. The school will investigate costs and then encourage students to make request. It is also worth asking Squires if they can support the initiative.

1. Fundraising activities

* School uniform sales.
  + Possible dates: there are no face-to-face parent evenings at the moment; discussions are taking place on whether to bring them back. Induction evenings are good venues: the first one will be in March, then another in the summer.
  + These sales support the school, which is legally bound by government to support provision of school uniform. The PTA offers a very good service: parents can email Laura at any time throughout the year and it’s often possible to turnaround requests in a week.
  + Skirts are the biggest issue; alternative options have been considered, e.g., kilts are harder to roll up, but they’re too expensive. Re: blazers, parents are not required to purchase blazers from Valentinos; parents may buy a school badge and sew/affix it to a generic blazer as a more affordable option, and there is no need to purchase a school bag. Badges can be bought from Valentinos. Question: can the PTA sell badges? The school investigated purchasing badges but it was not possible to source/sell badges any cheaper than Valentinos because of the embroidery. There may be scope to offer practical tips/guidance on uniform on the PTA website?
  + PTA to ask parents to donate in advance and promote recycling; may be possible to store in plastic boxes under the stage. The school has cupboards of uniform too, to supply to children/families in need.
* Thorpe Park days: provides an opportunity to go cheaply and a good way to raise income for the school but we need to streamline distribution. E-tickets worked best. There were some complaints but everyone got in and the school did not have to distribute. Distribution of free tickets is difficult to administer, eg hard to identify candidates, plus there may be additional challenges such as transport. Consequently, any free tickets are sold to maximise income for the school.
  + Question: is the PTA able to facilitate transport: someone who can help children get on the bus / receive them the other end? Lack of available volunteers is always a problem but the PTA can promote/encourage lift-sharing. Likewise, the PTA cannot provide packed lunches; only recommend / remind parents to provide them.
  + Note: students must be over 12 years of age to attend Thorpe Park without an adult – these are the Thorpe Park rules. Young people under 12 years of age must be with an adult.
  + There are two INSET days: Monday 15th April; June 11th – the PTA will aim to sell tickets for both.
* Christmas concert (14th December). Mr Drake has usually reached out by now. JB is free for the next three Thursdays and mulled wine is still available in her garage. An alcohol will be required however and may take 10 days. The head of maths might have one (ZJW will check). This requires a short course then an exam – may be worth someone from the PTA doing this, to avoid last-minute panic. Polly is happy to do this.
* A calendar of school events is available on Frog. The PTA may assume events are covered unless the school makes a request for help.

1. Any other business:

* Set targets for fundraising? Targets can be effective however the priority/challenge for the PTA committee has been to get to a point where it can depend on regular help from volunteers.
* Managing PTA funds: aim to raise/spend £5k to cover donations bulleted; aim to avoid having funds fall below 10k.
* Online auctions are possible – these have raised funds in the past – but getting donations requires time/people. Local businesses – such as those that attend the careers fair – may be happy to donate. The school can donate membership of the school sports centre.
* School of Rock performance at Rhoda McGaw. Unfortumately, no opportunities to fund-raise here beyond ticket sales and programme sales. There is concern about WBC not subsidising this in the future and the possibility of price hikes. Funds will be required to offset this.
* Pantomime ticket sales – children generally fund their own.
* There are lots of untapped resources, such as match-funding. Still signed up to easy fundraising (online shopping); Smile Amazon has stopped. The PTA can also promote funds raised from clicking on the adverts on the head’s blog: the school receives money per click. Such activities can be packaged up / communicated to parents: easy ways you can raise money for your school.

**Action points:**

* JB and SM to arrange a follow-up meeting to hand over as Treasurer. Will need to do forms with LWC
* LWC to contact Thorpe Park and get provisional numbers/prices

**Next meeting:** February 19th2024, 6pm, school hall.