



AGM 2020 – MEETING MINUTES

DATE	Tuesday 3 rd November 2020	VENUE	Via Google Meet
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ATTENDEES	Jamie Bean (President & Head of School) Shaq Arif (Chair) Olga Koto (Vice Chair) Jackie Gardiner (Secretary) Vinai Haria (Treasurer) Katherine Herrick (Trustee) David Herrick (Chair 11 plus tests) Sarah Shah (Trustee)	JB SA OK JG VH KH DH SS	Duvessa Owen (SLT Rep) Nils Lofmark Helen Jefferys Safia Higham Jenny Little Heather Chinn Veshali Patel	DO NL HJ SH JL HC VP
APOLOGIES				
1.	<p>Introduction & Welcome from Chair</p> <p>SA gave a warm welcome and thanked everyone for joining into our AGM. He reminded us of the aim of the PTFA; that is, to raise additional funds to benefit the whole school.</p> <p>Over the last few years our Familiarisation Tests have enabled us to fund bigger projects e.g. DT/Music Block. In addition we have also kept aside 10% of our funds to put towards smaller projects e.g. the Renaissance Reader.</p> <p>Every parent/carer within the school is automatically a member of the PTFA and able to vote as to where we spend our money.</p> <p>The PTFA is stewarded by elected Trustees</p> <p>Introductions of the main PTFA team took place: President and Trustee: JB Officers: SA as Chair, OK as Vice Chair, JG as Secretary, VH as Treasurer. These officers are also Trustees Trustees: KH and SS</p> <p>DO is our SLT Rep once again this year and supports us in many ways, including bringing forward any bids from the school.</p>			

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<p>2.</p> <p>3.</p>	<p>SA thanked all parents who have contributed their time and effort to the PTFA – it is you who make it what it is</p> <p>The PTFA Year 2019/20 – a summary from the Chair</p> <p>Our year started in September but ground to a halt in March. On a positive note we were able to hold several events: September: Year 7 Meet and Greet. October: Year 7 & 8 disco in October November: Murder Mystery Evening December: Carol Concert Various uniform sales at Parents Evening</p> <p>All these events that we were able to do were real social events which has made what has happened since then much more difficult.</p> <p>Sadly due to Covid 19 our Quiz Night and our big Summer event Year 7 Induction BBQ could not go ahead. The latter is one of the highlights of our calendar.</p> <p>We are getting used to the situation and are now looking at new ways of working under the current situation. We request everyone to think about what events we could hold in a safe way.</p> <p>We have some ideas e.g. virtual cook-a-long (SA has been in touch with an ex MasterChef contestant who would be interested in doing this for us).</p> <p>If anyone has any ideas please do keep in touch.</p> <p>Familiarisation Tests – report from Directors of WCGSPTFA Ltd</p> <p>DH gave us an update on the 2020 tests. Sadly, as we are aware, due to Covid 19 these were unable to take place this year for reasons well beyond our control. The last two years were fully sold out and, this year, at the time of cancellation, sales were in excess of previous years so obviously very popular.</p> <p>The team delayed the decision to cancel as late as possible in the hope circumstances would change. However, as we know, things didn't change for the better and it became impossible for us to hold the tests.</p> <p>As a team we felt we were not in a position to offer an online version. This can be discussed by the Trustees and school if felt appropriate for future years.</p>	<p>ALL</p>
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JB echoed this with his profound thanks for all the work in setting it all up and then having to make the refunds. He apologised for not being around too much during this period but a lot was going on in the school at the time.

Looking forward, JB said it was admirable and reassuring as Head of School to hear that the members value the reputation of the school and charity in wishing to stick to the principles of the service we offer.

He said that, although online tests are nowhere near as useful, there must be equally something to be said for doing the test, having it marked and getting feedback.

He wondered if there was something we could provide that is labour light, low cost but at the same time useful to the students and will provide income for the PTFA.

Is there a possibility we could provide instructions and post out tests, or mark schemes? These are very early stages of any idea but wondered if there was an opportunity to provide a service to students.

SA said there are certainly ideas that we can explore. We know our ethos, and will only look to deliver a product that is in line with that if we can find an alternative way to do this.

DH explained that whatever we do, parental resources are needed to do it and the quality needs to be just as good, as it will reflect on the school.

We also need to be very careful – there are issues with regards to sending out tests and the responses/challenges on test questions that we could receive from parents. We already receive a lot of correspondence from parents prior to our usual tests. JB said that this was a good point and he wasn't aware that we received so much.

KH said she was unsure as to what we could offer that is different to what is already out there – other than that it will carry the school name.

SS asked if we could survey those on our Test database on how they found the online tests – however this is not possible due to GDPR (data protection). Contact details have been offered to us on the understanding they will only be used for us to send details of our tests.

SA we understand there are challenges ahead but we can look at these but due diligence is needed.

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4.	<p>Treasurer’s Report for Year 2019/20</p> <p>Bank Balances As at the end of 31st October 2020 our rounded balance is £136K split between PTFA (£133K) and the balance being restricted funds (School Fund and Cricket Fund).</p> <p>PTFA Income Generating Events:</p> <table style="width: 100%; border: none;"> <tr> <td style="padding: 2px 0;">Mufti day Funds collected</td> <td style="text-align: right; padding: 2px 0;">£1,067</td> </tr> <tr> <td style="padding: 2px 0;">Second Hand Uniform Sales</td> <td style="text-align: right; padding: 2px 0;">£300</td> </tr> <tr> <td style="padding: 2px 0;">House Drama</td> <td style="text-align: right; padding: 2px 0;">£113</td> </tr> <tr> <td style="padding: 2px 0;">Carol Concert</td> <td style="text-align: right; padding: 2px 0;">£65</td> </tr> <tr> <td style="padding: 2px 0;">Disco sales</td> <td style="text-align: right; padding: 2px 0;">£880</td> </tr> <tr> <td style="padding: 2px 0;">Murder Mystery event</td> <td style="text-align: right; padding: 2px 0;">£1,000</td> </tr> <tr> <td style="padding: 2px 0;">Easy fundraising/Amazon Smile</td> <td style="text-align: right; padding: 2px 0;">£400</td> </tr> <tr> <td style="padding: 2px 0;">Bank interest rec’d</td> <td style="text-align: right; padding: 2px 0;">£250</td> </tr> <tr> <td style="padding: 2px 0;">Refund from microscopes</td> <td style="text-align: right; padding: 2px 0;">£200</td> </tr> </table> <p>In November 2019 we received £90,000 from the 2019 tests and then a further top up of £2,146 in August 2020.</p> <p>100 Club Our net income for 2019/20 is £1,500.</p> <p>PTFA CONTRIBUTIONS 2019-2020</p> <table style="width: 100%; border: none;"> <tr> <td style="padding: 2px 0;">Accelerated Reading System</td> <td style="text-align: right; padding: 2px 0;">£3,000</td> </tr> <tr> <td style="padding: 2px 0;">WCGS Sports Website</td> <td style="text-align: right; padding: 2px 0;">£667</td> </tr> <tr> <td style="padding: 2px 0;">Chromebooks for SEN Dept</td> <td style="text-align: right; padding: 2px 0;">£2,000</td> </tr> <tr> <td style="padding: 2px 0;">School Production</td> <td style="text-align: right; padding: 2px 0;">£1,500</td> </tr> <tr> <td style="padding: 2px 0;">To Kill a Mockingbird Books</td> <td style="text-align: right; padding: 2px 0;">£900</td> </tr> </table> <p>DO gave us a thank you from all the departments for the contributions. They really do help them out.</p>	Mufti day Funds collected	£1,067	Second Hand Uniform Sales	£300	House Drama	£113	Carol Concert	£65	Disco sales	£880	Murder Mystery event	£1,000	Easy fundraising/Amazon Smile	£400	Bank interest rec’d	£250	Refund from microscopes	£200	Accelerated Reading System	£3,000	WCGS Sports Website	£667	Chromebooks for SEN Dept	£2,000	School Production	£1,500	To Kill a Mockingbird Books	£900	
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5.	<p>A word from our President JB thanked us all again for all our contributions. It really does mean a lot to the staff. They are pleased to know they can depend on us at a time when schools are still struggling with funding, although it has improved over the last couple of years.</p> <p>Everyone is excited about the Renaissance Accelerated Reading System. This will combine reading great books with a sense of competition. It will have a great</p>																													

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impact and will fill a real need as the boys are not always as focussed on reading for pleasure. We look forward to receiving updates.

The DT/Music block is going great guns! More machinery is being commissioned and gas will be connected to it soon. The use of DT equipment has been problematic due to Covid. The same for music but remote sessions for music have been taking place. Whilst the curriculum is not as normal but with the new rooms it can still be continued. Doing this in the old block would have been a nightmare. The block has saved the school during this Covid time. If anyone wishes to see it please do let JB know.

New Project

As approved at last year's PTFA AGM, a bid was put in for a structured extension at the end of the new DT/Music Block across to the kitchen area. This would offer: an extension to the café seating area, a re-design of the queuing system, plus upstairs more space for the library and drama.

The school put in the bid and although they were pessimistic they only missed out on it by 1 point – better than ever done on previous first bids.

The areas for bid improvement were technical, and included having the project fully tendered before putting the bid in, having a more detailed risk assessment, evidencing the need to increase drama space and also a need to show that it will support disadvantaged pupils.

It is currently in appeal, but if unsuccessful, then the school will resubmit this in Dec/Jan. The PTFA had initially offered a contribution of £150,000 however with the cancellation of the tests this will now be scaled back to £100,000 with the school taking a loan to contribute the additional £50,000.

The school can submit the bid as many times as they like. Previous bids put in by the school have taken 3 attempts – but you don't get points for 'trying' and doesn't increase likelihood for success. It's about the ability of bids and the quality of bids you are going up against.

There seems to currently be a desire for the Government to invest in infrastructure so it bodes well for us.

If the bid gets approval in November the aim is to start building during the summer of 2021. They are unsure at this stage how the Covid guidelines could affect the building work, access etc. Contingency plans will be in place for catering.

SA explained that we have the £100,000 in the bank. The Trustees are to meet soon to discuss and prioritise monies. There will be no commitment for the

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additional £50,000 until the Tests are back up and running and we have a guaranteed income stream.

HJ asked about the other options discussed previously.

JB confirmed that we did have 3 options:

OPTION 1 – Structured Extension

OPTION 2 – Multi-Use Games Astro Turf (MUGA)

OPTION 3 – Converting Scout Hut into a Cricket Pavilion

Having consulted with Mr Johnson (Director of Sport Dept) the preference would be the Pavilion. This would provide a better curriculum, a girls changing room, space for guests/parents, increase of storage, and additional classroom.

The school is planning to get a contractor in to do another master plan of the available spaces within the school view to investigate other options for extensions and improvements.

JB is keen to be strategic about options available and get everything planned out and not make any mistakes at this stage.

6. Elections to Officer Posts and Trustees

SA explained that our constitution requires us to have a min of 3 and max of 9 elected Trustees. JB as Head of School is automatically President and an unelected Trustee.

We currently have 4 Officers/Trustees (SA, OK, JG and VH) and 2 Trustees (KH, SS).

Sadly Kate Leeming, Melanie Symes Brown and Tecla Godhino have indicated that they wish to step down as Trustees this year.

With these resignations we meet our requirements for the constitution in regards to numbers. However in terms of going forward it is worth noting that of the remaining 6, 5 have children in the 6th form! Therefore we need to bring in more trustees.

The role of Trustee is an important one. They are the stewards of the PTFA and set its direction. One of the responsibilities is to ensure that we pass on this responsibility to the right people who will embrace the responsibility to move the PTFA forward.

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If anyone would like to help contribute in this way please do have a think about it and if interested please get in touch and we can discuss further.

Re-election:

SA, OK, JG and VH all expressed a wish to remain in their posts for another year. There have been no other expression of interest for their roles. Their re-election was unanimously approved.

KH and SS wish to continue to be Trustees for another year. Their re-election was unanimously approved.

SA thanked his officers for keeping him on track.

SA also gave a special thank you to KH for all her help over the last year with inducting him into the role.

Both KH (with DH) and SS (with Manoj Shah) are a husband-wife team who have all given so much to the PTFA. However both of their children are in their last year at the school so it is important now we think about the future direction.

7. A.O.B

Thank you

KH thanked SA and all the officers for their hard work in keeping the ball rolling in the best way we could during this difficult year. As we said, we do what we do because we think WCGS is amazing but it does still need the people at the top to keep it operational.

Also thanks to everyone else who has stepped up and helped out in many ways. SA echoed this – it really is amazing, and how a PTFA should be.

Amazon Smile

VH reminded everyone that we are receiving money from this. This is a good amount of money that does not require any special effort from us. With Christmas approaching it was felt we should email all parents a reminder. JG to send out via school comms.

Accelerated Reader

DO gave us an update on this. The librarian and Mr Jones are working on this. This is currently being set up and all the background work needed is being put in place before it can be started.

Next Meeting – Tuesday 8th December 2020 @ 7.30 pm (note amended date)

This will be a BID meeting

JG