



AGM 2018 – MEETING MINUTES

DATE	Tuesday 6 th November 2018	VENUE	Drama Studio
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ATTENDEES	Jamie Bean (Head of School) Katherine Herrick (Chair) Melanie Symes-Brown (Vice Chair) Jackie Gardiner (Secretary) Tecla Godinho (Treasurer) David Herrick (Chair 11 plus tests) Sarah Shah Olga Koto Kate Leeming (Helpers Coordinator) Nils Lofmark Stephen Jefferys	JB KH MSB JG TG DH SS OK LF NL SJ	Lynne Francis Steve Crosby Martin Astrand Alison Astrand Vinai Haria Shaq Arif Pankhar Bhansali A Perkins Ganesh Sathyamoorthy	LF SC MA AA VH SA PB AK GS
APOLOGIES	Guy Pitt Caroline Hilson	GP CH		
1.	Introduction & Welcome from Chair KH gave a warm welcome and thanked everyone for coming. We are grateful for everyone coming along. Introductions of the main PTFA team took place.			
2.	The PTFA Year 2017/18 – a summary from the Chair We have another fabulous year. This is mainly due to those who gave up their time generously to meet our commitments. We thank every one of you. Thank you We would like to thank the following: <ul style="list-style-type: none"> - SLT - All our parent helpers - Teachers including the English and Drama department - Our 6th Formers – they are a fabulous resource for us & are always brilliant - WCGS Caretakers Our Constitution We made a change to our constitution, making a minor amendment to comply with new GDPR law. This has now been registered with the Charity Commission and is			

WCGS PTFA: AGM 2018 - MEETING MINUTES

on their website.

Fundraising

We have had a lot of volunteers enabling us to run events such as House Music, Carol Concert and Uniform Sales.

A lot of these events don't make much money but they provide a vital support to the school events and builds links from the parents to the school.

They also a lot of fun and are worth doing!

We say a big thank you to Lynn and Nigel Sanders for being in charge of the stock for the events. Also a special thank you to Lynn for washing all the 2nd hand uniform!

Events

Year 7 & 8 Disco: We ran this in October. These are very popular with the boys and girls from local schools.

Quiz: This was in March involving parents, students and teachers – the parents beat the teachers!

Murder Mystery Evening: This was in November and was a huge sell out. It was a great fun evening with a 1980s theme. We are repeating this again this year.

New Year 7 Induction BBQ: A lot of parents helped with this – they enjoy helping as it has fond memories for when our children started. An important bond building event and we are pleased to support it.

We say a big thank you to Lynne Francis for organising this event. 2019 will be her last year organising it as her son is in his last year. We are therefore looking for a volunteer to shadow Lynne and be mentored to take it on in 2020.

Lynne is also stepping down as a Trustee and we thank you for everything she has given the PTFA over the years – and it has been a lot!

Familiarisation Tests: There is a Core Team plus an army of helpers that are involved in this. We give a big thank you and are very grateful for their generosity, expertise and professionalism that enables us to offer a really professional service to be proud of.

This raises a serious amount of money and has enabled us to commit to contribute £150K towards the new DT/Music Block. This is really needed for all pupils and is something we can be proud of for years to come.

3.

Familiarisation Tests – report from Directors of WCGSPTFA Ltd

MA explained that as a Charity the PTFA can only run a limited number of events

WCGS PTFA: AGM 2018 - MEETING MINUTES

<p>4.</p>	<p>before we pay tax.</p> <p>To address this the PTFA have a wholly owned subsidiary company with LF, MA, DH and JB as Directors. The Company is responsible for running the tests and then all profits are donated to WCGS PTFA.</p> <p>DH set up this structure to enable ALL monies to go to the school.</p> <p>We had 70 volunteers this year who gave up their time – we can't do it without them</p> <p>We have made the following amounts: 2015 - £16K 2016 - £42K 2017 - £68K 2018 - £82K approx.</p> <p>2018 was the first year that we sold out completely.</p> <p>In 2019, with DH leading for the 3rd year, we plan to run the same amount of tests with a possible slight increase in the amount we can raise.</p> <p>This team is not going to be here forever but it has been setup by DH in such a way that can be handed over to the next set of parents who wish to carry it on.</p> <p>If you can help with 2019 tests an email from KL and school comms will out nearer the time. Everyone who has not helped before is invited to come down and see what we do.</p> <p>Emails have gone out re the dates to those who have registered to receive info. We will be ready for booking at the beginning of January. Some details are on our website.</p> <p>We are now on the 'radar' as a PTFA that now offers the test. In 2018 we mainly did digital marketing and we hope that 2019 will be the same.</p> <p>We have a Core team of 7 that put a huge amount of time and effort into the organisation: David Herrick, Katherine Herrick, Martin Astrand, Alison Astrand, Jackie Gardiner, Kate Leeming, Rob Cummins. MA thanked them all.</p> <p>Treasurer's Report for Year 2017/18 TG explained that we have had a really good year – raising £6,000 from events.</p>	
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WCGS PTFA: AGM 2018 - MEETING MINUTES

We have also committed a total of £10,527.60 to the school for:

Rugby Corner Flags	£1,224
Drum Kit	£500
Cricket Scoreboard	£1,705
Parents Evening Staff Snacks	£210
Sound System	£5,000
6th Form Ties	£1,017
Sports Communication System	£651.60
Visiting Author	£220

Our biggest contributors to our income are:

Uniform Sales: approx. £1,500

Mufti Days: approx. £1,700

Disco: £600

Ad hoc events contribute the rest

Volunteers really do help and in particular for the tests.

KH explained that in addition to the £10.5K, we have been able to make a commitment of £150K to the new DT/Music Block.

On the assumption that we can continue run the tests and they do as well as they have done we should have money to contribute to large projects. However, these will not be at the expense of the smaller requests from the school.

£10.5K is the most we have given over the years to smaller items and will still continue to fund the smaller requests that have an immediate impact on the students. The Trustees will look at ring fencing money to meet these aims.

5. Landmark Project

KH invited JB to present his large project options to us.

The aim will be for us to determine in principle decide which one we might wish to contribute to.

JB took us to the DT/Music Block build area.

JB said it has been an immense amount of hard work and dedication from the PTFA to get to this stage. The school and students are very grateful for everything we have given them.

The old block has now been demolished.

Delays have occurred due to builders finding additional gas mains and a changing of access point. The good news is that no unexploded bombs or soil contamination

WCGS PTFA: AGM 2018 - MEETING MINUTES

were found!

The school is hoping for first occupancy to take place after February half term. DT is currently taking place in IT rooms.

When finished it won't come out as far as the old block. The DT rooms will be on the left and right with prep rooms. The labs will contain some serious high tech equipment including 3D printers.

Upstairs will be the music room with computers and 5 practice rooms containing sound equipment. Plus a standard classroom for Mr Green.

In regards to the next project JB had 3 options to put to us. He explained that any decisions made tonight would be in principle. No concrete decisions will be made as costings are all provisional. It is also very unlikely that government funding will be available.

OPTION 1 – Café Atrium

Position: At the end of the new DT/Music Block

Aim: To create an open covered, all enclosed glazed area, extra seating, provide flexibility, use for 6th formers when not in study

Cost: £250K - £300K

Benefits: Reduce the need for queuing, already approved for planning, no extras drawings required, new building has been future proofed in the knowledge that the school may wish to do this at some point

OPTION 2 – Structured Café Atrium

Position: At the end of the new DT/Music Block

Aim: To create something similar to Option 1 but a more structured section.

It will be a formal 2 storey extension extending the café on the ground and providing 2-3 classrooms on the 2nd storey.

Cost: £600K - £800K – would require installing power, classroom facilities, insulation, heating etc

Benefits: There are enough classrooms at present but this would allow more teachers to teach within their own space - lessons become more efficient and engaging. It would be a luxury rather than a necessity.

Negatives: a huge financial commitment for PTFA

JB explained that that they would look at other funding schemes other than CIF bids. Future budgets may bring something – you never know.

OPTION 3 – Cricket Pavilion

Position: In place of the old "Scout Hut" in Year 7 playground – this was built many years ago, is pretty grim and is currently used for storage and a bit of music practice.

WCGS PTFA: AGM 2018 - MEETING MINUTES

Aim: JB is keen to do something with this area but what? One idea is to create a hybrid building with a Cricket Pavilion. This would include an outside veranda with flexible space inside for schools sports, meetings etc. On the ground floor there would be a separate girls changing rooms (an issue raised by the girls and governors). There would be 2 more classrooms on the 1st floor.

Cost: £1M - £1.5M – this would definitely need alternative funding streams

Benefits: Flexibility with the site, improvement for girls changing provision.

Negatives: The cost - it would be a new build from scratch requiring drawings, power, planning etc. It would require negotiations with Sport England as we would be eating into sports field territory, which are not impossible but not guaranteed.

JB explained that the school have had discussions re school expansion. It is felt it really is not feasible to expand. The school already feels busy and expansion will feel claustrophobic and would lose the family feel.

JB appreciated that **OPTION 1** may be the only financial viable option for the PTFA to consider. However, he would be happy to re-look at any options and also go back to the drawing board if we wanted him to.

JB just wished to show us the next steps of the school's building master plan.

Discussion

SJ asked if the school could get other funding/grants

JB said that his understanding is that it is only possible to secure loans if you have a CIF (Condition Improvement Fund) bid in place

Re payment options:

a) the School/Trust could pay for the building with as much as the PTFA can contribute with the hope that the tests continue to be successful and it can be repaid.

b) the school waits until the money is actually in the bank and then we go ahead

The risk with option a is that the tests could go awry and with option b the costs get more expensive.

SA asked if we went for Option 3 how long would the project take.

JB explained he has not been involved in such a project from start to finish so can't say for certain. He imagined it would be a long and drawn out process. The build itself would probably go up fairly quick but the process could be at least a year.

SC asked if there was anything missing from the school curriculum that could be introduced into existing space.

JB felt that the curriculum is a dangerous place for the PTFA to go to. If making a

WCGS PTFA: AGM 2018 - MEETING MINUTES

curriculum change we would be committing to on-going funding of that area.

JB says that the school very much wants to bring back A' Level Music and Drama. If we do that equipment and improvements would need to be made. The cost would be for the infrastructure in more staffing. PTFA is not there to cover staffing.

SC agreed but asked if there anything needed to be purchased

JB said again it would need the teacher to go into the subject

JB explained that the SLT have certainly had discussions re curriculum additions and music and drama would be key priority along with A Level DT. All come with equipment costs but involves staffing.

There are other areas needed e.g. IT (computers upgrade), however this is not something that will last but it would be a benefit to the school

If none of the building projects are of interest to the PTFA JB is happy to discuss further with the SLT but unsure of what else they could come up with that didn't involve staffing.

KH explained that the Atrium was something we had previously voted for and asked if anyone would like us to pursue it.

MA's concern was to ensure it would be used all year round. JB said he will look into this and ensure this will be the case – not worth doing otherwise.

The café is an area that the students complain about and it could totally reform the area as well as benefiting everyone.

SC said we have £150K owing to the school and asked how many years it would take to raise the money.

TG said taking into count raising another £80K next year it could be another 5 years

SA asked when we could start .

JB replied that when we have the money it would all then be funding related. The benefit is that we already have planning so could be a short time – 6 months. The builders are already on site and could start it however, the money is not there.

TG asked if the school would contribute to it.

JB explained that this could be looked at. There is a pot of money held centrally in the Trust budget for 'rainy days' – you never know what might be needed in the future.

JB said he would talk to Richard Baker. They are also due £50K from the government's recent budget – may possibly use this for IT provision.

WCGS PTFA: AGM 2018 - MEETING MINUTES

VH asked if the tests period could be extended
KH replied you can run them any time but it is a huge amount of energy, commitment and time that is already given to undertake the tests. We have already begun the planning for 2019.
They are also set to take place at a time that the school is already set up for exams.
KH feels the amount we run is finite.

MA also explained that some of the core team may be coming to the end of their time at WCGS so there is no guarantee that they continue past 2019, unless other parents come forward. We are the only school that run the tests as volunteers – all others pay someone else to do it.

JB put forward another idea that the PTFA could look at contributing to.

He suggested creating a Development Officer Role.

The role would include administering the Familiarisation Tests, seeking fundraising through the Alumni, actively increasing parent contributions and business links.

The school has not funded a post in quite this way previously as a decent salary would need to be guaranteed for 3 years. However, the long term strategic angle could be for a fixed period and to commit to a staff member knowing that they will set the school up for the brighter financial future. The role could then potentially become commission based.

KH felt that the core team could do the next couple of years and thus paying someone to do this doesn't sit comfortably with her. Paying a salary to someone, who may or may not provide dividends, was not an attractive proposition for the PTFA. Also it would be unlikely to sit within the objects of the Charity.

JB did not wish to pressure us down this route but his thinking was that they could shadow the team for their last year and then take over. Of course they would still require the volunteers.

Summarising, KH said that Option 2 and 3 won't work. She suggested we look at Option 1 – look with JB at what it would look like, timeframe, cost, other funding streams etc and then we can discuss again.

MA said that it was previously mentioned that equipment would be required for the DT/Music block. JB is still waiting for this to be finalised however, he felt we had given enough so could not ask us for more towards this building. The DT department may well over the next 5 years come to us once a year for smaller commitments.

SJ asked if the Scout Hut changing rooms was the only option for the girls.

JB said it was not an absolute drastic need but would like to do.

JB said we could look at a smaller scale for it but ultimately the school want a Cricket Pavilion.

WCGS PTFA: AGM 2018 - MEETING MINUTES

	<p>KH said that although it's an appealing project she can't see any of us committing to £1M</p> <p>KH finalised by saying the Trustees will go away and come back with a plan to discuss option 1.</p> <p>6. Elections to Officer posts and Trustees</p> <p>KH explained that after years of dedicated service to the PTFA in various roles, Melanie Symes-Brown has decided to step down from her role as Vice Chair. She will however, remain as a Trustee.</p> <p>Following a request out to all via School Comms seeking anyone to stand for the position, Olga Koto put her name forward. Olga has been part of the PTFA for a few years and last year organised the Art Packs for new Year 7s.</p> <p>The Trustees approve her to stand. It was unanimously agreed to elect her as Vice Chair. We welcome Olga to the team.</p> <p>JG agreed to stand again as Secretary. It was unanimously agreed to elect her. TG agreed to stand again as Treasurer. It was unanimously agreed to elect her. KH agreed to stand again as Chair. It was unanimously agreed to elect her.</p> <p>Nobody else had come forward for the above roles.</p> <p>7. A.O.B</p> <p>It was agreed to pay the school for the accumulated payments of voluntary donations paid into the PTFA.</p> <p>It was agreed to pay the Cricket Fund for the billed coaching costs for the previous quarter from the cricket donations fund</p> <p>These are restricted funds.</p> <p>Store Keepers</p> <p>Lynn and Nigel Sanders have agreed to continue for another year as Store Keepers, for which we are very grateful.</p> <p>However, they would be happy for any volunteers to help them when needed.</p> <p>MA said he'd be happy to help</p> <p>Alan</p> <p>KH gave a huge thank you to Caretaker, Alan. He has now retired from the school and he has been a great support to us at our various events. The PTFA will be</p>	
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WCGS PTFA: AGM 2018 - MEETING MINUTES

buying him a gift.

Murder Mystery Evening

JG reminded everyone that our Murder Mystery Evening is on Friday 23rd November. Tickets are on ParentPay for friends and family. Please spread the word!

Lockers

The issue of the school providing lockers was raised.

JB said he could revisit this with the possible atrium but space is an issue.

JB said that there are lockable chests for sports kit

Parents with children in older years explained that Year 7 parents usually feel they are needed but by the time they move on in years it's not a priority and wouldn't get used.

KH thanked everyone for attending.

Next Meeting – Tuesday 4th December 2018 @ 7.30 pm