



**Ada Lovelace CoE High School – Parent Teacher Association (PTA)  
Minutes of the Inaugural Annual General Meeting  
22<sup>nd</sup> September 2022 @1830**

**Welcome:**

- Welcome from Marianne Ellis AKA Green (proposed Chair and head of steering committee) who confirms a quorum. Apologies for absence from Zukreat Nazar, Ammara Abid, Vina Vadgama Saima Dad.

**PTA Constitution and Election of Officers:**

- Proposal and agreement that type of association and name be Parent Teacher Association – unanimous show of hands.
- Proposal and Adoption of new constitution which will be model version from ParentKind – unanimous show of hands
- Election of Officers & Trustees of the Committee confirmed as follows:
  - Chair – Marianne Ellis – unanimous show of hands
  - Deputy Chair – Ian Robinson - unanimous show of hands
  - Secretary – Ammara Abid (who agreed to be elected in absence) – unanimous show of hands
  - Treasurer – Joanna Bobrowska - unanimous show of hands
  - Ordinary Committee members:
    - Communications & Marketing Lead – Zukreat Nazar (who agreed to be elected in absence) – unanimous show of hands
    - Partnerships Lead - Rachel Win – unanimous show of hands
- The Chair thanked everyone for attending and noted lots of volunteers were required for the PTA and our events to be successful.

**Banking and Oversight of Finances:**

**Executive Headteacher**  
Dame Alice Hudson

**Headteacher**  
Mr Keir Smith

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**Ada Lovelace Church of England High School**

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- Appointment of independent examiner – It was unanimously agreed to accept the offer from a parent (Saima Dad) independent of the PTA committee to review the PTA Accounts on annual basis (audit).
- PTA bank account & signatories – It was proposed that a bank account be opened with Metro Bank in Ealing and it was unanimously agreed that in addition to the Chair, Secretary and Treasurer, the Deputy Chair and Partnerships Lead will also be signatories to the bank account. This is to make it easier to ensure that 2 signatories required for approval can be found at short notice.

### **Chair’s Report Including Overview of Planned Activities in 2022-23**

- Following the meeting, there would be some requirements to confirm the set-up and prepare for events including:
  - DBS Checks for relevant people
  - Set up of social media channels (Instagram confirmed, Facebook also suggested and to be explored to reach wider community) and website content
  - It was confirmed that an email address [pta@adalovelace.org.uk](mailto:pta@adalovelace.org.uk) has been created by the school and a PTA added to the school website.
  - Opening of bank account with Metro Bank – appointment to be made
  - Registration with Charity Commission
- It was noted that the PTA will work not only to raise money but build the school community and support students.
- In terms of activities, PTA committee are proposing to start with some passive fundraising on Amazon Smile and Easyfundraising
- PTA also proposes to support the school with their careers activities. This could include working with parents in creating insights to jobs as well as offers of work experience (for Year 10 work experience week). We will need to plan further and align with school. PTA to work with Mr Smith, Headteacher to expand on current PTEC partnership offering. It could potentially be a lot of small things such as postcard or videos about roles (perhaps based on 5 questions). Parent Duncan Campbell offered to assist with this.
- For face-to-face activities, proposals include:
  - Doughnuts sale before end of half-term (w/c 21<sup>st</sup> October)
  - Christmas Raffle: Rachel is to coordinate donations of prizes and ask local businesses as well as parents. We were reminded to heavily promote the sale of tickets (and not just collation of donations). It was discussed that in the other Trust schools, ParentPay is used to sell tickets but it was noted that this restricts sales to those with access (parents) and not neighbours, friends or family so an alternate will be investigated
  - Christmas Concert Drinks: it was proposed that drinks and snacks be sold before and after the Concert as well as during the interval. The raffle draw will be made after the concert. The school can provide a snow machine for decoration which the students

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enjoy. It was confirmed that the post-concert drinks could be opened up to parents and local community who have not attended the Concert

- A further second hand uniform sale is proposed with date to be confirmed.
- Disco event(s) for Years 7/8/9 are proposed for the Spring term (Date TBC). Mr Smith is to check with Student Ambassadors in Years 10 & 11 whether they would also welcome such event
  - It was noted that at Montpelier Primary School a large amount of money is raised through sale of merchandise at the disco including glow sticks etc although it was pointed out that there is an environmental concern.
  - Possible additional entertainment includes installation of photo booth

#### **Treasurer's Report:**

- It was confirmed that £234 has been raised by a 2<sup>nd</sup> hand uniform sale and £88.50 was raised at Year 7 Way Ahead Meeting through sales of drinks and snacks and this will help with the initial set up and running costs (insurance, TEN etc) of the PTA.

#### **AOB:**

- We aspire to be a strong PTA like at Ealing Fields but should set our own goals suitable for what we as a PTA can manage and which match the ethos of Ada Lovelace.
- It was noted that it would be good if the school could share any specific targets for which the PTA can raise money. Mr Smith will check within the school for a "wish list" and confirm back.
- Other activities such as Family Outdoor Cinema, BBQ as well as Quiz, Comedy or Music Nights were suggested.
- Mr Smith noted that the school hall is free and the school catering company has a more high end division that can cater for events such as the above.
- Planning meetings for the upcoming specific events will follow
- Please sign up to the PTA Volunteers WhatsApp Group
- The meeting was closed at 1930

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