



**Ada Lovelace CofE High School Parent Teacher Association (PTA)**

**Minutes of the Ada Lovelace PTA's AGM on Thursday 21<sup>st</sup> September 2023 at 18:30 in the Learning Resource Centre, Ada Lovelace CofE High School, Ealing, W5 2JX**

Minutes by FB

- **Welcome on behalf of the Ada Lovelace CofE School:** Mr Halton, Deputy Head Teacher introduced the PTA, thanked it for its role and efforts and stressed the importance of the PTA, as a sense of community for the children and parents is paramount. Mr Halton mentioned the Quiz & Curry Night as much fun and the Disco both as a success and as a really positive turnout of helpers.
- **Welcome:** Marianne Ellis (Chair) thanked Mr H and all staff (with special reference to Jane) for all the tremendous help with the PTA.
- **AGM agenda:**
  - Apologies for absence (None)
  - Roles and election of Officers & Trustees of the Committee
    - Chair
    - Deputy Chair
    - Secretary
    - Treasurer
  - Ordinary Committee members:
    - Partnerships Lead
  - Volunteer roles:
    - Communications
    - Year Group Representatives (Reps)
  - Chair's Report - Achievements in 2022/2023
  - Appointment of independent examiner – PTA Accounts
  - Treasurer's Report – overview of financial status
  - Chair's Report – overview of planned activities
  - PTA approach to agreeing school funding requests (bidding process)
  - Partnerships Lead – grants and fund raising
  - Any other business
- **Nominating and voting in the Committee:**
  - Marianne Ellis (ME) as Chair
  - Ian Robinson (IR) as Deputy Chair



- Francesca Busca (FB) as Secretary
- Joanna Bobrowska (JB) as Treasurer
- Rachel Win (RW) as Partnerships Lead
  
- **Volunteer roles:**
  - Luciana C. volunteered to support RW with Communications
  - Confirming Year Reps:
    - Hayley / Fiona Year 7
    - Vina Year 8
    - Hayley / Sonia Year 9
    - RW Year 10
    - Delia / Roisin Year 11
  
- **Chair's Report - Achievements in 2022/2023:** ME described what we achieved in 2022/23:
  - 1 inaugural AGM
  - 2 social meetings
  - 1 charity number and gift aid registration
  - 6 refreshment sales
  - 1 raffle
  - 1 quiz & curry night
  - 40 Easyfundraisers
  - 1 school garden project
  - 3 uniform sales
  - 2 breaktime snack sales
  - 2 discos
  - 1 chocolate tombola
  - 1 Ealing Half Marathon 2023 team
  - RW explained that the Committee has established good practice for organising events: writing risk assessments, considering safeguarding, briefing volunteers and collating feedback after events to inform future planning.
  
- **Appointment for independent review of books:** currently being completed by Saima Dad (chartered Accountant)



- **Treasurer’s Report:** ME summarised the Treasurer’s Report.
  - Revenue from fundraising events and grants 2022/2023:

Revenue from fundraising events / grants 2022 - 2023	
Uniform Sale 22/07/2022	£234.00
Y7 Year Ahead Evening 20/09/2022	£88.65
Uniform Sale 02/12/2022	£543.00
Santa's Snack Sale 09/12/2022	£299.15
Christmas Concert 13/12/2022	£932.17
Christmas Concert - Raffle tickets 13/12/2022	£3,057.00
Individual donations	£10.00
Alpkit Voucher	£200.00
Easy Fundraising	£444.27
Spring Concert 21/03/2023	£513.77
Spring Concert - chocolate tombola	£87.00
Uniform Sale 25/03/2023	£212.87
Spring Snack Sale 30/03/2023	£207.39
Garden Project	£2,210.00
School Production 26,27/04/2023	£860.85
Quiz and Curry Night 19/05/2023	£2,728.08
Disco 23/06/2023	£2,046.40
Summer Arts Festival 04/07/2023	£622.45
Uniform Sale 04/07/2023	£145.00
	<b>£15,442.05</b>
<b>Cost of fundraising events</b>	<b>£5,910.82</b>
<b>Funds raised 2022 - 2023</b>	<b>£9,531.23</b>

- Uniform sales are very popular with parents, environmentally-friendly and are an easy way to raise money. Dates for future sales should be considered further – is a sale in the September inset days needed before school starts? (RW mentioning Roisin and her great work in letting people drop off uniform donations at her place, sorting out and cleaning the items donated for the second-hand sale)



- Easyfundraising – we have 46 donors on Easyfundraising and should continue to encourage parents to join this.
- The Christmas Raffle was very popular with parents and raised just over £3000.
- Events – were planned in line with school requirements and the (very busy) school calendar. Alcohol sales at the Quiz and Curry Night were very good. Events such as the school production of Romeo and Juliet had a signature cocktail, which proved popular. More savoury options were needed at earlier events as people were coming from work and this would have helped raise more funds. The Easter Chocolate Tombola was a good addition to the concert refreshments and raised an extra £54. The Summer Arts Festival had an ice cream van, which gave us a pitch fee. The school disco DJ and photobooth were expensive but extremely good. All events using Tickettailor involve extra card processing and site fees and any card payments we take with Sum Up incur processing fees.
- The school garden: parents donated by ParentPay to provide a fork or seeds etc and this was very popular. One Year 7 family kindly donated new tools and products from Cusack of Enfield. A new shed has been erected. There are still funds left for the project for this year, which are currently held in the PTA savings account. Mr Newstead continues to run a Gardening Club, which maintains the garden.
- A PTA Crowdfunder page was set up for the Ealing Half Marathon sponsorship. Gift Aid can be collected now as the PTA have a gift aid number and are registered with HMRC.
- The PTA have regular expenses such as insurance, small societies' and TEN licensing fees and have purchased some equipment during the year such as tubs to put ice in during events and rails for uniform sales. Further equipment such as storage for uniform donations will need to be purchased this year. Funds need to be kept in the bank account for future event expenditures such as a deposit for booking the disco DJ. The PTA need to always maintain a buffer of funds in the account for this reason.
- The PTA has a Treasurer's Bank Account with Lloyds Bank.
- The PTA keep £250 cash at the school as floats for events.
- Annual Return to be submitted to Charity Commission following close of Financial Year (1<sup>st</sup> September to 31<sup>st</sup> August). Currently being prepared.



- The PTA were able to make considerable donations to school in line with departmental funding requests:

<b>Donations to the school 2022 - 2023</b>	
<b>DofE equipment</b> - Alpkit voucher	£203.96
<b>Drama Department:</b>	
Panasonic camera	£239.00
SD Card	£28.15
On-camera Microphone	£49.00
Tripod	£56.99
Ipad	£369.00
The theatre workshop for Year 10 GCSE Drama students	£200.00
<b>MFL Department</b> - 5x Document Camera/Visualiser	£330.00
<b>Music Department</b> - Yamaha Arius Digital Piano	£682.50
<b>Art Department:</b>	
2x Canon EOS 4000D DSLR Camera	£650.00
2x Waterproof Black Camera Case	£29.98
2x Memory Card	£20.98
15x Portable LED A4 Light Box	£194.85
<b>DofE equipment:</b>	
Banshee 300 3 Person Tent x 5	£825.00
Trangia 25-1 UL Cook Set x 5	£360.00
<b>Garden Project (£2210 collected)</b>	£923.02
Outsunny Wooden Greenhouse x 2	£199.98
Nasturtium Seed	£5.00
Collection Sunflower Seed	£5.00
Shed	£1,077.00
<b>English Department:</b>	
Range of books for the KS3 book clubs	£500.00
	£6,949.41
<b>Closing balance / Funds available</b>	<b>£2,581.82</b>

- **Chair's Report (continued) – overview of planned activities:** ME described the events currently planned / proposed for 2023/24:
  - Ealing Half-Marathon Parent & Teacher Runners – 24<sup>th</sup> Sept!



- Christmas Concert Refreshments & Raffle (RW to create a side Whatsapp group for raffle volunteers)
- Pre-loved Uniform Sales
- Passive fundraising – Easy Fundraising
- Quiz & Curry Night
- Battle of the Bands – an inter-Trust school musical battle hosted at Ada Lovelace (date yet to be agreed)
- Years 7-9 Disco (only for Y7/8/9, as otherwise too difficult to manage. Still lots of stock left, which is battery-powered and as such should last and is not merely disposable / better from an environmental perspective)
- Spring & Summer Concert Refreshments (should offer a variety of alcohol refreshments)
  
- **PTA approach to agreeing school funding requests (bidding process):** IR described the process for funding requests:
  - Requests for funding support should be submitted on the relevant PTA Funding Request Form with supporting evidence
  - Requests may be submitted at any time of the year to the PTA via email
  - The PTA funding committee will meet 3 times per year usually in the 2<sup>nd</sup> half of each term to determine approvals. This is to allow time for the goods to be ordered and delivered before the commencement of the next term.
  - Occasionally ad-hoc approvals out of this cycle may be made with a consensus of the PTA leadership
  - Approvals may be in full or part with payouts also determined by the amount requested and the total funds available.
  - Requests for items which can be covered in school/departmental budgets will not normally be approved.
  
- **Partnerships Lead – grants and fund raising:** RW reported on grants and sponsorships:
  - Great success with the Christmas Raffle - thanks to parents for helping us make partnerships with businesses such as Winkworth. Luciana C kindly assisted RW with the raffle.
  - Grant success of £200 voucher from outdoor store Alpkit for DofE equipment.
  - Grants for the school garden - not successful. Grant applications require very specific information. Free trees signposted to Mr Newstead.
  - Marathon kit kindly sponsored by AK Law through a parent.
  - Tesco Stronger Starts - successful grant bid to Tesco. Launches October to January 2024. Customers collect tokens when they shop instore. Place token in the Ada Lovelace PTA box



to support our Musical Instrument Loan Bank campaign with a grant of either £500, £1000 or £1500 at the end. Information to go out after the marathon to Ada families and the other Trust schools. Tesco stores - Perivale (Hoover Building), Greenford Express x 2, Northolt Express and Southall Express.

- Ask school for a fundraising focus for this year's Christmas Raffle.
- This year ask school about ideas for the Co-Op Community Fund grant and apply for that. Opens in April - needs planning well in advance.
- Try and get more events or parts of events sponsored.
- RW mentioned how lucky we are to have such a welcoming and supporting staff, as even the cupboard space is really generous and it makes a big difference.

- **Any other business:**

- Internships and job experiences: IR spoke to Mr Knox about asking parents to make a short video about their job answering the 5 questions asked in the form, so that they can easily be circulated amongst pupils (across the Trust)
- IR proposed to ask companies to similarly introduce themselves to students - PTA could possibly help students with that?
- Ask school if it has a list of the companies where the previous students had their work experience, as they might be possible references and fall-backs
- Parents' network could also indeed be very helpful, and should be put in motion
- The Ealing Cricket Club proposed as possible venue for future socials
- Some parents expressed their interest in joining the PTA supporters' group and shared their contact details.

Meeting ended ~ 8pm

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