

The Kingsway Association

Spring Term Meeting 2

Date: 07/04/25

Time: 18:00

Location: Broadway Campus

Attendees:

Anna Fowler (Headteacher); Cathy Georgeson (Parent Chair); Fiona Leary (Treasurer); Pradip Patel (Parent); Lyndsay McDonald (Parent); Claire Cowen (Parent); Debs Wilkinson (Secretary)

Apologies: Jane Grace (Parent); Catherine Stuart (Parent); Charmain May (Parent).

Introductions:

Round-the-table introductions. CG Chairperson for this meeting. Welcome to new attendee LM.

Apologies:

As above.

Review of Previous Minutes / Actions:

CG asked if any attendees wished to discuss anything in particular from previous minutes, then proceeded to go through table of actions. All actions complete, with the exception of No. 6 - Gateway Queries. CC to pick this up – will speak with finance around specific changes that are required (i.e. can the description be changed to say Term 1 / 2 / 3; can the end date be removed; can we add the Gift Aid QR code)

CG expressed how well the team was working and progress made.

Update from School:

- Trust have recruited a new Chief Finance Office, due to join in August. AF advised that the new CFO has experience that will benefit the school with bid writing / funding applications.
- There is an imminent meeting to discuss school Comms system, with the potential of having a new system. TKS have been considering options to try and move to one platform. AF advised that using multiple platforms is the single most source of frustration for parents and the school is seeking to address this.
- Feedback has been overwhelmingly positive following recent face-to-face Parent's Evenings.

Summary from Treasurer:

Treasurer Report as addendum.

Latest figures:

Current Account:	£7,305
Reserve Account:	£5,564
Total:	£12,086

FL advised that no invoices for previously approved items have been received as yet, so the above total includes £7,708 of ringfenced monies. After pledged bids, TKA has c. £5k available to support new bids. At present there is no agreed amount that needs to be kept in the reserve account.

Gift aid monies have started to be received from previous years. FL will put in claim for 21-22 next. More Gift Aid forms need completing. Discussion around creating a simple flyer with QR code.

Internet Banking set up. As soon as invoices received, will test this is working for payments. FL advised would like to try this sooner rather than later in case there is an issue. FL is liaising with TKS finance team for invoices to be raised.

Easy Fundraising is set up but nominal amount raised.

FL queried whether Treasurer's Report would be useful in advance of the meeting, so could review in conjunction with new bids. All agreed FL would distribute a few days before each meeting.

CG shared positive feedback on TKA progress – really starting to make headway and generate funds / raise awareness.

New Bids:

Latest Bids.

Dept: Design & Technology
Amount: £8,535 REJECTED
Item(s): Laser Cutter

Discussed, but rejected due to lack of funds.

Dept: PE
Amount: £306.02 APPROVED
Item(s): Pickleball Equipment

Funding for Pickleball equipment to be utilised for lunch clubs and during PE lessons. All approved this bid. Funding given for better quality equipment.

Dept: SEND

Amount: £444 APPROVED

Item(s): x50 sets Headphones

This bid supersedes the previously submitted (and approved) bid in Nov-24 for a Charging Station. School have since sourced a charging station and therefore SEND have submitted an alternative (and cheaper) bid. This was approved by all.

Dept: Art

Amount: £314 REJECTED

Item(s): x1 iPad

School will provide the iPad for this department.

Dept: Photography

Amount: £243.02 APPROVED

Item(s): x1 soft box & x2 Mount Reflectors

This bid supports the new GCSE subject and will allow the department to replicate the recent workshop that pupils attended. Dept to select best equipment. This was approved by all.

Dept: Performing Arts

Amount: £2,679.00 PREVIOUSLY APPROVED

Item(s): x3 Cheerleading Mats

The Performing Arts bid for Cheerleading Mats was a duplicate of previously approved bid. It was re-submitted as Mats had not yet been purchased. School to purchase Mats and provide invoice to TKA. Funds have been ringfenced for this.

Promotion of TKA:

Pop up banner discussed. CC to send latest mock-up to AF for approval before sending to print. CC has obtained quote from a company she has used previously (£85 + VAT). All approved this cost. Once TKA have the banner, it can be used at all parent events to promote and raise funds.

Comms plan (format) reviewed. All agreed great idea to have this. Suggestions made for extra events to be included / additional platforms on which to promote.

AF advised that the Year Group Event Calendars were on the school website – TKA to utilise this info to tie in with Comms Plan. Year group event calendars will be on the website for next academic year. Currently school calendar is available for all.

New Parent events discussed. AF advised that packs already issued to the new Year 7 pupils, but that the parent event was scheduled for first Thursday in July. TKA to attend and promote. CG volunteered to support at this event.

Discussion around flyers, with links / QR codes. Suggestion that a flyer be designed and printed, so that they could be given out at parent events. Suggested that getting some flyers professionally printed would be both resource-effective and more eye-catching. As the content is unlikely to change, could print a larger quantity to make it more cost-effective. DW to obtain quote and liaise with CC on design.

All agreed that TKA information needs to be promoted at every opportunity. Agreed that should continue to be included in Key Messages each week. AF to arrange.

AF will gather and send TKA electronic feedback from staff and images of items purchased, to be used in TKA comms.

AOB:

CC discussed Careers Insight Day and queried whether TKS pupils did work experience. AF advised that they didn't at present but that the school was focusing on careers in line with GATSBY benchmarks. CC offered support / advice from her Company, as they regularly support in schools with Careers talks and have considerable insight to other schools' career events.

Next Meeting:

Date: Monday 16th June 2025

Time: 18:00hrs

Site: Broadway Campus

The Kingsway Association Treasurer's Report 7/4/25

Bank account Balances:

Current: £7 305
Reserve: £5 564
Total: £12 869

Total of bids approved so far this academic year: **£7 708**

Fi in finance has requested list of approved bids this year finance@kingsway.stockport.sch.uk to match up invoices as they come in.

Income / Expenditure

	Money in	Money out
1/9/19 – 31/8/20	£2 275	£3 090
1/9/20 – 31/8/21	£1 683	£0
1/9/21 – 31/8/22	£2 085	£3 939
1/9/22 – 31/8/23	£721	£0
1/9/23 – 31/8/24	£1 500	£3 648
1/9/24 – 4/4/25	£3 863	£2 942

Gift Aid:

- 20-21 Gift Aid claimed on £1150; £313.79 (with interest) received
- 21-22 claim to be submitted
- 16 Gift Aid declarations received using Jotform
- Need to promote - add QR code to website etc.



Bank account:

- Internet banking registered. Need to test the payments when an invoice is raised.

Charity Commission:

- Returns now up to date and all contact details/trustee correct

Easyfundraising:

- £14.70 due to be paid (has to be above £15 to pay out)
- 39 supporters – 20 haven't raised yet and last donation November 2023

TABLE OF ACTIONS:

No.	Action	Owner
1	Gateway Queries	CC / AF
2	Request Finance Team raise invoices for previously approved bids	FL
3	Issue Treasurer's Report before each meeting	FL
4	List of all approved bids to be provided to Finance team for matching	FL / DW
5	'21-'22 Gift Aid Claim to be submitted	FL
6	Internet Banking – Test payment authorisation process	FL & all signatories
7	Sign off of Pop-Up Banner	CC / AF
8	Order Pop-Up Banner	CC
9	Quote & Design of A5 Flyer	DW / CC
10	Include slide in Key Messages re Donation Link / Gift Aid each week	AF
11	Updated Comms Plan linking to key events	CC (All)
12	Electronic feedback and images from staff re. items purchased by TKA	AF
13	TKA presence at New Pupil evening (3 rd July 2025)	CG