

The Kingsway Association

Summer Meeting

Date: 08/07/24

Time: 18:00

Location: Broadway Campus

Attendees:

Kirsty Roban (Deputy Head); Charmain May (Chairperson); Fiona Leary (Treasurer); Debs Wilkinson (Secretary); Cathy Georgeson (Parent); Claire Cowen (Parent); Jane Grace (Parent).

Apologies: Shaun Holdom (Parent) Pradip Patel (Parent); Claire Chadwick (Parent), Victoria Holmes (Parent).

Introductions:

Round-the-table introductions. CM Chairperson for this meeting.

Apologies:

Apologies noted.

Although unable to attend this evening, formal thanks given to SH / KR for their previous years of support of TKA. In line with Constitution, only parents with children currently at the school should be on the committee and therefore discussed that should be contacted and officially removed from comms. **JG**

ACTION

Review of Previous Minutes / Actions:

In progress: Graphic illustrating how TKA use funds – HS happy to update. DW to provide details on what is to be included (Sensory Room, Reading & Class Texts / Chromebook Charging Trolley / Sports equipment). Suggested it include photographs of students using TKA-funded items. KR advised HS could arrange this. DW sought clarification on the suggested termly donation – this was confirmed as £15. DW to confirm back to HS to ensure all Comms / medias are showing the same amount. DW ACTION TO LIAISE WITH HS.

Finance Actions - *see update in "Summary from Treasurer" below.*

Prom Outfits – Prom has now passed. Proposed this be carried to Autumn meeting, where planning could start for the 2025 Prom. JG again raised Student Enterprise schemes to encourage pupils to raise own funds for some activities. KR advised there were several student initiatives in progress, especially as there are 22 students signed-up to the Tanzania trip in 2026 (self-funded).

Gift Aid / Actions:

CCo advised that a Gift Aid form is easy enough to create, the complications come in how to share the link (CCo unable to see Donation option in Gateway – how many student accounts does this affect?). KR advised that HS should be the first port of call for adding a link to Gateway. KR advised that TKS have a new IT manager (Lee Martin) and that he is currently reviewing all IT systems / processes. HS can liaise with LM if needed. **ACTION – Provide CCo with HS contact details to discuss.**

TKA also need to understand how TKA should and can store any captured data. Do TKA set up a Google Account / set up a TKA gmail address?

FL advised that Gift Aid data does need to be stored. Discussion around GDPR / Gift Aid information – how long data can / should be held; what information needs to be captured; how it is safely stored etc.

ACTION – FL to liaise with Emma Sawsbury / Tracey Payton (Data Protection Officers) to glean their understanding of requirements. ALL

ACTION – CM / CCo / FL to do more research around GDPR and TKA responsibilities.

Constitution / Actions:

All approved the previously submitted draft Constitution, kindly put together by CM and all agreed to work within this framework moving into the new academic year.

Insurance / Actions:

All agreed to progress with Parentkind membership – there is an annual fee of £153, which includes an Insurance policy to cover TKA activities. **ACTION – DW / FL to progress.**

Update from Deputy Headteacher:

- KR confirmed that new routines are being established for Students. General feeling that behaviours are more positive.
- Year 6 Transition days have taken place and have gone well.
- Recent Sports Day went particularly well and students demonstrated great behaviour / team spirit.
- TKS is introducing “Compassion” into it’s core values.
- Focus continues on positive behaviours.
- Year 9 Graduation in progress. Students working toward their diplomas and their “graduation” to Foxland campus.
- Lots of events planned for Students, including a Student Leaders’ event in September – a team-building exercise for approx. 100 Students across all year groups.
- New assessment system has been launched. First reports due w/c 15.07.24, using the 6 A’s.
- School fully staffed for September following a huge recruitment drive. School passionate about only recruiting the best candidates for the school.

Summary from Treasurer:

Treasurer Summary as addendum.

Latest figures:

Current Account:	£6,161.69
Reserve Account:	£5,501.14
Total:	£11,662.93

Charities Commission – change to Trustees has been requested. Submitted 17/6/24. Need to allow 35 days before able to chase. FL will chase if no response received. **ACTION – FL.**

FL advised can claim for Gift Aid retrospectively for ‘20/’21/’22. Approx. £1.5k.

Breakdown of donations provided – leading to a conversation around how to promote / generate donations.

All discussed how donations are promoted / made. Not showing on all “Gateway” apps and therefore not all families are able to make donations.

Suggested a slide in “Key Messages” to promote TKA each term, after a TKA meeting. This could also be used across all Social Media platforms.

Based on donation figures (as per Treasurer Summary addendum), only 3% of Kingsway family community are making donations.

Easyfundraising.com and the creation of a Comms Calendar – enabling TKA to diarise and promote on a regular basis, to keep at the forefront of focus – were proposed for the team to work on.

Bids:

Seven bids received and discussed:

Bid 1: £1.5k APPROVED

Dept: PE

Amount: £1,500

Item(s): Football Goals for Foxland

To benefit the entire campus. A duplicate set of equipment to that used on Broadway campus.

Bid 2: MORE INFORMATION NEEDED

Dept: Business Studies

Amount: £200

Item(s): Text Books

Bid for new text books to enhance Student research. More information requested in terms of exactly what is required and how many Students will benefit.

Bid 3: MORE INFORMATION NEEDED

Dept: Performing Arts

Amount: TBC

Item(s): Cheerleading Uniform and Equipment

Proposal to start a Cheerleading team. TKA requested more information on numbers and costs. As new initiative, suggested that this be reviewed in September when there is more information on what is required.

Bid 4: £80 APPROVED

Dept: Pastoral

Amount: £80

Item(s): Basketball Hoop

Basketball hoop requested for the Foxland site, to supplement the request for Football goals, enhancing the sports equipment on this campus.

Bid 5: £578.30 APPROVED

Dept: English

Amount: £578.38

Item(s): Class Set Texts

Request for class set texts to ensure enough, good quality texts available for all pupils – to reduce the need to share texts between classes and to allow the department to continue the implementation of 'Just Reading Research', which has evidence of improving reading ages significantly. English department are part-funding the purchase of the texts.

Bid 6: REJECTED

Dept: Design & Technology

Amount: £17,000 (resubmitted from April '24)

Item(s): Laser-cutters

Bid to replace laser cutters in the D&T department. Sadly TKA do not have the funds to support this bid. Suggestions were given for alternative ways to get funding. The Wolfson Foundation was one suggestion. KR to feed back to D&T department.

Bid 7: £401.23 APPROVED

Dept: Whole School

Amount: £401.23

Item(s): Sporting Equipment

Request for more sports equipment (variety of balls) for students to use during social times. This has been encouraged in the past half-term and has had a positive impact on behaviour.

AOB:

CCo agreed to Chair next meeting.

Next Meeting:

Date - TBA.

Broadway Campus

ADDENDUM

The Kingsway Association Treasurer's Report 8/7/24

Bank account

Balances (as at 5/6/24)

Current: £6 161.79

Reserve: £5 501.14

Total: £11 662.93

Income/Expenditure

	Money in	Money out
1/9/19 – 31/8/20	£2275	£3090
1/9/20-31/8/21	£1683	£0
1/9/21-31/8/22	£2085	£3939
1/9/22-31/8/23	£721	£0
1/9/23 – current (3/6/24)	£1278	£3648 (22/23 bids agreed)

Gift Aid

- Will claim for 2020/21/22 using Gift Aid Declarations (approx. £1500)
- Data Protection issues around payments that are made via School Gateway – appear on our statement as “Automated Credit” in batches rather than Standing Orders which are on individual credits with names
- Gift Aid Declaration form

Charities Commission

- Change of details sent 17/6/24 – 35 days follow up (22/7/24)

Other fundraising ideas

- Easyfundraising
- Standing order instructions with Year 7 joining packs. QR codes?
- Other