

The Kingsway Association

Summer Term Meeting

Date: 16/06/25

Time: 18:00

Location: Broadway Campus

Attendees:

Anna Fowler (Headteacher); Joel Sadler (Deputy Head); Charmain May (Parent Chair); Cathy Georgeson (Parent); Pradip Patel (Parent); Lyndsay McDonald (Parent); Claire Cowen (Parent); Debs Wilkinson (Secretary) Jane Grace (Parent); Catherine Stuart (Parent).

Apologies: Fiona Leary (Treasurer).

Introductions:

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

Apologies:

As above.

Review of Previous Minutes / Actions:

- Review of previous actions. Actions 1 (Gateway Queries) and 5 (Gift Aid Claim) to carry.
- CC bought along pop-up banner, ready for use at (new) parent events.
- Team happy with quote for A5 Flyer. CC to finalise artwork and DW to order.
- CC to send slides to JS for inclusion in Key Messages each week.
- AF provided some hard copy feedback from staff about recently approved bids. AF will arrange for these to be sent electronically - with photos - once school have checked permissions for photos.
- CC had circulated Comms Plan to parent group before meeting. This was reviewed. All agreed it looks great. CC clarified a couple of dates / events. AF confirmed that the '25 / '26 school calendar would be published at the end of the Academic year. She would advise of any September dates as soon as possible, to ensure TKA members free to support and promote at events.

Update from School:

AF discussed how the school collective feel that this has been a successful year. There have been external audits undertaken – for Safeguarding and Behaviour – both have reported back using positive language and feedback for the school and staff. The culture on the Broadway Campus in particular, is much improved and all trends continue to be positive. Staff are responding well to the external feedback.

AF advised that there had been some positive Year 10 results, that Year 9 exams were due to commence w/c 23.06.25 and that Year 11 exam results were expected to be higher than 2024.

This was very well received by the parent members, and all agreed a lot of effort had been put in to making these changes.

Summary from Treasurer:

FL had distributed report prior to meeting and passed apologies.

Treasurer Report as addendum.

Latest figures:

Current Account:	£7,539
Reserve Account:	£5,575
Total:	£13,114

Invoices still to be settled with school Finance department. The above total includes £8,701 of ringfenced monies for previously approved bids. FL / DW in liaison with finance.

Improvement in money in. Up considerably from £1.5k (Sept '23 to Aug '24) to £4.1k (Sept '24 to April '25) and still 4 months left of the year.

CC advised that Gift Aid form uptake was low – mostly present members – so that is an area of focus for the team. LM advised that adding a link to electronic media (instead of the QR code) might help. CC to investigate.

New Bids:

Latest Bids.

Dept: Pastoral

Amount: £200 APPROVED

Item(s): Footballs

Two sets of footballs requested. TKA agreed to fund one of these, requesting that the pastoral team come back with other alternative ideas for items to support / engage the pupils who are not interested in playing football.

Dept: Science
Amount: £714 APPROVED
Item(s): x7 Visualisers

All agreed to fund these – would benefit teachers and enhance the learning environment for all pupils.

Dept: D&T
Amount: £235
Item(s): Framing Device

Agreed to fund a framing device. Item to benefit all Year 7 pupils and Year 10 pupils.
Multiple quotes provided – feedback on difference in pricing sought.

Dept: D&T
Amount: £231.89 each
Item(s): x2 Mortisers

Currently the school only have Mortisers on Foxland campus; TKA have agreed to fund these so that the Broadway campus will have these in both classrooms ready for the new school year. There was a discussion around the volume of bids / amount of funding requested from D&T. TKA discussed whether - as both bids have been approved - D&T refrain from submitting bids next term to ensure fair distribution of funds between departments.

Promotion of TKA:

- Pop up banner being stored at school.
- Agreed to order £1k flyers. DW will order as soon as creative approved.
- JS to include in TKA slides in Key Messages each week moving forward.
- Update from AF to include TKA.
- Discussed the impact of Socials. Instagram and FB seem to be best for engagement. Continuing to use these. Can share Comms plan with HS.
- CM queried whether a Year 7 Parent Social would help engage parents. Wine & Cheese evenings etc discussed.
- AF advised that “Step-Up to Secondary” was running for Year 6 pupils over the course of a few weeks.
- CG / LM happy to promote to parents at new parent event at the start of July. DW will order the flyers in advance of this date.

AOB:

N/A

Next Meeting:

Date: Monday 20th October 2025
Time: 18:00hrs
Site: Broadway Campus

The Kingsway Association Treasurer's Report 16/6/25

Bank account

Balances:

Current: £7 539
Reserve: £5 575
Total: £13 114

Total of bids approved so far this academic year and awaiting invoices : **£8 701**
Available funds: **£4 413**

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	£4 098	£2 942

Gift Aid:

- 21-22 claim to be submitted
- 17 Gift Aid declarations received using Jotform
- Need to promote - add QR code to website etc.



TABLE OF ACTIONS:

No.	Action	Owner
1	Gateway Queries	CC / JS
2	Request Finance Team raise invoices for previously approved bids	FL (In Progress)
3	List of all approved bids to be provided to Finance team for matching	FL / DW (In Progress)
4	'21-'22 Gift Aid Claim to be submitted	FL (Carried)
5	Internet Banking – Awaiting invoice to test payment authorisation process	FL & all signatories
6	Design of A5 Flyer	CC
7	Order 1k x A5 Flyer	DW
8	Include slide in Key Messages re Donation Link / Gift Aid each week	JS
9	CC to provide Gift Aid QR code as link instead of image on electronic media	CC
10	Electronic feedback and images from staff re. items purchased by TKA once permissions checked.	AF
11	Pastoral Dept. to feedback on alternate items.	JS / AF
12	TKA presence at New Pupil evening (3 rd July 2025)	CG / LM