

The Kingsway Association

Annual General Meeting

Date: 29/01/24

Time: 18:00

Location: Broadway Campus

Attendees:

Anna Fowler (Head); Shaun Holdom (Retiring Chair); Debs Wilkinson (Secretary); Kate Rowbottom (Parent); Pradip Patel (Parent); Fiona Leary (Parent); Cathy Georgeson (Parent); Charmain May (Parent); Sharon Whitmore (Parent); Jane Grace (Parent).

Apologies: Claire Chadwick (Parent); Louise Prince (Parent); Claire Cowen (Parent); Victoria Holmes (Parent).

Introductions:

SH gave brief overview of meeting and its' purpose. Advised stepping down but would support until the end of this term.

Round-the-table introductions, welcoming several new parents.

Apologies:

As above.

Election of Officers:

Discussion regarding roles to be filled for TKA to operate – that of Chair, Secretary and Treasurer.

No role descriptions on file or updated Constitution. CM offered to work on an updated Constitution. **CM ACTION**

Chair – after much discussion and no one person being prepared to commit to the role, it was agreed to have rolling Chair – to be written into The Kingsway Association (TKA) Constitution. All agreed.

Secretary – DW agreed that she would continue in role of Secretary. All agreed.

Treasurer – In the absence of any other volunteers FL advised that she would take on the role. FL asked to be added to any finance-related discussions outside of the meeting and to be added as one of the bank account signatories. DW to share FL details with VH. All agreed. **DW ACTION.**

Details held on file by Charities Commission also to be updated. Charity No: 1020065. Current Trustee Suzie Metcalfe (former Treasurer). Jane Grace agreed to be new Trustee. SM to be removed. To be updated with finance details. **DW / FL ACTION.**

Finance:

Lengthy discussion around the status of Bank Account. All paperwork has been obtained from former Treasurer, including chequebooks, and is currently held by TKA (VH), yet the handover of access and change in signatories has not progressed. DW advised that she has all the details for the new signatories. JG also agreed to be an extra signatory, if needed.

Due to the latest bank account figures not being available, figures were pulled from 06/23 meeting minutes to use as a guide:

Current Account: £7,180.53
Reserve Account: £5,423.90

Expenditure since 06/23: One cheque payment of £3,647.84 has been made to school, for previously approved bids.

Income: Parent donations have been received via School Gateway since Summer 2023 term. The figures are yet unknown, due to the delay in transfer of bank account signatories and lack of statements. It was confirmed that these monies are paid direct into TKA Bank Account, to avoid any Conflict of Interest.

In terms of transfer of bank account to new signatories – DW advised that she had struggled to get the necessary information. Concerns were then raised over the lack of both account visibility and contact with former Treasurer. Discussion held around next steps – CG suggested seeking professional advice on this position. SH advised that he would contact former Treasurer as a priority to move this forward.
SH ACTION 30/01/24.

Agreed that a WhatsApp group chat be set up with old / new signatories, to understand the exact process, ensure all available (with appropriate ID) and to organise the transfer. **DW ACTION**

Bids:

Three bids received and discussed:

Bid 1: NO DECISION AS YET

Dept: Geography

Amount: £3k-£4k

Item(s): Chromebooks

Discussed in depth and a variety of opinions shared. SH advised that TKA had donated thousands of pounds for Chromebooks every year.

Mixed opinions on whether donation should be made to fund Chromebooks as a shared resource, rather than for one department only. AF to provide some top-level information on current Chromebook status within the school e.g. total Chromebooks “bookable” by any department vs Chromebooks dedicated by Department. AF to provide information to DW, who will disseminate to team for decision. **AF ACTION.**

Bid 2: £1k APPROVED**Dept:** Year 11**Amount:** £3.5k**Item(s):** Prom

Discussed that this may set a precedent in future years and as currently unsure of recent parent donation amounts, agreed to make £1k donation – this is for the school to contribute to the Year 11 Prom as needed.

Queried whether school had sourced a DJ for the event. JG to speak with DJ friend and advise if available. **JG ACTION.**

Suggestion that those entering Year 10 in 2025, be given the opportunity to generate their own funds for Prom, with a Start-Up donation from TKA (similar to that of a Young Enterprise initiative). To be considered.

Bid 3: £1,009.95 APPROVED**Dept:** Art**Amount:** £1,009.95**Item(s):** 5 x A3 Light Boxes

Bid approved. Agreed that this would benefit many students. Also acknowledged that the Art Department rarely bid for additional resources and it was agreed that this should be taken into account.

All agreed that it would be useful to have a log of all past bids, by department, so that TKA could be as fair as possible when approving bids. DW to update spreadsheet with information available in past minutes. **DW ACTION.**

Requested that multiple quotes be provided with each bid, to ensure fair prices have been obtained before submitting a bid to TKA. Claire Chadwick (CCh) to update bid document to reflect this and AF to request this information from staff subsequent to receiving new form. **CCh & AF ACTIONS.**

CG / JG discussed being provided with Impact Statements from school for each of the bids. **AF ACTION.**

Previous Actions:

- Finance actions above, relating to transfer of signatories. Ongoing.
- Previously used graphic illustrating how TKA use funds, to be updated (change figure to £10 per term) and specify with I&D is. Request for SH to update this. **SH ACTION.**

AOB:

Brief discussion re. Prom outfits / sustainability / pre-loved. AF advised that this was being progressed internally.

Next Meeting:

Monday 29th April 2024 @ 18:00hrs.