

# The Kingsway Association

## Spring Meeting

**Date:** 29/04/24

**Time:** 18:00

**Location:** Broadway Campus

### **Attendees:**

Anna Fowler (Head); Jane Grace (Chairperson); Fiona Leary (Treasurer); Debs Wilkinson (Secretary); Kate Rowbottom (Parent); Pradip Patel (Parent); Cathy Georgeson (Parent); Charmain May (Parent); Claire Chadwick (Parent); Claire Cowen (Parent).

**Apologies:** Shaun Holdom (Parent) Louise Prince (Parent); Tejas Shah (Parent).

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### **Introductions:**

Round-the-table introductions. In the absence of any one person being prepared to take on position of Chair, a rolling Chair was discussed and agreed. CM confirmed that this had been written into the new proposed Constitution. JG agreed to Chair this meeting.

### **Apologies:**

Apologies noted.

Although unable to attend this evening, formal thanks given to SH for his previous years as Chair.

### **Review of Previous Minutes / Actions:**

Most Actions completed: Previous Bids collated, Chromebook Information obtained, New Bid form provided, DJ details provided,

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

CARRY & NEW OWNER: Previously used graphic illustrating how TKA use funds, to be updated (change figure to £10 per term) and specify with I&D is. [HS ACTION \(TKS Office\)](#).

### **Update from Headteacher:**

- AF discussed that there will be a greater range of bids from departments as the two campuses are now established and building works completed.
- AF believes that the changes are starting to have effect and that the general feel is of optimism and enthusiasm.

- The parent consultation groups that took place earlier in the year have been very constructive and have supported key initiatives in school, including the reform to the reporting process. Updates are due to be shared with all parents this half term with Years 7-10 receiving more detailed reports by the end of the year.
- TKS is intending to return to face-to-face parents' evenings next year ('24 / '25 school year) to further support parents in school.

### Summary from Treasurer:

Progress made on bank account and signatories. FL now receiving statements.

Latest statement (05/04/24):

Current Account:	£6,089.79
Reserve Account:	£5,487.18
Total:	£11,576.97

Mandate change in progress. Bank now has all names and signatures for all new proposed signatories. Next step will involve provision of ID.

FL advised that she has all information up to, and including, 2017. At this point there is some data missing (a paper file containing Gift Aid Summaries, Charity Commission Submissions and Accounts). No personal data is believed to be in this file.

Charities Commission Submission is in progress. Trustee information to be updated with Charities Commission. **FL ACTION.**

Gift Aid:

- Team discussion around whether can claim Gift Aid for 2017 to date.
- Now that TKA have moved to online donations via School Gateway, discussion around how to obtain Gift Aid consent for donations made via this route.
- Suggested using Google Docs and attaching link on Gateway. CCo offered to create sample form. **CCo ACTION**
- FL to let AF what is needed, and she will seek advice from IT department about what can be done to obtain this. **FL ACTION**
- How to get Gift Aid forms completed by people who have already donated? Perhaps a blanket message to all. Will await to receive feedback from IT department.

Thanks to FL for pulling together all information and making real progress with bank account.

There were several queries re. finances – ie. Frequency of donations / amounts donated / number of donations received. FL had not yet had time to analyse this data but asked that everyone send her finance queries via WhatsApp group and she will include the answers in next Treasurer's Report in July '24. **ACTION – ALL**

## Constitution:

CM provided team with proposed Constitution earlier in the day – advised it was a standard template. Attendees still to review. Thanks given to CM for providing. All to review and feedback to CM by end of June, to ratify in July meeting. **ACTION – ALL TO REVIEW CONSTITUTION BY END JUNE.**

## Insurance:

Insurance discussed. CM to resend link to all, for review and feedback prior to next meeting. **ACTION – ALL TO FEEDBACK TO CM BY END JUNE.**

## Bids:

Four bids received and discussed:

### Bid 1: **£1.4k APPROVED**

Dept: SEND

Amount: £1,400

Item(s): Portable Trolley Charging Station

All agreed this was a worthwhile resource and would reduce time wasted / disruption to lesson time.

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### Bid 2: **£332 APPROVED**

Dept: MFL

Amount: £332

Item(s): Subscription for 1,300 pupils to sentencebuilder.com

Beneficial to all Key Stage 3 learners in MFL. Tool to equip pupils to deal with challenges of new GCSE and to support teaching staff.

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### Bid 3: **£315 APPROVED**

Dept: MFL

Amount: £315

Item(s): Renewal of ExamPro subscription.

Supports all three languages taught at TKS. Renewal subscription to an AQA website. TKA have previously committed to this subscription.

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### Bid 4: **CARRY TO NEXT MEETING**

Dept: Design & Technology

Amount: £17k

Item(s): Laser cutters

Item needed to replace redundant laser cutter. This is one of the departments who have struggled with equipment since the split of sites. At present TKA does not have the funds to fully approve this bid. Discussion around whether a separate fundraiser could be undertaken to fund the purchase of this / whether TKA could ringfence part-funding / whether pupils could fundraise. The Wolfson Foundation was suggested – this is a fund that supports D&T projects. All wanted to support but felt more work was needed / more financial information required from accounts before a commitment could be made.

#### **Previous Actions:**

- Finance actions above, relating to transfer of signatories. Ongoing.

#### **AOB:**

JG discussed Rewards Days and whether TKA could support with this. All felt that rewards days were important and motivational for pupils. AF discussed that school had made conscious decision to run reward days that did not require a financial contribution from families. AF advised how difficult it is for many families and therefore the school are doing their best to minimise additional outlay.

School is committed to rewarding pupils and are constantly assessing these. Costs of larger scale events were touched upon – transport alone would be thousands of pounds. Pupils being Reward Ambassadors, was also discussed – allowing them to drive the events for the school population.

Prom Outfits – KR had previously mentioned preloved Prom Outfits and how school might be able to use these for pupils, but had not received any further contact about this. AF advised she would get the Year team to come back on this. **AF ACTION.**

Due to date of final meeting, KR advised that this would be her last TKA meeting due to her son being in Year 11. All passed thanks to KR for her contribution over the years and wished her all the best.

CM agreed to Chair next meeting.

#### **Next Meeting:**

Monday 8<sup>th</sup> July 2024 @ 18:00hrs.  
Broadway Campus