

The Kingsway Association

Summer Term Meeting
Date: 17/04/23
Time: 18:00
Location: Foxland Campus

Attendees:

Anna Fowler (Head); Richard Knott (Deputy Head); Shaun Holdom (Chair); Debs Wilkinson (Secretary); Kate Rowbottom (Parent); Fiona Leary (Parent); Gillian Burton (Parent); Jane Grace (Parent); Pradip Patel (Parent); Claire Chadwick (Parent)

Apologies:

Suzanne Courtney (Treasurer).

Introductions:

Introduction from AF (new Headteacher). Informal introductions of TKA parents. No new parents in attendance this evening.

RK handing over prior to his retirement.

SH gave overview of TKA, objectives and where we are to date.

Update from School:

RK advised that their new business manager now in situ and is getting up to speed with everything. Transition to new website has begun and information can now be uploaded.

Following the Spring Term meeting, RK had arranged for a TKA donation message to be sent via Gateway. This had received positive feedback and generated increased donations – amount TBC. Agreed that this should be trialled for each term, with suggested donation of £15 per term (previously £10 per quarter). JG queried whether this amount was fixed – confirmed it was a suggested donation amount only and that parents could donate an amount of their choice. Next message due. **RK ACTION**

All wished RK well and thanked him for his service and support.

Finance Summary:

No monies paid out since last meeting.

Based on minutes from 23/01/23, available balance is **£5,845.15**.

Previous bids are yet to be paid out but have been accounted for / funds ringfenced.

Explained to AF that the existing Treasurer is stepping down from the role. SH met with SC (Treasurer) prior to the meeting and has started the handover process. The plan is to arrange a second meeting within the next few weeks to obtain the books and change the signatories on the TKA bank account. This has unfortunately meant a slight delay in previously approved bids being settled. DW and CC advised they are prepared to be signatories. SH to liaise with them outside of the meeting to arrange this before the local branch closes. **SH ACTION**

In terms of process for finance team - SH advised that school need to raise an invoice and submit these, along with related receipts (where available) to TKA in order for payment to be arranged.

Once the new signatories are added, Finance will be informed to send over outstanding invoices for payment. **SH ACTION**

Bank account details will also be provided to the Finance team for latest parent donations to be transferred. **SH ACTION**

Bids:

New bids circulated for review / discussion. **See below table.**

In terms of donations and fundraising, JG asked whether school have any sponsors for sports equipment. Discussed how this could be a missed opportunity with local businesses.

KR talked about approaching local businesses / Corporates with Social Responsibility pledges. RK advised this was something that school could work on with their new Business Manager and that they would work on a comms to be released. **RK ACTION**

Revisited discussion on how TKA share details on how donations are spent – with the emphasis on trying to generate more support / donations. DW mentioned the recent graphic that had been designed. School to update this with latest bids / spends and then could share on various media including Class charts / website / Instagram / FB pages. **RK ACTION**.

TKA members could also share on the parent FB groups. **ALL**

Parent WhatsApp group appears to be working well. Latest minutes will to be provided to group via this method until new website operational. **DW ACTION**

Next Meeting:

Agreed that a final meeting should be held before end of the year, to ensure no loose ends moving into '23/'24 academic year. Comms to parents re. the meeting. **RK ACTION**.

- **26th June 2023 @ 6pm.**

Bids Received – Summer Term Meeting 17/04/23

| Bid No. | Department | Submitted By | Item | Amount Requested | Agreement to Contribute? Y/ N (Related Notes) | Amount Agreed |
|---------|-----------------------|-----------------|--|---|---|---------------|
| 1 | Design & Technology | DMI (Sept '22?) | 3 Laser Cutters X2 Small X1 Large | From £2,595 (+ VAT) each? From £5,350 (+VAT) | More Info needed. Carry to next meeting. | |
| 2 | Design & Technology | EPE | Replacement of Laser Cutter | £7,000 | Potentially the same as Bid 1. School to gain more information and to liaise with SH on laser cutter requirements, as is his field of work. | |
| 3 | Whole School Literacy | CWI | Book Club (KS3 & KS4) | £800 | Y | £800 |
| 4 | Pastoral | TBA | Footballs for each year group (for breaktimes) | £200 | Y | £200 |
| 5 | MFL | PTR | Examprom Subscription | £270 | Y | £270 |
| 6 | PE (Foxland) | EPI | Three pairs of "Wheelaway" Netball Posts | £840 + Delivery | AF to investigate. TKA potentially match school contribution. | |
| 7 | Cross Dept / EVC | ABU | Clipboards & Storage Boxes | £174.10 | Y | £174.10 |
| 8 | Resource Base | MAX | Mobile Whiteboard, Projector & Laptop | More Information Required. | Thoughts are that school should be funding. AF to investigate provision of laptop. | |