

The Kingsway Association

Autumn Term Meeting 1
Date: 11/09/23
Time: 18:00
Location: Foxland Campus

Attendees:

Anna Fowler (Head); Debs Wilkinson (Secretary); Kate Rowbottom (Parent); Victoria Holmes (Parent); Pradip Patel (Parent); Cathy Georgeson (Parent); Tejas Shah (Parent).

Apologies: Shaun Holdom (Chair); Fiona Leary (Parent); Jane Grace (Parent); Claire Chadwick (Parent).

Introductions:

Several parents unable to attend this evening. Apologies given. Discussed that this was a meeting to review accounts and actions to reconcile accounts before the AGM.

Finance:

Presently all account information is with the TKS Finance team, awaiting collection from TKA, but currently no Treasurer. School Finance team have advised they are unable to hold the documents, as this poses a conflict of interest.

TKA still owe school considerable amount for previously agreed pledges. Priority is to settle this amount and understand current bank account status.

VH / CG queried current account access / status. Advised that cheque only (2 current signatories – neither with children still at school). Online access not yet set up. KR to forward details of former Treasurer. **KR Action.**

VH (Parent Governor) agreed to meet Finance team to review TKA accounts and outstanding pledges.

DW / PP / CC have (previously) agreed to be signatories.

Next Steps:

- 1) VH to contact Finance Team to arrange convenient time to review / collect TKA finance documents and update group. **VH Action.**

- 2) Speak to existing / previous role holders, to understand what positions the TKA need to fill to operate, and the timelines specified around holding AGM, as detailed in Articles of Association. **SH Action.**
- 3) Establish whether school have transferred all parent donations received via Gateway. **AF / VH Action.**
- 4) DW to liaise with previous Secretary (who is a signatory) to get outstanding amount paid once known. **DW Action.**
- 5) Provide previous Secretary with details of new signatories to start transfer of account signatories. **SH Action.**

AGM Preparation:

Discussion around promotion of TKA and whether this can be done prior to AGM:

Year 7 Parents not familiar with the association. Discussed promotion of TKA using school Social Media platforms. AF to send VH contact within school who deals with Social Media accounts (works Mon-Weds). **AF Action.**

CG / KR to approach some fellow parents who are interested in supporting TKA. **CG / KR Action.**

Previously used graphic to be updated (change figures to £10 per term) and specify what I&D is. Request for SH to update this. **SH Action.**

AF to send list of meetings / events that could be used as a platform to promote TKA. **AF Action.**

CG to provide some text for school website. **CG Action.**

In preparation for AGM, need to communicate:

- Formal Notice of the Meeting Date
- The roles to be filled (as outlined in Articles of Association) **SH Action**

Provisional Date of 06/11/23 for AGM. To be confirmed.

Next Meeting:

TKA AGM provisionally scheduled for 6th November @ 18:00hrs.

