



## AGM 2021 – MEETING MINUTES

<b>DATE</b>	Tuesday 9 <sup>th</sup> November 2021	<b>VENUE</b>	MA7
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<b>ATTENDEES</b>	Jamie Bean (President & Head of School) Shaq Arif (Chair) Olga Koto (Vice Chair) Jackie Gardiner (Secretary) Vinai Haria (Treasurer) David Herrick (Chair 11 plus tests) Sarah Shah (Trustee) Nils Lofmark (Trustee)	JB SA OK JG VH DH SS NL	Helen Jefferys (Trustee) Stephen Jefferys (Trustee) Veshali Patel (Trustee) Jenny Little Heather Chinn Laura Corney Wayne Newall Dhanushka Tennakoon Mudiyansele	HJ SJ VP JL HC LC WN DTM
<b>APOLOGIES</b>				
<b>1</b>	<b>Introduction &amp; Welcome from Chair</b> SA welcomed everyone			
<b>2.</b>	<b>The PTFA Year 2020/21 – a summary from the Chair</b> SA said he would usually spend some time discussing our eventful year. But sadly, due to current circumstances we have not been able to hold many of our usual events.  We did, however, have a very successful uniform sale in September 2021. As well as a Year 7 Meet and Greet at their parents evening at which we offered tea and coffee as well as signing in some new parents.  We were also able to run our Familiarisation Tests which was great news.  DH asked if it was our intention to reinstate the New Year 7 BBQ. This is an event run by the school and supported by the PTFA in June. JB said he is certainly hoping we can hold it in 2022. This is an ideal event for new parents to meet each other and it was a shame that this couldn't be held in both 2020 and 2021.  SA hoped that we are able to do much more in the coming year.			

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JG also mentioned that being able to hold our meetings virtually meant that we could keep the PTFA going and continue to support the school.  
SA said there could be the option of holding hybrid meetings in the future.

### **School Staff Bid**

This was introduced as parents wished to say a huge thank you to the whole school staff team for all their hard work during a tough year. Donations totalling £1,986 were received in April/May and were distributed as:

£200 – Asda vouchers for coffee/teas/hot chocolate

£800/£900 – outdoor seating which is in the process of being ordered

The balance is to go to a staff party – originally planned for July but was postponed.

Two parents also organised lunches for the staff inset days.

### **3. Familiarisation Tests – report from Directors of WCGSPTFA Ltd**

DH gave us an update on the 2021 tests. He has headed the team involved in the organisation of the tests for the last 5 years. It has grown and evolved over the years and we do have a very good product with very good feedback and few complaints.

The days are very enjoyable and we encourage parents to get involved with helping on the days.

This year we held tests over 2 weekends, rather than usual 5. We left it until the last minute to make a decision as to whether we hold them. Initially they were due to take place in June/July but had to be pushed back to end July/beg August due to Covid restrictions not being lifted as planned.

900 out of the 1,070 who had booked for the first dates chose to re-book for the new dates.

The days themselves went very smoothly and we were fully booked with only a handful that didn't show on the day.

Figures are still being finalised but we should make a profit of approx. £40,000. The tests are run by WCGSPTFA Ltd and the monies are then donated to the PTFA. JB, DH and Rob Cummins are Directors of the Company.

We aim to run them again next Spring with dates to be confirmed with the school. We have a small team who do the main planning and organisation but when we get to the test days, we usually require about 70-80 volunteers from across the wider PTFA community.

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DH explained that these tests are very much familiarisation tests. We pride ourselves on offering an experience of the day – getting them used to coming to a strange environment with children they don't know. Children and parents are often anxious when they arrive but go away with smiles on their faces at the end of the day. The results they get are secondary but we do provide detailed analysis

We offer a number of funded places for those children on Free School Meals or Pupil Premium. This year was about 21 and in a normal year it's about 35. As soon as tests were confirmed it is published on our website and details of documentation required was made clear.

The test results of these children are generally very mixed.

Parents interested in the 2022 tests can register on the website and then they will be informed in advance of when booking is open. This is usually 1<sup>st</sup> January.

LC asked what data we can follow through with and if we know how many of the FSM/PP receive places. DG explained that we do ask those parents if we can share their data with WCGS. Other than that, we cannot track where they go. JB explained that the school's admissions officer does report this information but was unsure what the latest figure was – usually 4 or 5.

JB explained it is a big issue of the school and Ben Flook is currently involved in some outreach work to approach primary schools in deprived areas of Sutton and encourage children to sit the test. They also plan to run some large scale google classrooms with English, Maths and test exercises to help to encourage this further.

We have always been transparent in our offering of these funded places. With Wilsons and Sutton we believe that parents are asked to write in with their requests.

SA explained that DH has done very well over the years to make it the great product that it is. He believes it is better than other options out there. Thank you very much to the team for helping to make it what it is.

DH said he has calculated that since 2015 we have raised around £340,000 from the tests!

#### **4. Treasurer's Report for Year 2020/21**

Our 2020/21 accounts are in draft at the moment.

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### Bank Balances

As at the end of 31<sup>st</sup> October 2021 our rounded balance is £139,924 split between PTFA (£133.5K) and the balance being restricted funds (School Fund and Cricket Fund).

### PTFA Income Generating Events:

Mufti day Funds collected	£1,134
Second Hand Uniform Sales	£162
Easy fundraising/Amazon Smile	£789
Bank interest rec'd	£593
100 club	£940

### PTFA Contributions to school departments

Library	£1,000
PE Website	£568
Music/Drama	£2,643
Chemistry	£2,809
Biology	£1,864
Food Tech	£4,591
Well-being	£188
Table tennis tables	£1,480

Our usual termly expenditure is £4,000 however we didn't spend all the previous year.

2021's mufti day raised £1,067.

Net assets as of 31<sup>st</sup> August 2021 is £127,000. Out of this we have committed £100,000 to the CIF bid.

It is our hope to begin holding events again this year to build our finances back up.

DH also thanked the PTFA for the loan they gave WCGSPTFA Ltd last year due to cancellation of the tests. This has now been paid back in full and with interest.

A discussion then took place on how we can ensure we receive thank yous from the departments who have received PTFA contributions. It was felt that it was important for both parents and children to see where their fundraising goes. This had also been discussed at our October PTFA meeting.

JB offered to ensure that there is a standing item in his end of term newsletter. In December he will show what we spent last year.

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We are in the process of finalising our 2020 accounts and will then complete 2021. Thank you very much to JL for agreeing to be our Independent Examiner again this year.

SA thanked both VH and JL for their hard work – it is most appreciated.

### 5. **A word from our President**

JB started by saying if in 2010 he was told we would raise over £40K in a year he would have bitten our hands off. And if it was in a year of a pandemic he would have been astounded. JB said it has been incredible for us to have been able to run the tests and to also keep the momentum going through remote meetings. He gave us a huge huge thank you again from him, the staff team and the students. Everyone does appreciate what we do for them and the effort and time given. It makes a huge difference and especially at a time when officers are stepping down and also to SS and her husband Manoj, who have given so many years to the school.

#### **Current CIF Bid**

JB wished he could have better news for us.

As approved at 2019's PTFA AGM, a Condition Improvement Fund (CIF) bid was put in for a structured extension at the end of the new DT/Music Block across to the kitchen area. This would offer: an extension to the café seating area, a re-design of the queuing system, plus upstairs more space for the library and drama. A contribution from the PTFA of £100,000 has been approved.

Unfortunately, this bid has recently again been rejected. This is a great shame as in the past the 3<sup>rd</sup> year bids have always been successful.

There was no real feedback as to why it was turned down – but the reason given was that the cost per square metre was too high. Due to Covid it has been a longer than usual process. SA asked if generally the increased cost of construction has been taken into account. JB said it will be a major problem this year and will have impacted on this. He had a statistic of there having been a 30% increase in costs.

There is no limit to how many times it can be submitted and there is nothing to lose by doing so. It is therefore the school's proposal to re-submit and a decision should be made by April.

CIF bids are based on a point scoring system – either condition or expansion, the latter of which the school have based their bid on. The shift now seems to be towards condition e.g. if the building is falling down. They have also doubled the financial contribution needed from schools in order to get full marks.

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JB confirmed that, should the bid fail, which JB feels may well be the case, the school does have some other options for us to consider contributing to. It is felt that it is important for us to spend our money rather than it sitting in the bank.

JB gave us a tour of the school to show us the possibilities:

### **Our first stop was the first floor in DT/Music Block**

#### **BID put forward at October's meeting**

The school wishes to offer a new Design and Engineering A Level in September 2022 in order to make further use of the DT space. In order to do this, they would require specialist equipment mainly to build up skills in metal work.

Equipment includes:

Brazing Hearth

Multi-Process Welder

Mill-Drills

Mini Lathe

3 in 1 Sheet Forming Centre

Geared Floor Standing Pillar Drill (RPO)

3D Printer

Hydraulic Power Hacksaw

This equipment list has been based on the spec required to deliver the A Level.

JB is very keen to re-introduce this back into the curriculum and restore it to a good level. The school is moving to a new curriculum model where L6 students choose 3 A-Levels but then can choose a 4<sup>th</sup> A Level or EPQ, which will allow them to receive a broad curriculum, keep their options open. This Design and Engineering A Level will offer some flexibility in their choices.

Students in other years may also benefit from the use of this equipment.

#### **COST**

£15.000 and is being asked for despite what happens with the CIF bid.

### **We moved onto Private Study 2**

Should the CIF bid fail JB discussed two proposals for spending some of the money;

#### **OPTION 1: Move of Drama to PS2**

Provision of partition wall in Private Study 2 to create two drama classrooms. These would be the same size as the current drama studio, so doubling the space. These

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would only be used for half the drama timetable but the partition can be pulled back and the whole space used for production and small performances.

The lighting rig would need to be moved from the current drama studio and black out curtain purchased for the whole of the room.

This would obviously mean the loss of a Private Study Room for the 6<sup>th</sup> form. However, due to the new curriculum model the Lower 6 would have a lot less private study time. The thought process would be they could have private study in classroom or lecture theatre. Although not so comfortable the benefit of added classroom outweighs this.

The lecture theatre is currently dominated by drama but this move will mean the lecture theatre seats can be left out and used solely for its purpose.

### **COST**

This is not yet defined but would be possibly between £5,000 and £10,000.

SS asks if there is a possibility of 'building up' above the single storey building. JB said there could be – this has not been looked into - but this would be extremely expensive.

This would also help to encourage Drama to be taken up as A Level.

**We then moved to the old 'Scout Hut' in Year 7 playground.**

### **OPTION 2: Cricket Nets**

At our 2018 AGM JB had originally talked about the possibility of creating in this space a hybrid building with a Cricket Pavilion and additional girls changing areas. Unfortunately, this area does not have access to any services, such as running water, and it would be extremely difficult and expensive to provide these. On reflection this idea would be better placed down by the sports hall where facilities are already available.

Mr Legg, the school's master in charge of cricket, along with Manoj Shah, have a desire for new and much better cricket net facility. It would work placing them in this area rather than where they are at the moment.

It would also mean that the whole of year 7 would be here watching during the summer and encourage them to participate.

Despite it meaning we would lose 2 trees, something that JB really dislikes the idea of, JB feels it would really be worth doing.

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SJ asked if it would be purely outdoor and JB confirmed this as they have the sports hall for indoor.

SJ also asked if they would seek ECB funding. JB says they have explored this but Mr Legg has said that at present you only received ECB funding if you are pushing girls' cricket. Unfortunately, the school does not have such an intake in this.

### **COST**

This would be £40,000 plus the cost of demolition.

The scout hut is currently used for storage including the PTFA's BBQ and gazebos. JB promised alternative space will be found for these.

JB explained that although the PTFA does have a huge sum of money to be able to spend it's not the millions needed for the very large building projects that could be done. Hence the school needs to look at slightly smaller projects that can be beneficial.

OK mentioned that if the CIF failed the school would still be facing the same issues with the café etc. She asked if there was another option available for that.

JB doesn't feel that there is without spending a lot on it.

Currently all the children are fed within the allotted time. JB is more interested in the quality and diversity of the menu. The current wonderful Catering Manager is retiring at the end of the year and the recruitment of her replacement will focus a lot on this.

If the Folio Education Trust ever expands in the future the Trust would be big enough to automatically be eligible for Capital Funding from the Government which would be game changer.

SA thanked JB for his ideas and good to see where the money is going to on big bids. He said it was also nice to see the good relationship between the PTFA and staff which he says, in his experience, isn't always visible in other schools and is therefore much appreciated.

### **6. Elections to Officer Posts and Trustees**

We currently have 4 Officers/Trustees (SA, OK, JG and VH) and 6 Trustees (JB (President), NL, SJ, HJ, VP, SS).

#### **Officers**

SA, OK and JG will be stepping down from their officer roles as they currently have sons in Year 13. This will allow time for a handover.



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Following our communication to all parents/carers we received the following requests to stand for these vacant positions:

Stephen Jefferys – Chair  
Dhanushka Tennakoon Mudiyansele – Vice Chair  
Laura Corney – Secretary

These nominees were put forward to the trustees for approval and are now to be voted in. SJ, DT and LC gave a short introduction to themselves.

All attendees were asked to vote for each of them.

**All were unanimously voted into their new roles.**

Vinai Haria intends to re-stand for the Treasurer position and he received a unanimous vote. He does, however, intend to step down from the role at next year's AGM.

It is JG's will be happy to continue to help with the uniform as well as organising helpers for our events. We hope to be able to get new helpers in especially the new Year 7s. It is the bigger, main events e.g. Year 7 & 8 disco, BBQ and Familiarisation Tests that require many helpers.

Previously we have had parents undertake particular roles e.g. stockkeepers (purchasing and monitoring of stock) and uniform (washing, organisation and leading sales). The Secretary's role has certainly increased over the years, as JG has been willing to take on these additional roles and gone beyond what is expected in the role of a secretary. It would be good to build these roles back in to ensure that the Officers roles are not so huge.

### **Trustees**

As officers, SJ, DT and LC also become Trustees.

Despite stepping down as Vice Chair, OK intends to stay as a Trustee for a few more months.

We sadly say goodbye to SS who has been part of the PTFA for 10 years, as her 2<sup>nd</sup> son has now left the school. SA cannot express enough our gratitude for her support. Also, to her husband Manoj for all he done for the school and cricket.

WN has put himself forward for a Trustee position and this was approved by the other Trustees. He also gave an introduction to himself and was voted in unanimously.

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7.	<p>OK along with the other trustees, NL, VP and HJ all wish to stay on and were voted in unanimously.</p> <p>SJ, LC and DT, as Officers, will automatically become Trustees.</p> <p>SA thanked the other Officers for their help over the last year, but particularly to OK, as Vice Chair, for her support to him when he has been tied up with work.</p> <p>SJ thanked SA, OK and JG for their hard work and particularly for keeping the PTFA going through some difficult and trying times over past 18 months/2 years. HJ said we have also made it fun.</p> <p><b>A.O.B</b></p> <p>SA thanked everyone for coming.</p> <p>SA, OK and JG were presented with farewell gifts on behalf of the PTFA.</p> <p><b>Next Meeting – Tuesday 7th December 2021 @ 7.30 pm</b> <b>This will be a BID meeting</b></p>	