

AGM Minutes

Date: 19th April 2018, 7pm **Venue:** Staff Room, WHSG

Chair: Nadia Ahmed **Minutes:** Lisa Griffin

Present: Nadia Ahmed, Richard Booth, Karen Sanchez, Lisa Griffin, Rouan Brigly, Michael Riser, Maria Waters, Jill Kitchen

Apologies: Simone Barton, Joanna Premraj, Cheryl Hudson, Gifty Agbenyeke

<u>Item</u>	<u>Action</u>
<p>1. WELCOME</p> <p>Nadia welcomed all those attending.</p>	
<p>2. COMMITTEE ROLES</p> <p>The existing committee members agreed to continue in their roles for the upcoming year:</p> <p>Nadia Ahmed – Chair Joanna Premraj – Vice Chair Michael Riser – Treasurer Lisa Griffin - Secretary</p>	
<p>3. UPCOMING EVENTS</p> <p><u>Quiz Night – Friday 27th April</u></p> <ul style="list-style-type: none"> To-date 3 tables have been sold. Awaiting teacher’s table! Ben Cloves has agreed to be the Quiz Master (Quiz lady Jill will be there for the second part). Ben/Nadia to mark the answer sheets if Michael is unavailable (TBC). Quiz lady Jill to send question sheets to Nadia for photocopying. Nadia to track down the trophy from last year. <p>Set up etc:</p> <ul style="list-style-type: none"> Danny, Rouan, Maria and Manjeet have kindly offered to set up for the evening Gifty has offered to do the “Fish ‘n’ Chip” run! Jill Kitchen has kindly offered to organise the 1st, 2nd and 3rd place balloons (to be left in the Head’s office earlier in the day). <p><u>Yr 10 Parents Evening – Thursday 26th April</u></p> <p>Helpers needed for refreshments/merchandise sales please.</p> <p><u>Yrs 7 & 8 Summer Disco</u></p> <p>Nadia proposed Friday 22nd June – Richard to check this date with Jenny.</p>	<p>NA</p> <p>RB</p>

Sports Day

Nadia proposed that the coloured house headbands are sold at lunch ahead of Sports Day rather than on the day itself which is too late.

There is still a large surplus of fizzy drinks from the Xmas tombola – it was proposed and agreed that these could be brought out for Sports Day.

Sports Awards Evening – Friday 13th July – 7-9pm

Volunteers needed please.

Induction BBQ – 7th July

Nadia asked Richard to inform PE in advance to set activities up as usual for this event. There will be a 2-hr slot for food (2-4pm) and this will be included in the documents that go out to the parents.

Rouan proposed that the girls should be given stickers with their houses on at the start of the event – all agreed this was a good idea and Nadia noted it.

4. **EVENTS TO DISCUSS**

Parents Evenings

The various parent's evenings, music awards and Spring concert have generated varying incomes – they were discussed and it was agreed to continue with them, to include the banner promoting the PFA and the selling of merchandise.

5. **AOB**

Funding Requests from school:

Richard submitted a proposal for a spending request on behalf of the PE Dept. They are looking to introduce hard ball cricket which would require an all-weather cricket strip in the field. The cost of this would be approx. £3000. This would also allow for competitive matches with other schools to be held here.

Richard emphasised that, with budgetary allocations already in place for books etc., the PFA funds are an important and welcome boost for spending on non-academic items.

All those in attendance approved the request.

PFA / Second-hand Uniform Stock Storage

Nadia enquired if the cupboard under the stairs that the PFA used to use is still available for the PFA to use for second-hand uniform storage.

Rouan suggested that we should have one, insulated PFA shed where all of our stock can be kept in one place, rather than scattered around different locations. Richard informed us that if we purchase one from Woodcote Nurseries we will receive a discount. Rouan to look into this further.

6. **100 CLUB**

Winner for March 2018: No. 71 - Anamika Rath
Winner for April 2018: No. 43 - S Devasia

RB

7. ACCOUNTS

Michael distributed copies of the Accounts Sheet. Some funds are still awaiting clearing.

April 2017 – March 2018

Income: £16202.10 **Expenditure:** £10144.46 **Balance (@15/3/18):** £6057.64

Reviewing the income, the most successful generators are the **100 Club (£3935)**, followed by the **Induction BBQ (£2417)** and then the **Xmas Fayre (£1198.51)**. Michael proposed the need to try to focus on generating a large volume of income from one, big event (see 9. below).

8. MERCHANDISING

Having now paid Karen for the merchandise, Nadia suggested we try to sell it at the smaller events we run and not just the Induction BBQ.

Maria proposed the items could be sold at the Induction Day where new yr 7 parents come in for talks from the Head/teachers. Nadia to correspond with Anne to ensure this is advertised in the relevant packs.

NA

Nadia to also contact Susan Davies re: ensuring the website is up-to-date re-merchandise.

NA

Nadia also proposed that the merchandise order forms should be included in the Wallington Weekly newsletter – complete orders to be left in the PFA box for Nadia to collect and process.

9. IDEAS TO RAISE MONEY

- Jill proposed holding a **ball** for parents, to be held at an external venue with food etc. We all discussed whether this would appeal to a large number of the parents and Jill suggested we theme the ball to appeal to the majority. Research on a suitable theme could be conducted via the girls or by contacting the parents directly.
- The idea of holding **mock exams** was raised again and, as before, Richard reiterated that this is not something he thinks the school should do.
- Maria proposed a **Murder Mystery Event**.
- Jill proposed holding a **GunHo** event based on her personal experience of attending one (10 bouncy castles in an assault course style for all to participate). *Subsequent to the meeting Nadia has researched this and the events are only held at specific locations and aren't available for hire).*

Date of next meeting: TBC, 7pm, in the staffroom