

Minutes of the Parents and Friends Association AGM held on 18 September 2019
Talbot Hotel

1. Welcome and Apologies

Present:

Debbie Twigger
Sarah Vogt
Jennifer Kirkley
Lorna Lovell
Jos Smith
Graham Reid
Helen Wilson
Gheri Ashcroft
Sophie Maslen
Anna Mayes
Wendy Ross

Apologies:

Liz Bull

2. Review and approve Minutes from previous years AGM Meeting 2018

The minutes from the meeting held on the 04th of October were approved by all present.

3. Chairs Report for 2018/2019 – Debbie and Jennifer

Prince William School PFA CO-CHAIR REPORT SEPTEMBER 2019

By Debbie Twigger, co-chair

For the third year the Parent and Friends' Association of the Prince William School have raised approximately £5000 each year for vital equipment and support of events at the school to benefit the students.

As Jennifer and I as co-chairs will be resigning at this AGM we reflect on some of the successful and meaningful activities we have been involved in and one of the most important for me personally would be the purchase of the defibrillator, which is currently placed by the sports astro turf and the cardiac screening for students. On a personal level I was aware of the charity, CRY, (Cardiac Risk in the Young) as our eldest son was heavily involved in athletics from a young age and ran for the county as well as taking up rowing whilst studying at Cambridge University. I also personally knew two mothers who had lost a son suddenly, one whilst playing football, so following a similar tragedy at PWS involving a student in the Spring of 2017 it seemed the right thing to invest in the purchase of a defibrillator for the school. In the spring of 2018 and 2019 the PFA supported and organised the cardiac screening of 100 interested students with a small grant from Councillor Wendy Brackenbury of Northants CC offering parents peace of mind, especially for those involved in sports. I hope that this may continue, subsidised by the PFA, if possible, to allow further parents to benefit from this event.

Whilst co-chair we have successfully received two small grants to fund a school performance and subsidise the cardiac screening and we supported Mrs Dormor's vision of holding Achievement Evenings to celebrate the success of students in Year 13 and Sixth Form. By

receiving sponsorship from local companies who funded the cost of prizes and trophies these events are now approaching the third year and continue to be organised by the PFA.

We introduced the Rewards Day held on the last day of term in 2018 and developed this day further in 2019 offering students the opportunity to have a fun day on the school field on various inflatables, take part on the climbing wall, receive free ice-cream for the winning house and generally have a good time on the last day. I think the teachers all enjoyed this event as well and it was stated that it was better than watching another DVD!

I am grateful to all those who have helped on the committee and to all willing helpers throughout the three years. Several new members joined the committee last September, who continue to be a great support to the PFA, including a new treasurer. We also look forward to the work of new members who have joined this school year. I hope that parents and carers will continue to support the fundraising of the PFA with many exciting activities planned for this term which will allow teachers to access these funds to further the education of students at PWS.

It has been a pleasure to serve with Jennifer and I hope we have made a difference in some small way during our time in this role.
Debbie Twigger, Co-chair

4. Treasurers Report – Lorna Lovell

Lorna went through 2018/19 and 2019/20 Detailed Accounts. Attached for reference. Sarah Vogt and Helen Wilson to be added as bank signatories, along with existing signatories Julie Dunn, Lorna Lovell and Jennifer Kirkley, other signatories to be removed. All agreed to go ahead with on-line Banking.

5. Committee Stands down/New Elections

Debbie Twigger and Jennifer Kirkley both stood down as Co-Chairs as well as Sarah Vogt and Lorna Lovell. Helen Wilson was nominated and accepted the position of Chair and was joined by Sarah Vogt as Secretary and Lorna Lovell as Treasurer.

6. Awards Evenings

Sophie Maslen and Gheri Ashcroft volunteered to renew sponsors for another 3 years. It was agreed that the value of the vouchers should be increased to £ 15.00 per prizewinner from next year instead of £ 10.00. It was agreed for new sponsors, a cost of £ 100 for three years would be acceptable. This would include the cup, vouchers and money to cover refreshments and eats, making both awards evenings fully sponsored. It was debated how much we should charge existing sponsors to renew with a price that covers gift vouchers and refreshments only in order to make it fair. There were mixed feelings on this as some felt it would be best to standardize the amount to avoid confusion whilst others thought it would be better to renew with a price that reflected the cost of the gift vouchers and refreshments only to make it fair.

It has been mentioned in the past that it would be wonderful to improve these awards evenings with better refreshments and snacks and have some money for décor (one of the main reasons we want to make re-usable curtains that are easy to put up). Charging a set fee would enable us to do this. Graham suggested we could try and recycle cups that aren't being used to save costs. Four new awards have been introduced for which we are looking for sponsors (We have been notified today by Sophie that all four places have already been filled!). A request has gone out at a cost of £ 110 (£ 100 for three years plus £ 10 voucher for this current year). It was discussed that included in their sponsorship fee, they would be

added to our Website Directory free of charge (value of this is £ 25.00). It was pointed out by Sophie that we need to try and support our sponsors where we can (example: Oundle Golf Club for Prom Ball). We currently have 43 sponsors in Total for the Year 11 and 13 Awards.

7. Ordinary Business

- Minutes of our last meeting 12 June 2019 were approved by all present.
- Anna Mayes offered to be the communication link between the PFA and school which we all felt very necessary to ensure that we work together. PFA feels that we need school ownership of what they need money for so that we can assist in the right areas.
- Open Evening – Hoedown Posters to be handed out to potential parents at the Open Evening – **Sarah**. In future it would be beneficial to have a PFA presence at all open days but it was suggested by Sarah that we need to have a permanent PFA notice board that we can stand next to. **Alison, Anna/Liz** to assist with finding us an available board in a visual area for parents and students to look at. **Volunteers required** to assist in making it colourful and up to date with future event posters and photographs of things we have helped to fund. A mobile Notice Board could also be useful? We could put a copy of our funds raised thermometer on it too? Clare Byrne to be emailed to request she include something about PFA in power point presentation to parents. Not all schools have a Parents association and we feel this is a positive aspect worth mentioning to prospective parents.
- Meet the Form Teacher on the 27th of September 16h00 – 17h30. Volunteers required to promote PFA and Hoedown
- Campout – Numbers disappointing but agreed it would still go ahead. Nikki to put on twitter and another email to go out to Parents extending the event to Non-Campers for a cost of £ 5.00.
- Marketing - It was mentioned it is not that easy to find our details on the school website. Perhaps worth investigating if there is any other way to make our link easier to find, perhaps as an icon on front page – **Sarah** to investigate
We also need to increase our members on our Facebook page – Sarah suggested a lucky draw for all new Likes to our facebook or website page? It was also briefly discussed that there isn't enough communication to New Parents and it would be good to be included in some kind of Information Pack that goes out to Primary Schools before children start in Year 7. The 100 Club forms could also be included
- Cake Sale – 27 September for Macmillan Coffee Morning. Volunteers required to supply cakes before 11h00am. **Graham** offered to supply one, **more volunteers required.**
- Hoedown – Numbers are increasing but sales have been slow. To break even we need to sell at least 40 tickets. Meeting suggested at the School Canteen on Saturday 28 September at 10h00 to look at Venue and discuss Décor Ideas and measure and work out how to make reusable curtains for various events. **Wendy, Jennifer, Liz and Lucy Horne** have all offered to help.

- Cry Screening – It was agreed that the PFA would like to continue to facilitate this event. **Debbie** to send contact details through to Helen so that we can get a date booked and decide best way to promote and sell tickets.
- Mufti Days – Clarification of whether these are still going ahead and how many we can expect over the next year as they contribute significantly to our funds – **Helen Wilson**

8. Fundraisers

- **100 Club** – **Alison** to compile letter and send as soon as all the Year 7 email addresses have been loaded. I have asked her to include our Website address on the letter.
- **Car Boot Sale**
- **Curry Evening**
- **Sixth Form Movie night**

8. PWS Wish List/Requests for funding

- Outdoor Areas at School – Sarah briefly discussed her meeting with Liz and Terry and the state of the outside areas which are looking very dull and depressing. It would be wonderful if the PFA could assist in improving these areas with art murals, extra seating, plants and trees and a few Shade Sails (Wendy suggested Groupon). Sarah offered to represent the PFA at a meeting with interested teachers to try and work together on this project but funds and donations will be needed. Could request Parent donations or approach nurseries for assistance. Grants could also be explored. If anyone has any contacts with Street Artists that could offer their time to brighten up a wall or two, please let the PFA know. My Green Backyard was mentioned.
<https://www.thegreenbackyard.com/>

No new formal requests have been made for funding.

09. Dates for the Diary 2019

12 October	Hoedown
28 November	Year 11 Presentation Evening – 7pm
03 December	Winter Showcase – 7pm
19 December	Year 13 Presentation Evening – 7pm
31 March	Celebration Concert – 7pm
09 July	Y6 Parents Evening – 5 pm

Date of next meeting: 23 October 2019 @ 19h30
Helen Wilson's House