

Kings School Parent Teacher Association

Registered Charity No. 1167661

Annual General Meeting – 6th June 2024

Date	6 th June 2024
Time	5.30pm Kings School Hove
Attending	Sarah Price – Headteacher Suresh Vasnani - Chair Beverley Webb (Milner on previous minutes) - Vice Chair Sally Crawford - Treasurer Kate Sales-Secretary PTA committee members: Kate Osborne Nikki Nestora Suzanne Smith Katherine O’Hara

Ordinary Business

Agenda Minutes	Points and Actions
Introduction all present attending	
1) Apologises for absence	PTA committee members: Celia Nicholls Julia Nixon Laura Thaxter Kitty Taylor-Birnie
2) Minutes of Annual General Meeting 27th April 2023	<ul style="list-style-type: none">• No ongoing action
3) Matters arising from Minutes	<ul style="list-style-type: none">• No immediate matters arising
4) Suresh Vasnani Chair – Chairs Report 2023-2024 Thanked PTA members for support and help since taking role on.	

5) Treasurers Report for the year ending April 2023

£4702.52 in bank currently.

Most successful earners are lottery and uniform sales.

Lottery earned £1,519.80 income, discussed pushing this to parents and carers again. Current ad in newsletter not standing out enough and probably should be repositioned? Put insert into new Yr7 packs. Plan to advertise at all events in the A boards.

Discussed amount left (£226.37) from donation from a school family for the SEND department in memory of Louise Clark were via parent donation then donated to the PTA to be spent in SEND department.

Football kits – discussed the donation for girls' kits from 2022, still not actioned. Football kit sponsorship secured in 2022 via Bright Teach – again not actioned and need to get kits printed up for new season.

Discussed amount we have left for any department's wish lists – agreed buffer of £1000 needed in PTA account.

Other Business

Uniform – discussed the difficulty we face when sorting uniform to be distributed as requests can be regular and PTA members not often up at school to sort this.

Uniform – noted that labels are often not in clothes when donated which makes it difficult for finding sizes.

- Balance Sheet of Income and Expenditure provided.

- B to redesign ad for school lottery.
- Look at repositioning in weekly newsletter
- Print out insert for new Yr7 packs (Sarah Price to include?)
- Pop poster in A boards for events.

- Laura Thaxter dealing directly with department.

- Sarah Price to chase up with relevant person at school to get these made up asap.

- Sarah Price to let departments know there is a budget if they need equipment etc.

- Sarah Price will have a think of how to make this work better, perhaps assign someone within school to just collect uniform from cupboard and leave for parents in reception.
- PTA could go into cupboard every few weeks or when up in school to make sure uniform boxed and ordered etc to make easier to check for sizes.
- Sarah Price checking to see if new email could be set up to direct all requests to one place (school-based person) i.e. - uniform@kings

Year 6 induction – 5th July

Discussed uniform sales this day for new intake, also sell sweet bags to get rid of some of the existing bags we have.

Ideas to generate funds

Raffle idea – get prizes donated from local businesses and set up monthly/bimonthly raffle? Sell tickets at Kings Day for one big raffle?

Discussed apparent safeguarding risk of “experiences” donated – is this allowed?

Christmas wreath making?

Preloved sales / clothes swap event for students and/or parents. Sell tables and entrance tickets.

Christmas event with band and drinks (non-alcoholic) for parents to meet each other, discussed lack of opportunities for parents to meet at secondary level. Perhaps keep in end of Nov before December rush...

Summer event?

Discussed possibility of a dedicated PTA termly newsletter emailed out like the school newsletter

Discussed putting together a PT manual for all members, i.e. when doing refreshments – how to use Sum-up machine / where things are kept etc

- Suzanne, Nikki, and Suresh said available to sell uniform and sweet bags on this day. B happy to make up sweet bags before the day. Need to recruit PTA members at the same time, B can make poster and create sign-up sheet to have ready.
- Any trousers or white shirts (top condition) that have been donated currently can also be sold and if not sold on the day to be taken to charity.

- Suresh may know some local businesses that may be interested in donating.
- Kings Day raffle 2025 – Sarah Price to consider raffle ticket sales in conjunction with Kings Day 2025.
- Laura Thaxter may know about the safeguarding issues.

- All ideas once decided could be listed and an email sent out to parents to see which ones would be most appealing?

- Something Celia could take on? Template could be created to make it easier.
- For online access, but also keep printed/laminated in cupboard.

<p>UPCOMING</p> <p>Upcoming events/dates?</p> <p>School calendar</p> <p>27th June – Summer showcase</p> <p>5th July induction for new Yr7</p> <p>12th July – Sports day</p>	<ul style="list-style-type: none"> - Sarah Price to send 2024/25 calendar across - Refreshments required (members available to help TBC) - Uniform sales, sweet bag sales - PTA presence required, refreshments?
<p>6) Appointment of an Independent Examiner of Accounts</p>	<ul style="list-style-type: none"> • Decided not required.

7) Election of Officers and Trustees of the Committee

Current Committee Member 6.6.2024

Chair	Suresh Vasnani
Vice Chair	Beverley Webb
Treasurer	Sally Crawford with Julia Nixon to assist/vice
Secretary	Kate Sales
Communications	Celia Nicholls
Other members	Suzanne Smith, Laura Thaxter, Kate Osborne, Nikki Nestora, Kitty Taylor-Birnie, Katherine O'Hara,

Committee 6th June 2024- as seconded and agreed by members present

Beverley Webb – Would like to step down as vice-chair at end of summer term 2024. Would like to stay on as a full PTA member, but not in current role as VC.

Kate Sales – stepping down as secretary end of summer term 2024.

Suzanne Smith – stepping down as PTA member at end of summer term 2024, happy to stay on group WhatsApp to see if she can help out on occasion but cannot commit so will be a “silent member”. Only ever available for daytime events.

NOTE: 10.6 24 Edwin Jayakumar – email message has stepped down as PTA committee member

Committee from 9.2024

Chair	Suresh Vasnani
Vice Chair	Vacant
Treasurer	Sally Crawford with Julia Nixon
Secretary	Vacant
Communications	Celia Nicholls

Other Committee Members

Laura Thaxter, Kate Osborne, Nikki Nestora,
Kitty Taylor-Birnie, Katherine O'Hara, Beverley
Webb, Kate Sales, Suzanne Smith

8) Special Business

Discussed possibility of secretary becoming a
role on rotation?

Nikki would like to shadow a PTA role if
possible

Meeting Concluded