

NONSUCH

HIGH SCHOOL FOR GIRLS

FORGING OUR PATHS; BUILDING THE FUTURE

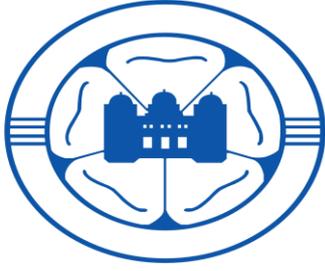
MINUTES OF THE PTA MEETING

1. **Held:** Tuesday 6th February at 7.00 pm – Held remotely.
 - a. Meeting commenced at 7:00 pm and concluded at 7:58 pm.
 - b. **Attendees:** From the committee –Maddy McIntyre (Staff Member), Imran Ahmad (Chair), Pui Tam (Vice Chair), Tareque Hossain (Treasurer), Preeti Khanna and Maria Barnard.
 - c. **Absent:** Amy Cavilla (Head), Yvonne Hails, Warunika Pranke, Vaishali Amin, Murtaza Amirali, Sakhiya Salad and Sheona Sequeira (Secretary)

2. **Apologies** – apologies received from Amy and Sheona.

3. **Head Teacher Update**
 - a. Maddy provided an update on the Bag2school PTA fundraising event, highlighting its success. Nonsuch girls actively supported and participated during the event, contributing to its overall accomplishment.
 - b. The Robotics team has successfully prepared a video. Further details regarding the video's content, purpose, and distribution can be shared at the next meeting.
 - c. The Food Department has decided to purchase an ice-cream maker. A photo of the new equipment will be sent to the PTA for inclusion in the newsletter.
 - d. The PTA funds are assisting the Food Department in acquiring an ice-cream maker. A photo of the new equipment will be forwarded to the PTA for inclusion in the newsletter.
 - e. Maddy affirmed that PTA funds were utilized for providing prizes to students.

4. **PTA Chair Update**
 - a. Imran reported an outstanding term of raising PTA funds, highlighting the success achieved during the period.
 - b. Three main events took place last term:
 - Walking Challenge: Raised £2500
 - Christmas Raffle Tickets: Raised £2800
 - Cycle Initiative by Nonsuch Student and Parent: Raised £1400
 - c. The Walking Challenge had £730 in matched funding. This initiative is noteworthy for raising awareness among parents.
 - d. The Christmas Raffle event was highly successful, with a greater profit margin compared to previous years. Special thanks to Masha for securing £150 worth of prizes from local businesses.
 - e. The cycling initiative led by Hiruki, along with her dad and brother, from London to Paris, generated generous funds for the PTA from Nonsuch parents.
 - f. Imran mentioned that Hiruki's dad has kindly agreed to be the event ambassador for the next Nonsuch community bike ride.
 - g. The Bag2School event also yielded double the amount compared to the previous one. Next Bag2School event is planned for the summer term.



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5. Update on Finances

- a. Tareque provided an overview of the state of accounts for the months of December and January
- b. As of the end of January, the PTA accounts show a net surplus of £7000, with a current bank balance of £26,500. The PTA has successfully disbursed the third and final tranche of funding to the school, amounting to approximately £4000.
- c. The accounts indicate that the funding allocated for this year aligns with the required budget, reflecting a well-managed financial status for the PTA.
- d. It was noted that the PTA has performed well financially.
- e. Although there may be a net deficit in the refreshments stock due to bulk purchases, Tareque mentioned that planned PTA activities for the remainder of the year will likely utilize some of these stocks.
- f. Tareque confirmed that all prior year cheques have been resolved, with no outstanding account issues from previous years.
- g. In response to Pui's question about school funding approval, Tareque affirmed that all items requested by the school were approved, and payments were made in three tranches.
- h. Imran sought an update on setting up the Barclay bank mandate. Tareque mentioned that the initial response has just been provided by the bank, and the processing time remains uncertain. He also discussed the possibility of exploring alternative banking options.
- i. Tareque highlighted that Gift Aid processing cannot move forward until the bank mandate is settled. An application with a Gift Aid specialist is currently in progress.

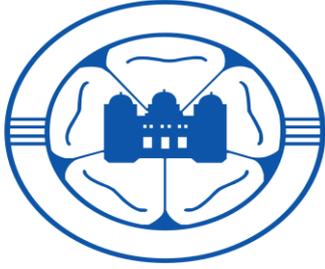
6. 200+ Club update

- a. Pui provided an update on the 200+ Club, stating that activities and queries have now settled down. New forms have been received, but the level of participation is not meeting expectations.
- b. Pui highlighted that the process of setting up standing orders is causing issues. The banks have not processed some of the standing orders, with some refusing to accept the standing order forms and asking that the account holders set it up.
- c. Pui sought advice from Maddy on how the school manages standing order mandates. Maddy committed to consulting with her finance department for guidance. Action – Maddy to liaise with school finance department and obtain some clarity.
- d. Despite the challenges, Pui mentioned that the number of 200+ Club members is expected to increase. Overall, the process is going okay and is considered a fairly standard procedure.

7. Impact of Funding

- a. Imran confirmed in the next newsletter, there will be a presentation of a video showcasing tangible items achieved from PTA funds, along with information on advertising and marketing initiatives. This content aims to keep the Nonsuch community informed and engaged.

8. Upcoming Events



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1. Imran went through the upcoming PTA events planned in the calendar.

2. Board Games – 22nd March

- a. Masha inquired with Maddy about the timing for the Board Games event scheduled for 22nd March.
- b. Maddy will check with the premises team, and it is likely that the event will run from 6:30 to 8:30, with a starting time of 6:00 PM
- c. Masha shared that approximately 10 board games will be available, and there will be a cap of around 30 people.
- d. Masha confirmed with Maddy that the PTA will provide refreshments for the event.
- e. Maddy is tasked with confirming the timing with the premises staff and communicating the finalized details to Masha.
- f. Once confirmed by Maddy, Masha will then send out communications to parents and staff regarding the event.
- g. Imran will assist Masha in setting up tickets on the ticket platform.
- h. Masha can then promote the event on Instagram and other social media platforms.

3. Doughnut Sale – 27th March

- i. Details regarding the Doughnut Sale on 27th March were discussed.

4. Quiz Night – TBC

- j. The Quiz Night is tentatively planned for the last two dates of June, with one of them coinciding with the school activity week. Exact details are yet to be confirmed.

5. Leavers Breakfast

- k. The Leavers Breakfast is scheduled for some time in May.

6. Year 7 – Welcome Event & pre – loved Uniform Sale – 6th Jul – TBC

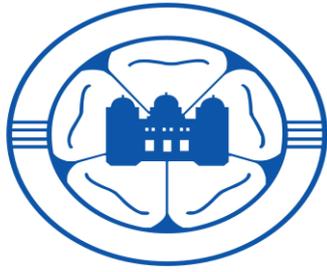
- l. Imran confirmed that the PTA will require the school hall, fields, canteen, and corridors for the display of pre-loved uniforms and refreshments, similar to the setup in the previous years. The Cheam Hockey Club will also be on-site to engage student interest.

7. Nonsuch Community Bike Ride

- m. Imran confirmed this will be planned sometime in June/July

9. PTA Cupboard

- a. Maddy shared updates to refurbish the PTA cupboard used for storing pre-loved school uniforms. The first step involves emptying the cupboard. Mike has measurements for the required racking. Maddy will coordinate with Yvonne to finalize the specifications and requirements, aiming to create a more organized and efficient space for selling items.
- b. Pui brought up the need for an agreement with the office to support the distribution of items. Further details on this collaboration are to be discussed and clarified.



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- c. Another PTA cupboard requires sorting, and boxes for storing stock have been purchased. However, the organization status is unclear. Imran is tasked with checking with Vaishali to confirm the current state of organization.

10. Post Event Feedback Forms & Amount raised

- a. Imran emphasized the importance of completing post-event feedback forms for each PTA event. These forms serve as a valuable tool for learning from each experience, identifying any gaps that may need attention in future events, and providing insights into the amount raised during each occasion. This proactive approach ensures continuous improvement and effective planning for upcoming events.

11. AOB

- a. Imran shared that Warunika has decided to step down from the PTA committee but will remain a part of the PTA volunteer group.
- b. The preloved uniform sale is now conducted online through a Google form. Parents and carers can access it via the school website.
- c. Imran sought the thoughts of PTA members on participating in the Cheam Charter Fair. The cost of stall is around £15. Imran proposed a cake sale for the event. Pui suggested creating a pager detailing event information, potential funding, required resources, etc., to facilitate members' informed voting. Tareque contributed ideas on what the stall could sell.
- d. The PTA will have a separate website, and feedback from key individuals is awaited. Pui has made some track changes.
- e. The Spring Concert is now referred to as the GCSE & A Level Music Recital.
- f. Preeti is tasked with sending DBS information to Maddy and the Nonsuch HR for access to premises.
- g. Imran said that next PTA meeting will be face to face.

Next PTA Meeting date: Tuesday, 7th May 2024 at 7pm