

## The Cardinal Wiseman Catholic School

### Parent Teacher Association AGM

Thursday 2<sup>nd</sup> November 2023 6pm

#### Attendees

Danny Coyle  
Breedge Delaney  
Catherine O'Keeffe  
Natalie Whitehead  
Chantain Perez

Mary Boland  
Kelly Matthewson  
Sally Stone  
Anita Marshall  
Charlotte Byrne

#### Opening Prayer

Mr Coyle opened the meeting with a prayer.

#### Establishment of the PTA and its Officers.

Election of the Committee Officers –

Nominations were made by Mr Coyle and Officers elected by members of the PTA present.

Co Chair      Breedge Delaney

Co Chair      Sally Stone

Co Treasurer   Catherine O'Keeffe

Co Treasurer   Kelly Matthewson

Co Secretary   Natalie Whitehead

Co Secretary   Anita Marshall

#### Committee member roles

Request made for members to take the roles of Social Media/IT officer and School Uniform Officer.

#### Constitution Approval

To be confirmed.

### **Money raised to date**

Four, second hand uniform sales have raised £2,702.80. This money is held in the Visitation Parish Safe.

The Ealing Half Marathon fundraiser with both staff and parent participants has raised £13,510. Money is being held with the Go Fund Me Platform and can be held there for two years. Money will need to be transferred to the PTA Bank account.

Total of both fundraisers is £16,212.80

The intention is to use this money towards counselling sessions for the children at The Cardinal Wiseman School and for well-being activities for the children in the school. Potentially the block booking of a counsellor for students who need it, or for students approaching exams.

PTA requested a wish list from the school as to their needs or where they would like the money to be spent.

Suggested ideas were to put some money towards the Year 7 Christmas disco, possibly funding snacks and funding towards the Year 11 and Year 13 Proms – possibility of a photo booth.

In future years, to host a coffee morning or a social event for the new Year 7 parents when the children first start at The Cardinal Wiseman School. The PTA to introduce themselves to the Year 7 parents during the Year 7 meeting in September.

### **In Progress**

A PTA bank account is in the process of being opened with HSBC

An application for Charity status will be completed once the bank account has been opened.

An operating licence for small lotteries has been obtained in order to run the Christmas raffle, the cost of which is £40

Subscription paid to Parentkind for a year - an online platform to support the PTA also includes insurance for the PTA at a cost of £145.

It was discussed of the importance of having a member of staff that would be happy to liaise with the PTA and would be willing to attend PTA meetings.

PTA bank cards and ledger book to be kept on school premises. These will be held in a safe in either Mr Coyle's office or Mrs Cunningham's office.

Was discussed to create a PTA page on the school website and a link to the PTA email address.

The possibility of placing a PTA information board within the school to advertise events and give information was discussed.

### **Christmas Fundraiser**

A technology and high end prize online raffle is planned using the online platform Raffall.

Tickets to be purchased by parents and anyone over eighteen years.

Raffle ticket prices to be investigated and decided upon, suggestion of £2 - £3.

Raffle draw to take place December 15<sup>th</sup> 2023 during the Student's Tutor time at school.

Parents to collect the prizes from the PTA at the school.

To introduce an incentive to increase sales of tickets - the tutor group whose parents/families purchase the most tickets receive a treat. (To be decided.)

Email to be sent to parents informing them about the raffle with a link to the Raffall site.

Students to create posters advertising the raffle.

### **Uniform Sale**

The Uniform sale 20<sup>th</sup> October was very busy and members of The Cardinal Wiseman staff came to help. This help was much appreciated. Thank you.

Next sale, Saturday 11th November 2023.

Protocol needed so that lost property uniform is only placed into the uniform sale at the beginning of each term. An email to be sent to parents towards the end of each term reminding children to collect lost property by the end of the term.

Request made by BD for a permanent space for the uniform sales that is not used for exam purposes.

It was discussed about the possibility of having a member of staff to liaise with regarding the uniform sales.

Items in the uniform shop will be sold as seen. No returns or refunds.

Investigation into the use of the Sum Up machines in order to purchase uniform by card.

### **Marketing/Website**

The PTA to be part of the December Digital Newsletter in order to introduce themselves to the school community and also to promote the Christmas Raffle.

DC to introduce Mr Norton Taylor to the PTA in order to create the Newsletter.

**Points of Action**

To investigate how much a block of counselling sessions would cost.

**PTA** – To complete application to become a registered charity.

**DC**- Letter to be emailed to parents informing of the elected PTA and request for donations for the Christmas raffle.

**DC** – Letters to be printed on school headed paper to be sent to companies asking for donations for the Christmas raffle.

**DC** – To introduce the PTA to Mr Norton Taylor.

**PTA** – PTA to be part of the December Digital Newsletter, to introduce themselves to the school community and also to promote the Christmas Raffle.

Emails to be sent to parents informing them about the raffle with a link to the Raffall site.

A member of staff to volunteer to liaise with the PTA and be willing to attend PTA meetings.

Possible PTA noticeboard to be put in the school to share information.

**PTA** -A safe to hold the PTA bank cards and ledger book to be purchased by the PTA. This will be kept in either Mr Coyle’s office or Mrs Cunningham’s office.

Link made from school website to a PTA page and PTA email.

Email to be sent to parents to remind children to collect any lost property at the end of each term otherwise will be given to second hand uniform shop.

Uniform lost property only to be moved to the second hand uniform at the beginning of each term.

**CP** – To investigate the use of Sum Up machines to be used in the uniform pop up shop.

Meeting closed at 7pm

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_