

The Cardinal Wiseman Catholic School

Parent Teacher Association

AGM

Wednesday 13th November 2024 5pm

Attendees

Danny Coyle (DC)	Headteacher	Sally Stone (SS)	Co-Chair
Breedge Delaney (BD)	Co-Chair	Kelly Matthewson (MW)	Co-Treasurer
Catherine Okeeffe (CO'K)	Co-Treasurer	Anita Marshall (AM)	Co-Secretary
Natalie Whitehead (NW)	Co-Secretary	Michelle Lewis (ML)	Teacher/PTA contact
Dheeraj Zacharias	Parent		

Opening Prayer

Mr Coyle opened the meeting with a prayer.

Review of Minutes of the Annual General Meeting 2nd November 2023

PTA Bank account has been set up

PTA was registered as a charity – September 2024

PTA was granted a licence for social events

PTA has registered annually with Parentkind which is a platform for advice and guidance. Covers insurance and liability.

ML has become school contact for the PTA

PTA have section on school website

SUM UP machines purchased for cashless payments

Chairs Report

BD reported to the meeting.

Fundraising events and amounts raised;

- Ealing Half Marathon 2023	£13,012
- Christmas Raffle 2023	£7,477
- Quiz Night, March 2024	£3,111.88
- Race Night, July 2024	£3,906.75
- Ealing Half Marathon 2024	£25,670
- Continuing Uniform Sales	

How Students have Benefitted

- Youth Mentoring Programme – ensuring safety after school in Greenford area.
- Basketball hoops bought and installed
- Sports kits
- Pizzas and Ice pops end of summer term for Years 7-11
- Retreat refreshments
- Greggs vouchers for Year 12, end of year
- Art Press for Art dept
- Tools for Gardening Club
- Two benches for the Memorial Garden
- Footballs
- Cardinal Wiseman Gazebo for events
- Two cameras for Media dept
- MacBeth Performance for Year 11 GCSE
- Improvement and resources for the Self-Regulation Room
- Amazon vouchers for children's Christmas raffle
- Gardening Club
- Subsidised tickets for Year 11 and 13 Proms.

Future Projects

- Art Therapy
- Therapy revision Group for Year 11 students
- Activity Day for Years 7-10
- End of Year Pizza Day in July 2025
- Counselling
- Youth mentoring
- A Christmas Carol performance for Year 10
- Library books
- Gift cards for Year 12 for the end of year
- Photo Booth for Year 7 disco and Year 11 Prom
- Amazon Vouchers for Children's Christmas Raffle

Activity day

Will require lots of organisation and logistics will need to be assessed.

PTA to investigate possibility of using Celtic Football ground or the ground belonging to Brentside High School.

Suggested that two year groups could take part in the morning and two in the afternoon.

DC to speak with Claire Davey.

DC to investigate a possible date.

Counselling

The PTA will fund the school counsellor Ruth Cullinan for an extra day which will support an 5 extra children. The PTA will review this every two months.

Youth Mentoring Programme

DC reported that this scheme has been very effective and incidents in the local area have reduced since their introduction.

Ealing Council have funded the Youth Mentoring Programme until 20th December 2024.

DC will be speaking with Local MP to discuss the continuation of this essential funding.

Christmas Raffle vouchers for Students

Mr Mulvaney has introduced the PTA to all the Heads of Year.

This Year (Christmas 2024) the PTA will give each tutor group an Amazon gift voucher and each tutor group will have their own raffle.

ML will get an up to date Tutor List.

BD requested that The Christmas Raffle be promoted at all Parents meetings and possibly on the new Cardinal Wiseman App.

Uniform Sale

The next sale will take place in January 2025.

Future Fundraising Events

- Christmas Raffle
- Music Bingo, March 2025
- Ealing Half Marathon September 2025
- Continuing Uniform sales

Parental Involvement

The need to encourage other parents to participate in the PTA was discussed.

DC to promote the PTA at all parent meetings and in forthcoming digital newsletter.

Suggestion to hold PTA meetings later in the evening and to possibly hold meetings online.

PTA will promote themselves at Year 8 Parents meeting 28th November 2024.

Possibility of the PTA having a tab on the school web page was discussed to make it easier for parents to locate information about the PTA.

Treasurers Report

CO'K summarised the PTA financial report November 2023 to November 2024.

Brought Forward Balance	£2702
Total Annual Income	£66,370
Event Expenditure	£9248
Project Expenditure	£31,606
Closing Balance 2023-2024	£28,218

A budget for the year 2024-2025 has been planned and will be regularly reviewed by the trustees.

Current brought forward balance: £28,218

Future income estimate: £13,700

(Christmas Raffle £7,400, Uniform sales £3000, Event night £3,300)

Total funds to include in 2024/2025 planning £ £41,918

Planned Spend £32,305

Planned Reserves £6,000

Surplus to Budget /allowance for less income £3,614

An independent examiner, Mrs Dorothy Trill, has been retained to complete an examination of The Cardinal Wiseman PTA charity accounts. On the 26th of November 2024, Mrs Trill will meet with a few trustees who will provide all the necessary documentation to enable the financial examination to take place.

Special Business

Policies

Code of Conduct, Safeguarding, Complaints and Procedures, Conflict of interests, Equal Opportunities, Risk Management and Volunteering Policies have been completed and PTA will forward to DC to check and review.

PTA to complete Social Media, Financial Control Expenses and GPDR Policies.

DC to help create a GDPR policy using the school's provider.

All policies will be published on The PTA page on school's web site.

Constitution

The PTA took onboard the charity constitution but need to amend it so that it fully reflects the PTA objectives.

Meeting closed at 6.15 pm

Dear Mrs Dorothy Trill,

Re: Independent Examiner – letter of appointment

The Cardinal Wiseman Catholic School PTA , registered charity – 1210063, generated an income of £66,370.46 during the financial period 2/11/2023-1/11/2024. The trustees can opt for an independent examination as the gross income is over £25,000 but not more than £1 million.

The examiner must be independent of the charity, meaning they cannot be influenced or perceived to be influenced by their relationships with the charity and its trustees.

‘Independent examination of charity accounts: examiners (CC32)’ details the examiners responsibilities, key governance and reporting requirements.

As our income is less than £250,000 and we have chosen to prepare receipts and payments accounts, the examiner need not be a member of an accountancy body but will need to be financially aware with sufficient numeracy skills to make the judgements required.

The trustees agree that your position as a Business Manager within a local school amply qualifies you as an independent examiner of our accounts and we are delighted that you have agreed to this.

Our AGM is planned 13th November 2024. We propose a meeting date of 26/11/2024 6.00pm to meet with a few trustees who will provide all the necessary documentation to enable the financial examination to take place.

Kind regards

The Cardinal Wiseman PTA