

## Parents, Teachers & Friends Association

The Beaconsfield School  
Wattleton Road  
Beaconsfield  
Buckinghamshire  
HP9 1SJ



## AGM – Monday 16<sup>th</sup> September 2019 8pm

### In Attendance –

Officers: Chair: Kirsty Godfrey (KG), Vice Chair: Nanu Hodson (NH), Treasurer: Nicki Edwards (NE), Secretary: Claire Burke (CB)

Parents: Patricia Turai (Procurement Manager), Liz Senator (LS), Lauren Lea-Coutts (LLC), Carine Evans, Sharon Santuca, Emma Youens, Galit Ben Ami Gibson, Abi Kinsey, Samantha Billard, Siobhan Adams, Romi Pal, Krasimira Ivanova, Alicia Holbrook

Staff: Headteacher - John Fletcher, Sue Cook (SEN Co-ordinator)

Governor: Andy Hodson

### Apologies

Sarah Paynes, Chris Brown, Jo Phippen, Jools McCall, Jen Maynard, Susana Bento, Carrie Wright

### Acceptance of previous AGM minutes

The minutes of the previous committee meeting held in Sept 2018 were accepted by NE and NH.

### Treasurer's Report

See attached for full report.

In summary: Closing Balance at end Aug £8,742.71. Deficit £4,794.61 over the year but expenditure included £18,000 towards D2 refurb in summer 2018. PTFA still owe the school £3,000 of this pledge. Events raised £13,205.39 on an income of £23,132.32 with costs of £9,926.93.

Talked through a summary of the events.

Treasurer aims going forward to be able to break down by event what has made money and areas that haven't eg refreshments, raffles etc.

NE looking for one more signatory for approving expenses.

### Headteacher's Report (summary)

Good to see new faces, thanks for the support of the PTFA again this year. Governors (5 were here at the early evening 'Meet and greet') are well aware of the work of the PTFA and hope to get more people involved where they can.

Mr Fletcher outlined the importance of PTFA within the schools' funding environment.

The school is able to apply for School Capital Grants and bids for anything extra where justifiable but is not always successful and only certain projects fit the requirements for capital expenditure. Two major bids have been funded this year. The Hub is being extended, staircase is being made more accessible & safer, lighting being improved around the school eg reception area - £900,000 worth of capital grants included full rewiring which will have multiple major benefits across the teaching and administration of the school. Then a grant of £800,000 to

re-roof the entire main building. Top floor classrooms previously leaked. So the whole school environment is being significantly improved. New security gates will be going in by the roundabout and pedestrian access gate for people arriving on foot. All pedestrian areas will be secure for students after 8am and before 3pm.

Money from lettings (eg Zumba etc) maximizes revenue from academic 'down-time' currently about stable at £80-£90,000 p/a. Regular donations scheme is in place (eg had funded minibus).

So the PTFA is essential for funding other smaller but vital items [books, equipment, supporting drama events and so on], and also for visibility and manpower at school events such as marshalling the sponsored fun-run. Mr Fletcher stresses the PTFA is about more than just funding to the school – a small group organize so much, and bring a great deal to the school community,

Then followed a summary of the school's academic year

Curriculum is changing now – more vocational subjects are being supported by the PTFA – Film and Photography courses are now facilitated by the D2 improvements, 6<sup>th</sup> form is also changing: IB which carries UCAS points same as A Levels but it can contain coursework and practical elements that maybe reflect more the skills required in some real work environments. A levels are still being offered for those choosing an academic path beyond 6<sup>th</sup> Form.

Qualifications: A levels have been very good, mostly stable with previous years. Some great uni courses and apprenticeships have been taken up. GCSE outcomes have been stable with some students leaving to study elsewhere but 6<sup>th</sup> form numbers have remained steady as new students join. 22 current 6<sup>th</sup> form students have Jackie Palmer links which gives strong links to the performing arts locally.

Mr Fletcher was asked about links with local businesses, Mr Fletcher said that Cat Collingridge (head of Y11) works with businesses to find apprenticeships and arrange career talks and links to the local business community. For example Bucks Enterprise Partnership has also helped organize trips eg Y9 to Heathrow, where now closer links have been established. There is a very good careers section on the schools' website.

Mr Fletcher listened to the concerns of some parents regarding the issue of bus transport: Mr Fletchers response was extremely informed and supportive of the parents situation. With transport issues there are many across county – commercial companies are cutting the private arrangements, meaning that some students cannot get to school. Local authority aren't engaging much and inaccurate information is being reported. School has written to the local authority. Mr Fletcher encourages all parents to get involved where possible and authorized the school's direct involvement in providing mechanisms of parents to register their concerns. Mr Fletcher also had a meeting with a parent group from Farnham/Wooburn and Mr Marcus Furman is leading that – suggestions that interested parties liaise to maximize impact were encouraged.

See AOB for details.

## **Chair's Report**

See attached.

## **ELECTION OF OFFICERS**

KG, Chairperson willing to stand again – no objections or further volunteers - nominated CB, seconded RP

NH, Vice Chair willing to stand again – no objections or further volunteers – nominated CB, seconded RP

NE, Treasurer willing to stand again – no objections or further volunteers - nominated CB, seconded NH

CB, Secretary willing to stand again – no objections or further volunteers - nominated KG, seconded RP

PT, Procurement manager willing to stand again – no objections or further volunteers – nominated CB, seconded RP

## Any Other Business

### 1 Petition and Awareness of the School Transport Issues

This issue affects local residents as well as those needing buses as traffic congestion and pollution is considerably increased by individual journeys being made.

Mr Fletcher suggested Galit emails the relevant links for raising awareness of transport issues (including who, how and where to make complaints) to NH. NH will forward it to Chris Thomas in the office who can get it through to all parents. The present Mayor of Beaconsfield is Mr Dunlop – a father of a TBS school student, Mr Fletcher will mention to him the matters raised for maximum exposure. Petition is up and running – children can sign too – a number of parents will be presenting this in person. There is a dedicated Facebook page as well, search [www.facebook.com/buckscommunityschooltransportissues](http://www.facebook.com/buckscommunityschooltransportissues).

2 Sue Cook of the staff at TBS attended to personally thank the PTFA for funding of devices to support SEN team. New hi-spec laptops, 2 brand new and 3 reconditioned A grade laptops. Shaf updating. TAs excited – big thanks.

### 3 Christmas Market – Sat 16<sup>th</sup> November 2019

NH, LS and Chris Brown are organizing and well ahead. Please ask local businesses if you know anyone who might like a stall. £30 a space (extra £10 if you want an actual table provided). Advertising in the Christmas Market Brochure is very good value (ads go in about 300 printed copies and as PDF on the schools website). Full page £35, Half page £25, Centre spread £120. Already the team have secured £200 sponsorship for the raffle (will cover printing of raffle tickets), free turkey for the refreshments, tombola also already sponsored to the tune of £1,500 by a major new sponsor.

NH asked for Wooburn parents and Farnham Common contacts to go door-knocking in their high streets as she does in Beaconsfield for prizes and sponsorship from the very local businesses that they probably support anyway: the personal touch makes all the difference. Please contact NH if you can help at all and start this asap, the charitable firms can get fatigued by November.

4 Anyone with small business connections could be referred to SQUARE to get themselves and get the PTFA an extra £1,000 of commission-free transactions: could this be you? Please contact Nicki Edwards (email below). NE to refer SQUARE to Romi who can therefore get another £1,000 of free transactions for taking card payments at the Christmas Market.

5 Does anyone have the ability to get us match-funding – do you have contacts? We could use for any of our bigger events throughout the year please approach Nanu Hodson in the school office (email below).

6 Samantha & Siobhan will look into possibility of running a Y7 & Y8 disco and discuss if and when they might kick off a cake competition.

7 NH to speak with Siobhan about beauty vouchers or something for raffles or auction (NH to speak), she also mentioned experiences like an hour with an architect etc. and a contact at Utilities Warehouse for Win a Mini or possible corporate sponsorship.

8 Reminder to ask everyone to sign into easyfundraiser for Christmas purchases.

9 During the introductions the following extremely positive new parent feedback emerged for the staff and Governors:

SA – communication from the school in advance of starting the school has been excellent

SB – also had very positive experience of starting at the school

GB-A-G – all contact with the school has made her feel very welcome, part of the community, involved

The school's own page is constantly updated please see: [www.facebook.com/TBeaconsfieldSchool](http://www.facebook.com/TBeaconsfieldSchool)

Of course the PTFA have our own page see [www.facebook.com/BeaconsfieldSchoolPTFA](http://www.facebook.com/BeaconsfieldSchoolPTFA)

Then specific Year Groups at TBS have their own closed groups – search up each one and 'request to join', maybe tell the administrator who your TBS child is. All parents are encouraged to join the relevant Facebook pages to support each other, ask questions, find out useful information relating to their childrens' experiences at school.

Find the ones we are aware of here:

Y7 search TBS Y7 2019/20

Y8 search TBS Starters 2018

Y9 search The Beaconsfield School Year 9 19/20 Parents Page

*First regular PTFA meeting of the year will be  
Monday 7<sup>th</sup> October – 7pm – The White Hart – all welcome*

To contact the PTFA email [ptfa@beaconsfield.school](mailto:ptfa@beaconsfield.school)

## **TBS PTFA TREASURERS REPORT - YEAR TO AUGUST 2019**

As a PTFA, we have continued to run the very successful Christmas Fair, Art Fair, Quiz Night and Fun Run. The Art Fair made more money than 2018 but the Fun Run made less.

In 2018, we organised a Pamper & Prosecco Night for the first time, this proved popular and will be run again in October 2019.

In 2019, we held our first online auction raising over £800.

We have helped the school by providing refreshments at a number of school events, namely Summer Awards; Sports Awards and Beatz.

We have also raised money through Easy Fundraising, the selling of Penn Festival Tickets, 2nd Hand Uniform Sales and providing the Car Park for the Annual Charter Fair.

### **GRANTS**

Working with Claire Rawlinson, TBS Business Manager, we got a grant for a new fridge for Food Tech from the Beaconsfield Old Church School. Other local grants can be applied for either by PTFA or Business Manager.

### **FUTURE**

Going forwards, with the help of the Procurement Manager, the Treasurer will produce a financial report for each event that includes all the expenses associated with that event so that we can easily identify the true cost, and therefore profit, for each event. It will also help to identify the easy wins! We also hope to be able to compare the profits with last year to establish a trend.

### **BANKING**

The PTFA are now fully set up on Lloyds Bank Internet & Mobile Banking. Both still require 2 signatories. Mobile business banking is fantastic as it allows cheques to be scanned by a mobile phone and credited to the account once validated. We still need to visit the bank for cash though!

The PTFA invested in a SQUARE machine that allows us to take Credit Card payments via a mobile phone or laptop. Receipts to the bank are made within 48 hours and there is a low % commission, indeed Commission was FREE until May and a further referral gets us free commission until mid-November. The SQUARE gizmo proved very popular at the Art Fair for the big purchases (you type PIN into mobile screen) but it is especially useful for transactions under £30 as it is just a simple tap of the debit card on the machine! We have one charging stand and two units.

**I would like to say a personal thank you to Lauren Lea-Coutts for supporting me with the handover and the banking.**

**Nicki Edwards  
TBS PTFA Treasurer**

## **2019 AGM – Chairman’s Report, Kirsty Godfrey**

Good evening and thank you all for coming.

Welcome everyone, to the new parents, Mr John Fletcher, Andy Hodson School Governor and earlier at the ‘Meet and Greet’ to our new Deputy Headteacher Mrs Asha Harding.

This has been another fantastic and fun year, raising in the region of £13,000.

It is very rewarding to be part of a team that can help provide for our school, not just for the ‘nice things to have’, but fundamentals too, that just aren’t within the schools budget, but can make a huge difference to the teaching staff and therefore to our students.

One of the last requests we received before breaking up for the summer was for 5 laptops - one for each teaching assistant and learning support assistant.

These will save enormous time and pressure. They will be used to check timetables, homework, easily print documents off, and to quickly liaise between staff with matters regarding students.

Of course, doing what the PTFA do would not be possible without the support of the parents of our school. When your child joins the school, you are automatically part of the Parent, Teacher & Friends Association. We really could do with seeing more faces both helping with and attending our fundraising events: you will of course be benefiting your own children.

You can do this in many ways...

Please help at events that the PTFA organise - We send out Doodles, so it’s easy to pop your name down for one or two hours to help and support, do it with a friend to make it more fun.

Attend the events that are held, and send in donations and cakes

Easyfundraising is a quick and easy way to support too.

So please, be on board...

Our school is on board, with support and encouragement, the office staff and site management team are invaluable and are on hand whenever we need them.

Also the present PTFA team. In particular, I would like thank our Vice Chair Nanu, she is amazing at extracting donations. Claire our Secretary efficiently taking our minutes and promoting all we do on Facebook. Nicki our Treasurer, who is completely on the ball and

Patricia who keeps our cupboard well stocked for every event. And all the busy parents who find time to lend a hand.

A last thank you must go to Claire Rawlinson, who has worked with the PTFA for the past two years, her support, enthusiasm and encouragement made our roles that much easier. We are now keen to work along with Cecilie Gianneri and Asha Harding and of course some new parents.

I look forward to our next year together.

Our first event is happening on 18 October: A Pamper & Prosecco evening, so round up your friends, neighbours, cousins, aunties, sisters, mums and please come along.

Thanks again

Kirsty