

## Meeting Minutes

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**Date:** 5 February 2018, 7pm      **Venue:** Staff Room, WHSG

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**Chair:** Nadia Ahmed      **Minutes:** Lisa Griffin

**Present:** Nadia Ahmed, Richard Booth, Lisa Griffin, Joanna Premraj, Maria Waters, Eveline Reynolds-Boison

**Apologies:** Cheryl Hudson

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**Item**

**Action**

1. **WELCOME**

Nadia welcomed all those attending and gave apologies for those unable to attend.

2. **UPCOMING EVENTS**

**Year 7 & 8 Disco – Friday 9 February 2018 (7pm to 10pm)**

Is being advertised at both boys' schools. Nadia asked Maria to check that it is being clearly advertised at WHSB.

To date, Joanna has only sold 41 tickets at WHSG.

Low numbers may be due to half-term – it was suggested that future discos aren't held before/at end of holidays. Wilsons are also holding a disco the following week which may affect numbers too.

A new DJ has been booked at a cost of £175 (compared to the usual DJ at £150)

**Quiz Night**

Date to be decided - after Easter.

**Parents Evening Refreshments**

All parents evenings are from 4-7pm, on the following dates:

Thursday 25 Jan – Year 9 Options Evening

Monday 5 March – Year 8

Thursday 15 March – Year 7

Wednesday 18 April – Year 9

Thursday 26 April – Year 10

The PFA banner and other advertising to be displayed at the refreshments table for these events.

Maria suggested trying to sell some of the merchandise at the year 7 evening.

Since December 2017 there have been 2 Parents Evenings where the PFA have sold refreshments. One run by Joanna generated about £21 and the teachers seem to be the

MW

main customers.

### **Mentoring Day Refreshments**

With only 1 volunteer available, it was decided the PFA would not be able to run a refreshments stall on this occasion. Reflections on last year – uniform quite successful, refreshment sales are busier in the morning than in the afternoon. Nadia asked Richard for his thoughts, he believes parents don't expect there to be refreshments, which could also contribute towards the slow trade.

### 3. **100 CLUB**

Winner for December 2017: No. 1  
Winner for January 2018: No. 67  
Winner for February 2018: No. 60

This is a good fund-raiser generating approx. £500 a month, however many of the winners do not come forward to claim their prizes!

### 4. **MERCHANDISE**

Awaiting invoice from Karen.

### 5. **AOB**

#### **Library app:**

On behalf of the library, Richard submitted a request for £800 to purchase an app for easy book withdrawal/returns. All approved.

#### **Lost property:**

Richard raised the issue of Lost Property. Would we want to accept any lost property that isn't claimed at the end of each half-term? All present in agreement to do this.

#### **Mock entrance testing at the school:**

Nadia had been approached by Keith about this. Richard stated that the school didn't feel comfortable holding the mocks in that we may be exploiting our position as a grammar school. Plus, whilst financially beneficial, they are not necessary at the moment. Maria added that the other schools have larger PFAs which run the tests; our PFA numbers are too low to run it in its entirety.

#### **Recruiting new PFA members/helper:**

The emails from Nadia do not seem to be attracting parents to volunteer at events/join the PFA. Maria wondered if there is any other type of platform we could use.

Nadia mentioned the WhatsApp groups Yr 7 & 8 parents are encouraged to set up and join. However, it was agreed that whilst these are used, they do not necessarily lead to new PFA members. Maria suggested more "on the table" advertising is needed to promote the PFA where we serve teas/coffees at the Parent's Evenings.

Richard added that he would make the whole intro to the Wally Week on the 23 February about the PFA to help raise awareness and hopefully encourage more parents to take part.

#### **Christmas Fayre 2018:**

Date proposed for this year's fayre is **Saturday 17 November**.

## WALLINGTON HIGH SCHOOL FOR GIRLS - PFA

### 6. ACCOUNTS

Balance on 15 November = £8178.74.

Subsequent outgoings = £4978.58 on drama lights

Subsequent incomings = £1071.51 from Xmas fayre

**Balance to date = £4,900**

Pending £1000 invoice from Karen for merchandising

### 7. IDEAS TO RAISE MONEY

No new ideas discussed.

**Date of next meeting (AGM): Thursday 19 April, 7pm, in the staffroom**