



CHISWICK SCHOOL PTA AGM MINUTES

11.11.2024

1. Welcome

Vernee Samuel and Victoria Robinson welcomed 31 members of the school community, including 4 trustees (Karen Emmett; Vernee Samuel; Victoria Robinson; Lise Madsen) and members of the School leadership team and staff body (Laura Ellener; Jo Duddy; Graham McNamara).

2. Apologies for absence: Antonia Constantin

3. Matters arising from the last EGM or AGM: none

4. Chair's Report for the year ending 31.07.2024

2023/24 has been an incredibly busy year for Chiswick School PTA. We had 11 Car boot sales; 3 parent forums; 4 uniform sales; ran 26 PTA refreshment stalls and bars at Music, Drama, Dance performances, and Sports day, as well as hosting a sellout Quiz Night in Spring and a packed Summer Festival in July, which also included the new parent welcome event. We also supported other school events such as the Y7 Meet the Tutor evening, and the Prospective Parents' open evening. We have continued to host and moderate Year Group WhatsApp groups for parents, used for forwarding relevant PTA news and information, as well as building community.

The trustees have tried to build on the foundations laid last year, and consolidate the systems in place, as well as looking at how improvements can continue to be made. Our priorities continued to be ensuring that the charity's aims of enrichment (through fundraising) and community were met, and that the charity was run as effectively and positively as possible, and with the school community - especially its students - at its heart. For the upcoming year, 24/25, we will actively work to encourage an even wider range of departments, teachers and students to apply for funds.

The PTA Administrative Team and PTA Car Boot Team worked even more closely together. We focused heavily on recruitment of volunteers for both the Car Boot Sales and PTA events, and are really pleased with how many parents, carers and members of

the wider school community have given their time over the last year. There are now over 100 current parents who regularly volunteer, in addition to alumni parents, which is outstanding. One of our main goals for 24/25 is to significantly increase the number of current parents joining the Car Boot team, which is still 60 percent composed of parents whose children have left Chiswick School.

We would also like to thank all the local businesses who contributed to our success this year by donating prizes for our events.

This year has also seen the continuation and growth of our social media accounts, both for the PTA and the Car Boot sales. We have supported Chiswick School with sharing upcoming events and news on these platforms too. Attendance at the Car Boot Sales has continued to rise, reflecting the work of this online and social media marketing and community building. We now have just shy of 2000 followers for the Car Boot account and had a number of record breaking car boot sales, in terms of attendance and funds raised.

Additional Fundraising

The numbers of people signing up for Easyfundraising continued to grow. There are now over 200 active givers, and £6797.57 raised in total. Please do download the app, or sign up, if you haven't already.

In June, we collaborated with Pub In the Park at Chiswick House. Not only did we support the Music and Performing Arts departments in arranging students to perform at the event, which generated £400 of donations for the Performing Arts and Music 'ring fenced' pots, but also the PTA received £500 generated by £10 cash back for every ticket sold using our unique code.

In December and July, we collected money for the teachers' Christmas and Summer socials, as well as messages of support and thanks from families. These were hugely well received and it was a joy to thank the incredible staff in this way. The funds raised were used to pay for the staff end of term parties, and to give their Staffroom a makeover.

Updates to our systems

Thanks to the support of the school IT team, we now have individual email accounts within the PTA for the treasurer, secretary and bids communications, in addition to our umbrella email pta@chiswickschool.org. This has allowed us to streamline the admin, as well as lock the master accounts spreadsheets so they can be viewed by all trustees but not edited - which is all too easy on google!

We made the decision to close our SumUp account, and switch exclusively to the Zettle payment system during this academic year. The fees are lower and the system more efficient, with better reception. Having two separate electronic payment systems running concurrently, one for the Car Boot, and one for other events, did not make sense.

We made a few important purchases: 20 new trestle tables and 3 Zettle card readers for the Car Boot Sales.

Trustees and PTA Roles

At year end, Brad Taylor and Laurent Couacaud stepped down from their roles in the Car Boot committee. Antonia Constantin has joined the Car Boot Committee. Brad Taylor also stepped down from his role as a year group rep, as did Julia Evans, as both left the school. We are so incredibly thankful for all their hard work over the years, at all hours and in all conditions, planning and running the car boot sales, which raise invaluable funds to enrich the education of so many Chiswick students.

Jo Fillmore officially steps down from her trustee role of Secretary this evening. We are so grateful to her for her enthusiasm, joy, hard work, dedication and endless patience over the last few years.

For the Academic Year 24/25, the following people are standing in the following roles. All trustee roles must be voted on.

Vic Robinson and Vernee Samuel are standing again in the roles of trustees, as Co-chairpersons.

Lise Madsen is standing again as trustee, as Treasurer; this year to be supported by a Co-treasurer (non trustee), Jo Cham (Y7 and Y9 parent).

Leigh-Ann Hadjiandreou is standing again as trustee, as Car Boot Sale Lead;

Karen Emmett is standing again as trustee, representing the SLT.

Antonia Constantin (Y9 parent) is standing as trustee, as Secretary and Bids Administrator.

Due to illness, she is unable to attend today but she has written down her reasons for standing in this role (attached).

We are also delighted to welcome Kat Jones (Y9 and Y13 parent) to the administrative team, as Events Coordinator (non trustee), and Hannah Huxford as a new Y7 rep.

Summary

It has been a truly memorable year, building community and fundraising for Chiswick School. We have raised a really impactful amount of money, as you'll see in the Treasurer's report, which has been spent on a huge variety of resources, equipment, activities and fantastic opportunities for the students. Please do take a moment to read through the list of every approved bid from this year which we will be sharing in this week's newsletter - it makes truly cheering reading.

Lastly, we would like to thank everyone who has given their time this year in support of the Chiswick School PTA, in particular those who have taken on an organisational or representative role, as well as everyone who has attended an event or contributed in any way. We would also like to thank Laura Ellener and the exceptional Senior Leadership Team, with whom we work so closely; Jo Duddy for quite literally everything she does; the Site team for their endless support; the School chef Tom, for his catering expertise - and lastly the Chiswick Students who are at the heart of everything we do and with whom we hope to work more closely in 2024/5.

5. Treasurer's Report for the year ending 31.07.2024

We are delighted to report that the Total Revenue for the year ending 31st July 2024 was **£154,455**. Our charitable donations to Chiswick School were **£107,547**, expenses £25,316, and Net income (remaining in the bank account) £21,592. This is a phenomenal achievement by our school community, and especially to all those involved with the monthly car boot sales, which generated £101,604 of the income during the year. Full accounts will be uploaded to the PTA section of the school website as soon as they have been independently checked and verified. Our statement of Income and Expenditure is attached below, in the Appendix.

6. Election/Re-election of Committee Members

- a) Co-Chair – Victoria Robinson:** Received 25 votes
- b) Co-Chair – Vernee Samuel:** Received 25 votes
- c) Secretary – Antonia Constantin:** Received 26 votes*
- d) Treasurer – Lise Madsen** Received 25 votes
- e) Ordinary Committee member (Car Boot) – Leigh-Ann Hadjiandreou** Received 25 votes
- f) Ordinary Committee member (SLT) – Karen Emmett** Received 25 votes

7. Any Other Business:

Kat Jones and Jo Cham will be joining the Administrative team. Whilst they don't require formal voting, it is noted that Kat Jones is taking on the role of Events Coordinator, and Jo Cham, Co-treasurer. As an essential part of her duties as Co-Treasurer, Jo Cham is to be

added to the Chiswick School PTA bank account (once she has completed her DBS checks and hand over process), replacing Vernee Samuel, along with Victoria Robinson as Co-Chair, who will replace Jo Fillmore on the account with immediate effect. Both will have access to online banking and authorised as one to sign, as well as deposit funds and withdraw event floats. They will join Lise Madsen (Co-Treasurer) already on the account.

8. Upcoming Dates:

There are a huge number of events upcoming this term, including Beethoven 9 at School on 16th November, and the Christmas Music and Drama shows. See the weekly newsletter, PTA updates and the School website.

9. Appendix

***In Antonia's absence due to illness, she kindly sent this letter regarding her new role as trustee.**

TRUSTEE STATEMENT OF INTEREST: ANTONIA CONSTANTIN

Dear all,

This is my statement of interest for the trustee position:

My name is Antonia Constantin, mother of Amelia Hall in Year 9. Since Amelia joined Chiswick School, I have been actively involved with the school community, including my participation in the Parent Teacher Association (PTA). Currently, I serve on the organising team for the Car Boot Sale and as the Bids Coordinator, roles which have allowed me to contribute to school events and build stronger ties within the parent community.

It would be a privilege to further serve Chiswick School in a Trustee capacity, supporting its mission to provide an enriching and well-rounded education for every student. I believe that my background as both a former teacher and a professional in the art and heritage sector would allow me to bring valuable perspectives to the board. My teaching experience has given me a deep understanding of the school environment and the needs of students and educators alike. Additionally, my work in the art and heritage sector has equipped me with organisational, communication, and fundraising skills, all of which I am eager to apply in support of the school's goals.

As a Trustee, I am committed to collaborating closely with fellow board members, staff, and the Chiswick community to enhance the school's offerings and contribute to a positive learning environment. I look forward to the opportunity to make a meaningful

impact on the school's future and to support the continued success and well-being of all students. Thank you for considering my application.

Best wishes,
Antonia Constantin

Statement of Income and Expenditure

<u>Statement of Income and Expenditure</u>					
<u>Year ended 31 July 2024</u>					
				Year	
				2024	
				£	
Opening balances				37,629	
<u>Revenue</u>					
Bars & ever Car boot				12,101	8%
Car boot sales				101,604	66%
Uniform sales				2,729	2%
Matchfunding & other donations				33,897	22%
Teacher donations				3,012	2%
Interest				1,111	1%
Total Revenue				154,455	100%
<u>Expenses</u>					
Bank & cc card charges				(357)	-0.2%
Consumables				(495)	-0.3%
Facilities & grounds				(9,137)	-5.9%
Food & drink				(4,631)	-3.0%
Fees & memberships				(426)	-0.3%
Misc				(271)	-0.2%
Small equipment				(1,620)	-1.0%
Volunteer entertainment				(2,166)	-1.4%
Volunteer payments				(6,213)	-4.0%
				(25,316)	-16%
<u>Charitable Activities</u>					
Donations to Chiswick School				(107,547)	-70%
Total Expenses				(132,863)	
Net Income				21,592	14%

Agreed Bids for 2023-2024

Department	Bid Title	Description	Agreed Amount (£)
Well-being, Pers dev & Social events	PGL Y7	School trip, social	£5700.00
Well-being, Pers dev & Social events	Food Tech cooking materials	Materials & consumables	£669.71
Multiple subjects	Annual magazine subscriptions with Hodder Education	Publications, books & magazines	£500.00
Geography	Fieldwork trip to Slapton	School trip, academic	£3450.00
Geography	School trip to Azores	School trip, academic	£3350.00
History & Politics	History trip to Berlin	School trip, academic	£2768.00
Career & Further education	Career guidance by EDT	Workshops, programs & speakers	£1000.00
Art & Design	Screen printing equipment	Equipment	£1000.00
Art & Design	Enrichment trips and workshop	School trip, academic	£585.00
Design & Technology	Lightbox for DT	Equipment	£134.97
Design & Technology	Food Tech cooking materials	Materials & consumables	£400.00
Physical Education	Equipment for the fitness suite	Equipment	£483.00
History & Politics	WWI Workshop	Workshops, programs & speakers	£500.00

Physical Education	Football kits. Two additional sets needed	Materials & consumables	£500.00
Well-being, Pers dev & Social events	Brilliant Club coach	School trip, social	£510.00
Geography	GCSE trip Brighton	School trip, academic	£600.00
Music	Additional steel pans to create two groups. Pans are second hand	Equipment	£600.00
Well-being, Pers dev & Social events	Be Her Lead. Coaching of 5 staff and workshops to support girls not flourishing from Y10 and Y12	Workshops, programs & speakers	£750.00
History & Politics	History workshops by Happenign History	Workshops, programs & speakers	£816.00
Well-being, Pers dev & Social events	Y11 Yearbook	Materials & consumables	£871.00
Well-being, Pers dev & Social events	Y11 Prom	Social school events	£1000.00
Geography	Schooltrip to Bognor Regis	School trip, academic	£1000.00
Well-being, Pers dev & Social events	Y 13 year end picnic	Social school events	£1100.00
English	Globe school trip coaches	School trip, academic	£1285.00
Geography	Geography field trip to Cornwall	School trip, academic	£1400.00
Art & Design	Heat press & Dye sublimation to print on fabric	Equipment	£1509.00
History & Politics	History trip to Berlin	School trip, academic	£1700.00

Career & Further education	Visit to UCAS fair	School trip, academic	£1850.00
Computer Science	Robotics	Equipment	£2000.00
Exam & revision enhancement	Revision guides for GCSE students, 2130 parent contrib,	Publications, books & magazines	£2040.00
English	Oracy program by Voice 21	Workshops, programs & speakers	£2425.00
Site, Fixtures & Fittings	Carboot tressle tables	Equipment	£2670.02
Well-being, Pers dev & Social events	One-to-one coaching of underachieving students in Y8 and Y9	Workshops, programs & speakers	£5000.00
Design & Technology	Laser cutter for room E3	Equipment	£5945.00
Site, Fixtures & Fittings	Pitch Repair	Maintenance	£6000.00
Multiple subjects	School Activities days	Social school events	£8000.00
PSHCE	New Sex Ed kits	Equipment	£192.00
Geography	Geography Zoo Lab workshop	Workshops, programs & speakers	£799.00
Languages	Trip to British Film Institute for 162 GCSE students in Fr & Ge	School trip, academic	£1035.00
Music	30 Mini keyboards @ £36 pls del	Equipment	£1095.00
Computer Science	Retro gaming club	Equipment	£1200.00

Music	7 new instruments to orchestra. Will be used for 40 years	Equipment	£1200.00
Art & Design	Materials to make display boards	Equipment	£1620.00

Total Agreed Amount: £77252.70

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Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Chiswick Community PTA

**On accounts for the year
ended**

31st July 2024

**Charity no
(if any)**

1113523

Set out on pages

1 to 3

(remember to include the page numbers of additional sheets)

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent
examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

S

Kholood Niejem

Date: 30/04/2025

Name:

Kholood Niejem

Relevant professional qualification(s) or body (if any):	AATFM, ACCA Part qualified)
Address:	40 British Grove, London, W4 2PU

Section B	Disclosure
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Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here details of any items that the examiner wishes to disclose.