

KWAF Meeting Minutes



KWAF AGM Minutes – September 2020

Summary

Meeting purpose	Annual group meeting
Meeting purpose	KWAF Annual group meeting (AGM)
Called by	Rhys Morgan (Chair)
Date	Wednesday 30 th September 2020
Next meeting	Wednesday 14th October 2020

Attendees & Apologies

In attendance:

Name	Description
Rhys Morgan	Chairman
Bryony Davis	Vice Chair
Louise Thompson	Treasurer
Allyson Bennett	Secretary
Joanna Day	Member
Patrik	Member
Simon James	Member
Gavin Russell	Member
Bruce Welland	Member
Vahideh Alem	Member
Jenny Howarth	Member
Anu Gomezi	Member
Clare Tobin	Member
Lucy Eldridge	Member
Barbara Boakye Acheampong	Member
P Corke	Member
Mike Dent	Member
Ellie R	Member
Alan Treacher	Member

Apologies:

None

Meeting agenda

Item	Description
Introductions	New member welcome Introduction to KWAF

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	KWAF purpose and values
Last year report	A look back at last year's activities including: <ul style="list-style-type: none"> • KWAF stand up • Bank accounts • Constitution
Previous events	A look back at last year including lessons learned and successes <ul style="list-style-type: none"> • Halloween Party • Winter Showcase • Xmas jumper day • Xmas Raffle • Cheese & Wine Night • Sweet jar/count eggs/other plans for easter/easter bake-off
COVID impact	Impact of COVID and event strategy planning
Treasurers report	Detailed breakdown of last year's finance/accounts
Elections	Proposals and votes for position of chair, vice chair, treasurer and secretary
New year planning	Event planning COVID Virtual payments

Actions

Item	Description	Comments	Status	Action with
Elections				
1	Nominations and elections	Call for nomination for candidates for position of chair, vice chair, secretary and treasurer No new nominations. Majority vote to keep existing team in post	Noted	N/A
COVID				
2	KWAF sought school guidance on school COVID policy for events	Dean Inns advised maintaining rule of 6 outside of existing bubbles. Therefore no physical events for the foreseeable future. To be readdressed if government guidance change. Agreed to adopt school policy on COVID with regards to ceased physical events outside of class bubbles	Noted	N/A
COVID considered event and fundraiser planning				

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3	Discussed high level event calendar initial draft	Open floor discussion of event schedule for school year.	Noted	N/A
4	Brick in the wall	Agreed to proceed with investigation on this. ER to continue supplier review and pricing for decision and details. Agreed to offer this for founding yr7 and Yr8 school pupils. ER to produce summary of suppliers pricing and product at next meeting for approval	Open	Ellie R
5	Tree plaques	DI advised that the school have trees so no need to purchase. Agreed that we could offer plaques to local business. EI to review suppliers product offering and pricing.	Open	Ellie R
6	Uniform sale	Continuing on from last year. Looking to complete a uniform for long standing lost property items. Uniform will need to be washed, quarantined, stock take of items available for creation of stock list. DI to consider if this list can be added to ipayimpact	Open	Dean I
7	Halloween Pumpkin trail	Clare Tobin raised idea for an in school pumpkin trail. <ul style="list-style-type: none"> • Physical pumpkins or printed pumpkin flyers can be gathered by KWAF. • Sent to the school for teaching team to hide around the school on a given day • During lunchtime pupil bubbles may search for the pumpkins to collect their unique numbers • Complete a form to show numbers per pumpkin 	Open	To be voted and confirmed at next meeting

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		<ul style="list-style-type: none"> • Pupils deposit form in drop off box to enter prize draw • Form selected at random for prize winner <p>Recommended £2 entry Prize TBC</p>		
8	Bake off or virtual bake off	<p>Idea for children to have the bake off event planned pre COVID. Either:</p> <p>Virtual – Students enter bake off, submit images and recipe details to enter competition. (either to school or to KWAF@kwschool.co.uk) by a set date. Judging and then prize awarded by KWAF</p> <p>Physical – students bring in entries on a set date and judging to take place in school.</p> <p>DI to review COVID policy to see if a physical baked entry would be possible</p>	Open	Dean I
9	Themed party in period 7	<p>Considered doing this in Halloween but perceived too many events at once (bake off, pumpkin trail and non-school uniform day).</p> <p>To consider and discuss at next meeting as to when to schedule this and logistics of what the party could be i.e. quiz, arts and crafts</p> <p>DI to confirm that the school would allow this</p>	Open	Dean I
10	Christmas raffle	<p>To hold this year as a virtual event.</p> <p>Members to commence raffle prize requests.</p>	Open	All
11	Christmas raffle	<p>Previously Mr Smith provided a School letter to confirm that the event is KWS approved.</p>	Open	Dean I

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		DI to look into providing this for this year's raffle.		
12	Christmas raffle	DI kindly advised that he would also contact school suppliers for raffle prize donations.	Open	Dean I
13	Supermarket donations	Jo and Ellie advised will work together to approach local supermarkets for coin voting schemes or raffle donations	Open	Jo D Ellie R
14	Christmas trees	Christmas tree sale will be considered again this this year. Promoted from November. Jo D advised she will contact the tree supplier (Harpenden Academy) for this year's initiatives and pricing	Open	Jo D
15	Event/fundraiser in school promotions	DI advised that posters can be printed by the school if KWAF provide the flyers for print BD to create as and when required	Open	BD
16	Fun Runs	BD and LT raised the possibility for COVID considered school/family fun runs. For example family bubbles up to 6, staggered times to start. DI to advise if this is feasible	Open	Dean I
17	Art Auction	Students can bring in artwork for auction. These can be photographed and/or displayed virtually ready for an auction night. To be discussed at next meeting	Open	All
KWAF activities				
18	Easy Fundraising	To be promoted. LT advised will update facebook with how to use.	Open	Louisa T
19	KWAF own facebook page	Agreed to set up KWAF on facebook page. Only admins can post and comments to be managed.	Open	TBC
20	Virtual Payments	DI advised that KWAF could be set up on ipayimpact for virtual payments for events etc. using	Open	Dean I

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		<p>integration with KWAF bank account.</p> <p>DI to review requirements to do this and will feed back.</p>		
21	<p>KWAF financial contribution contenders</p>	<p>Member raised requirement to increase tools for design technology.</p> <p>Proposed as a potential donation candidate.</p> <p>DI will review achievable purchase options for KWAF</p>	<p>Open</p>	<p>Dean I</p>