

Minutes of Hollyfield Parent Teacher Association Meeting
2nd November 2016

Apologies for absence - Apologies were received from Maggie Bailey, Emma Frances, Andie Ross, Wingyu Wong, Vicky Kilcoyne, Andy Langford, Colin Philp, Irene Crombe and Maryam Nouri.

Those present - Gayna Brice, Suzanne Cano, Ceri John, Becky Sharples and Philomena Groome.

Minutes of last Meeting - The Minutes of the last meeting 4th October 2016 were agreed.

ACTIONS: All Actions were completed.

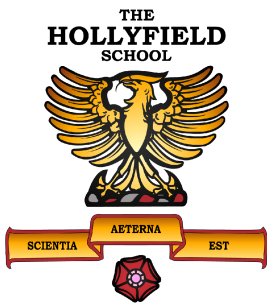
PTA Constitution and Roles - Gayna and Ceri explained that they had checked the PTA UK website and suggest we adopt their model constitution. There were options to have a Parent Association (PA) rather than a Parent Teacher Association (PTA) but all agreed that we would like to remain a PTA to give the option of Teacher participation in the future. The model constitution suggest a minimum of two Officers with a team of Ordinary members who support with no mention of needing a Teacher representative. Gayna also circulated a spreadsheet of Roles and Responsibilities for consideration. **ACTION:** All to send any suggested amendments to the Roles and Responsibilities to Gayna. Gayna to circulate to PTA Members for comment before sending to Maggie.

School/Fundraising Activities -

200 Club – Ceri confirmed that no one has come forward to take over the management of the 200 Club. Ross has created a new flyer to advertise it. All agreed the Flyer was excellent. **ACTION:** Ceri to send flyer out via parentmail and Ross to publish on the pta website.

Bingo Night - Suzanne explained that there had been a couple of issues on the night. It was agreed that Suzanne had dealt with these appropriately although it was unfortunate that she had had to do this at all. It was agreed that a

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disclaimer needs to be written for next time re no refunds as the food had been pre ordered.

Senior Citizens Christmas Carol Concert - Gayna said that Louise had requested the use of the black tablecloths, if we could provide some raffle prizes and asked if members could make some mini Christmas Cakes for this event. Ceri asked if there was a flyer for the event. **ACTION:** Suzanne to arrange a couple of raffle prizes. Gayna to email to say yes to tablecloths, to offer to make some cakes and ask for a flyer.

Christmas Carol Concert - We discussed the options of providing the bar plus food as last year and agreed that it depended on how many volunteers we had to help. Ceri confirmed that she would not be able to make the soup this year. Philomena said she may be able to make some soup. **ACTION:** Gayna to email PTA members to ask for volunteers. Gayna to ask Andie to apply for the TEN.

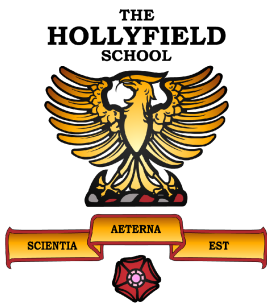
Celebration of Learning - Last year the PTA provided refreshments. **ACTION:** Gayna to email Louise to ask if the school would like assistance again this year.

Quiz - Suzanne said it would be good to start organising this as it was coming round quickly. **ACTION:** Check to see if Andrew Derbyshire is happy to be quiz master and prepare the quiz. Ask Andie to apply for the TEN.

New Year 7 Parent List Irene Crombie has volunteered to manage the 2016 year 7 Parent Class Lists. **ACTION:** Gayna to send her the contact list.

PTA/Governors Collaboration - Suzanne, Tyrone and Gayna went along to a recent Governors meeting. A couple of fundraising ideas were discussed. Using the school grounds for parking at weekends on the run up to Christmas and selling advertising on the corner of the school. The suggestion was for parents to be asked to man the car park. Andy Langford has shared his experience of car parking at Tiffins. Any parents with experience of the above or interested in helping should contact the school direct.

AOB -



THE HOLLYFIELD SCHOOL PTA

- Ceri asked if the funding that we agreed to give to the PE department had been paid. **ACTION:** Ceri to ask school finance department.

- Becky asked if we could fund the sanding and polishing of the floor in Albury. Suzanne suggested we check to see if the school have plans to do this already. **ACTION:** Gayna to ask school.

Philomena said she had a contact who could produce wristbands for events if we needed them. Suzanne agreed this would be good for Hollyfest 18. **ACTION:** Philomena to check prices.

- The layout of the new ebulletin was discussed. Gayna said that Maggie was asking on the last one for feedback on the new format. **ACTION:** Philomena agreed to draft some feedback on behalf of the PTA.

Andie has volunteered to apply for Charity Status on behalf of the PTA. **ACTION:** Gayna to let Andy know.

Dates of Next Meeting: Wednesday 7th December 2016 - 7.30 - C1

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