



## THE HOLLYFIELD SCHOOL PTA

### **Minutes of The Hollyfield Parent Teacher Association Annual General Meeting 14th September 2016**

**Apologies** - Apologies for absence were received from Vicky Kilcoyne, Tessa Kind and Tyrone Cano.

**Attendees** - Maggie Bailey, Andrew Langford, Gayna Brice, Suzanne Cano, Ceri John, Becky Sharples, Colin Philp, Maryam Nouri, Andie Ross, Alison Stephens, Emma Francis, Jayne Meegan, Philomena Groome, W Wong, Tanya Kostenko, Rosalyn Ellis and Stella Hall.

**Minutes** - Minutes of previous AGM were accepted.

**Matters Arising** - There were no matters arising.

**Report from the Chairman** - Tyrone sent his apologies and the following message was read out on his behalf.

'Firstly I would like to send out a massive apology to everyone because unfortunately I find myself with no alternative but to attend an installation tomorrow night, (Wednesday) which begins at 8.30pm in Covent Garden. This means that I will not be able to attend the AGM. I find myself feeling guilty about this even though I have given everything I can and more, (as Suzanne has) in order to keep the PTA moving forward. I have dedicated the last 2 years to this and at times my work has suffered for it. In case you didn't know already, Suzanne and I own our own business and are responsible for providing work and income for a large number of people. We both need to be on the ball to ensure we get new business and keep the clients we have. As you can imagine this takes most of my energy and the little spare time that should be shared between my 2 children has gone towards the PTA. I have done a lot of soul searching during the summer and I have been tearing myself apart, primarily because I don't want to let people down or leave the PTA in a state of chaos, but I have come to the conclusion that I just don't have the time or energy to head this association and essentially, with the amount of responsibility already on my shoulders, I cannot afford to have this on me too. I was hoping that someone would step up and take my place, but unfortunately no one has. I don't want to leave the PTA leaderless but I don't want to stay as chairman by default either. It deserves far better than that. I will continue to



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support the PTA and It's committee as well as I can but I cannot continue as Chairman. I'm writing this hoping you can understand my predicament. I wish I would've written it sooner but I genuinely hadn't made my mind up whether to stand for Chairman again until this afternoon. I also regret not being able to do this in person. Those of you who know me well know that I'm not someone that hides from difficult situations. I'm hoping that you can forgive me and I hope that you can find someone to replace me. I'm sure that whomever it is will make a far better job of it than I did anyway as I just made it up as I went along and have to give Suzanne most of the credit for being my right hand, right brain,( and left for that matter ) diary, and counsellor. I have to thank Andrew and Gayna for all their hard work as part of the committee and the usual suspects that are always there to help out, Ceri and Barrie, Maryam, Becky, Jayne, Kelly, Tanya, Clive, Stella, Tessa and of late Colin amongst others. I'm sure I have forgotten loads of people so apologies if I have. You made my job a hell of alot easier and I shall count you as my friends for life. Thank you too to the staff, Darren, Matthew, Michael and Maggie for their support.

This is a really sad day for me. Thank you for having me and sorry.'

Andy commented that some of those present had already read the above and felt that Tyrone should not be embarrassed. He felt that Tyrone had served the PTA extremely well and that two years was probably an appropriate length of time to serve as chair. We understand that Tyrone and Suzanne are still going to be active members of the PTA.

No one has as yet come forward to volunteer as the new Chair. The committee discussed the idea of having two Chair persons that could share the responsibility. This was agreed as a good solution to the issue of committing to the role. The Roles, Responsibilities and Constitution are all on the Hollyfield School Web Site, PTA micro site. It was also discussed that now would be a good time to review these.

**ACTION:** If anyone would like to know more about the role then Tyrone will be happy to speak to them. Anyone who is considering putting themselves forward as chair or co chair or would like to hear from Tyrone should email the [ptahollyfield@gmail.com](mailto:ptahollyfield@gmail.com). Gayna and Maggie to review the Roles, Responsibilities and Constitution.

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**Report from the Treasurer** - Andy circulated the following report.

My first task in this report is to admit to one significant failing thus far in my tenure as Treasurer. Regular attendees at PTA committee meetings will be aware that the annual returns to the Charity Commission had not been submitted by the previous PTA for the years ending August 2013 and 2014.

In addition those previously acting as Trustees had either removed themselves from the Charity Commission records or were wishing for that to be achieved.

I had every intention of submitting those figures soon after the last AGM, by which time the final accounts for the year ended August 2015 were nearing completion - and I would submit all 3 years together, once the accounts had been verified by a qualified professional.

Regrettably I didn't complete that task in time and we were formally removed from the register in February 2016. I have since been in correspondence with the Charity Commission, the outcome being that I need to submit detailed final accounts for the year ended August 2015 and 2016, which need to evidence that 'the charity income has been over £5000.00 for the last 2 financial years.'

As you will see from the accompanying accounts we have definitely exceeded that figure for both years - so as soon as I have had the accounts checked properly I will submit the returns for the entire 4 year period and full accounts for the last 2 years. As soon as the Charity Commission have then authorised our reinstatement I can complete the online returns - and also add the new panel of Trustees. It has been previously agreed that those 3 Trustees were to be myself, Tyrone Cano and Darren Bonehill. This may need to be reviewed in light of the change in roles.

Turning to the matter of the accounts themselves I am pleased to confirm what the majority of active PTA members already know i.e. that the fundraising activities that have been arranged have been resoundingly successful, enabling the PTA to fund a number of projects, most notably a new, improved and extremely 'appreciated' PA System and, after an initial short-term trial



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have committed nearly £5800.00 to the GCSE pods resource. This investment is for a 2 year period, so there will be no (renewal) payment due before 2018.

More details of these purchases are likely to be covered in the Chairman's report so I will confine the rest of my report to other financial matters.

In the last year's report I mentioned that we might generate in excess of £2000.00 from similar fundraising events to the previous year, apart from the Hollyfest bonanza. In the event not only did the Quiz Night take place again, but 2 other events were arranged - a Bingo Night and Comedy Evening. These 3 combined events raised a (net) total of just in excess of £3000.00, with the other school music and drama depts events contributing a net figure just over £1300.00, so a total of £4334 from these social events.

The other significant income figure is generated from Easyfundraising and a small contribution from The Giving Machine, which combined have totalled £713.47- simply adding this amount to the figure of £4334 pushes the income beyond £5000.00, to which can be added late summer term sponsorship of £500.00 from Hawes and Co, which is to be split between Drama and Sport Departments (almost equally).

The following is a summary of the Bank Account through the year:

September 2015	Opening Balance		£8450.42
March 2016	Balance increased to		£11807.62
	Payment for GCSE Pod	£1790.00	
June 2016	Payment for PA System	£1984.95	
	Balance Available		£7862.25
12 August 2016	Balance		£9265.23
	Cheque issued for GCSE Pod	£5795.13	

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Charity Registration Number: 1088409



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	Balance to carry forward		£3470.10
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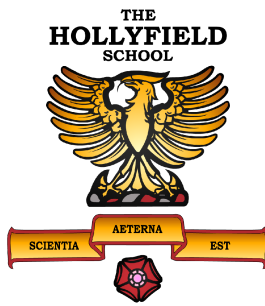
The final bank statement for the period from 12 August should arrive soon and may evidence more income from Easyfundraising, but not a huge amount.

The same 3 social events, one per term, are already set in the diary and if we can repeat what was achieved last year a further £5000.00 (or more) can be added to the carried forward balance of £3500 i.e. £8500 by next July - unless we spend on another significant school project.

From the profit of the Bingo night and the other events that had followed it was possible to invest in crockery and cutlery for meal serving at social events. Only a modest amount will need to be re-spent on breakages so that will add more to the potential profit for the coming year as that will be a non-recurring expense.

We are already committed to HOLLYFEST 2017 and the availability of funds will allow early commitment to the initial costs that will be incurred. But just how much profit could be generated from Hollyfest 2017? Plenty was learned from the staging of Hollyfest 2015, a veritable success put together at relatively short notice. Planning well in advance should be significantly beneficial in a number of ways: - potential early savings on major items, non-profitable stalls not re-commissioned: more opportunity to raise sponsorship and advertising revenue: higher admission prices charged etc....

**200 Club Report** - Ceri explained that the 200 club is a school lottery. She and Tessa took it over last year and have tried to revamp it and advertise it to encourage greater participation. Unfortunately despite numerous advertising initiatives the membership is still only around 20. To make it worth while carrying on it is considered that we would need at least 80 members. And if we had the full 200 members the school would benefit from an annual income of around £10,000.00. Tessa no longer has a child in the school and Ceri's youngest is in year 11. Now would be a good time to pass the 200 club over to new custodians or agree to close it.



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**Action:** For more information or to volunteer to help email [ptahollyfield@gmail.com](mailto:ptahollyfield@gmail.com) and your message will be forwarded to Ceri.

### **Election of Members:**

Maggie confirmed that Darren Bonehill who has acted as Vice President for the past two years has stepped down due to other commitments and she will discuss with her senior leadership team who will attend when she is unavailable.

The following were re elected:

Treasurer - Andy Langford

Secretary - Gayna Brice

Chair - The post will remain vacant until a candidate volunteers.

**Appointment of auditor** - Mike Derbyshire (father of a PTA member) has agreed to audit the accounts.

**President's remarks:** Maggie commented that she was very happy with the way in which the PTA had evolved and the level of support offered to the school in particular in helping make it a part of the community by supporting the school events and running the fundraising activities.

She reported that the school was going from strength to strength which has been illustrated with the last two years exam results improving each year. The scaffolding that is evident is also a sign of improvements taking place. With new windows, roofs and blinds this should leave money in future years to be spent elsewhere rather than on repairs.

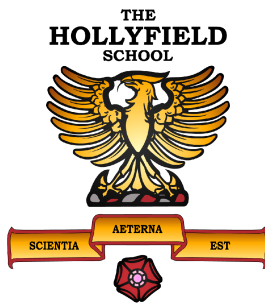
The new year 7's have made a cracking start and with a couple of exceptions appear to have settled in well. There are still improvements to make in the cafeteria but a new till should speed up the wait.

### **Any other business -**

#### **Future events planning**

Fri 14 Oct – Bingo Night - Suzanne said that we have already got a great bingo caller but need to begin advertising the event. She asked if anyone was able to help with producing a flyer for the event and also if anyone had any

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experience of setting up a paypal account. Rosalyn Ellis volunteered to help with both. Gayna added that a Temporary Events Notice needs to be applied for and that she had reached her limit. Andie Ross volunteered to apply for this.

It was agreed that the planning for other events and other suggestions would be discussed further at the next ordinary meeting. Gayna agreed to pull together a list of events.

Future fundraising dates were confirmed-

Fri 3 Feb – Quiz night

Fri 19 May – Comedy Night

Sat 8 Jul - Hollyfest 2017

PTA meetings held in C1 at 7.30pm

Tue 4 October 2016.

Wed 2 November 2016.

Wed 7 December 2016.

Tue 3 January 2017.

Tue 31 January 2017.

Tue 7 March 2017

Wed 29 March 2017

Tue 2 May 2017

Wed 7 June 2017

Wed 5 July 2017