**Hollyfield Parent Teacher Association Meeting Minutes**

**11th October 2017 - 7.30pm - C1**

**1. Apologies for absence -** Apologies were received from Irene Crombie, Colin Philp, Andrew Langford, Suzanne Cano, Penny Dee and Tanya Kostenko.

**Those present –** Gayna Brice, Tom Maltby, Maryam Nouri, Becky Sharples, Philomena Groome, Ros Ellis, Andie Ross, Wing Wong, Heather Lucas-Brown, Nathalie Kandalaft and Nawal Hamden.

**2. Minutes of last meeting** – Minutes of last meeting were agreed.

**4. New members voted in**

New committee members were voted in and it was agreed that we would have the main roles shared in order to share the work load.

Gayna Brice was voted in as Chair, with Suzanne Cano voted in as Vice Chair.

Becky Sharples was voted in as Secretary, with Ros Ellis voted in as Vice Secretary.

Andrew Langford was voted in as Treasurer, with Penny Dee earmarked as Vice Treasurer.

**3. Review Actions and 5. Funded Items**

The actions from the last meeting were reviewed.

1. Andrew Langford although absent provided some comments for the meeting and also provided a financial report. The expenses from Suzanne are outstanding and he needs a figure from her.

**ACTION: Suzanne to provide her outstanding expenses.**

Andrew’s accounts confirmed that the bar guys from Hollyfest have now paid us the balance of what they owed, £1,364.19, and this has been paid in.

How many apple Macs have been bought with the PTA contribution? Tom Maltby confirmed that each Mac cost £855, so the PTA have paid for 11 ½ Macs. He said that 24 had been ordered and so the PTA have paid for about half of them.

Looking at Andrew’s figures we have £8,174 profit from Hollyfest, so we have enough to cover the other half of a Mac, roughly £400, and it was agreed that we would pay this so that we have bought 12 Apple Macs.

**ACTION: Ros will highlight this on the website.**

Tom said that Mr. Winpenny is going to be doing various fundraisers e.g. selling crispy crème donuts, as a way of getting the extra money. Maryam and Penny are helping him sell these at school. We dealt with this later on in the meeting.

2. The Art department requested a digital camera at a cost of £250 and we agreed to pay for this.

3. The music department have already asked us to pay for a mixer desk for Graham as a cost of £586 and we’ve already agreed to fund this.

4. The canvases have all been paid for as well. Tom said thank you for these.

**6. School/Fundraising activities**

**1. 1930s Quiz Night – Fri 10th Nov** – the date has been agreed. No tickets have been sold yet. It needs to go on Facebook.

**ACTION: Ros will do a mail chimp as well.**

Gayna then asked Tom if we can have a PTA Facebook account. She explained that this has been previously discouraged by the school and we’re not sure why but possibly there is a concern about bad postings. Tom asked if there were going to be photos of students on it, as this could be a problem. We all agreed that there’s no need for us to do this, it will be photos of PTA events only, no students. Tom thinks that in that case it’s ok for us to have our own PTA Facebook page. Tom also said he would put the quiz night on the front page of his newsletter.

**ACTION: To ask Penny if she can look into this and Ros will assist.**

Philomena said that we could utilise noticeboards in the local community. Tom said this needs to be looked into.

Andie confirmed that the TENS is done. The quiz is taking form and so far she and Jo have done 4 rounds.

**ACTION: We need volunteers to help on the night. Ros will send out a mail chimp to ask PTA members if they can help.**

**2. Achievement Evening – 2nd Nov** – Tom has asked if the PTA can provide refreshments for this evening. We could also promote the quiz night at this event. Ros said if we use a better resolution flyer then she could add something about the PTA on the back of it and promote us at the same time as we’re looking for new active members.

**ACTION: Ros to send the flyer to school and Tom said they will print some off for us.**

**ACTION: As yet we haven’t got anyone confirmed to head up the refreshments for the Achievements Evening. Gayna and Becky will liaise on this.**

**3. Alumni Tree –** Ceri has talked about this before. The tech department were approached to see if they could make anything – e.g. ‘holly’ leaves on the tree. It was suggested that maybe we should approach some of our famous ex-pupils to see if they want to buy leaves first as it might encourage past pupils to get involved. Hinchley Wood and Grey Court have done something similar. Tom said you need quite a lot of leaves to make it look good. Holly twigs could be used to build up a tree in a location over time, rather than have a large already built tree that has gaps in it to fill, which would take time to look impressive. Tom said he’ll look into this with the tech department. It could have the eagle crest in the middle. Tyrone has previously said he could get involved. Tom said we would need to promote it properly as he’s concerned that it could cost a lot to even get it off the ground before they break even. Philomena suggested coloured Perspex as a cheaper alternative.

**ACTION: Tom said he’ll look into this with the tech department.**

**4. Boot fair –** in the school grounds. Gayna said it was tied quite a few years ago but it never quite took off. Tiffins cannot do it at the moment because of building work. Philomena suggested that the top car park/playground area could be used. However it was pointed out that a Church uses it for parking on a Sunday so it might be a problem. Philomena thinks it’s a good idea and we could pitch it to parents at school first. We are allowed 2 car boots a year. We could have refreshments as well. Tom said maybe we could try it and see. Wing said we could try a Saturday instead but Gayna thinks there’s a legal loophole as to why it happens on a Sunday. We need to look into this. Gayna added that we need to see if there any volunteers etc. who would be willing to organise it.

**ACTION: Tom to speak to premises department about it and look into it.**

**5. Donuts – 20th Oct –** Maryam confirmed that she has ordered 400 donuts. She is not going to do offers as they are reduced already. The cost price is £5.50 for 12 donuts and they will sell them for £1 each.

**6. Outside cinema –** Another fundraising idea from Matt Winpenny – after the success of projecting images on to the school building at open evening, which was really effective, Matt has suggested the idea of showing a film in an outside cinema over a period of say, 3 days, with a BBQ as well. People can sit on “Hollyfield Hill” in front of Albury. Gayna said you’ll need a licence to show the film. But we agreed there’s money to be made. A friend of Gayna’s has a mobile pizza company which could be used. Tom thinks it would be a good idea around Easter time when the weather is a bit warmer. Philomena said you could sell cheap picnic blankets.

**7. Year 11 Interventions –** Tom then asked for PTA funding to be put towards a project that he feels strongly about. There are many disadvantaged students at the school and he feels that this is a real issue at Hollyfield. He wants to set up a series of intervention sessions for ALL Year 11 students and if they attend all their sessions they will then get a free prom ticket – especially as he has an issue about the cost of the prom ticket, which last year was £50 (which included all the extras) and he feels this is a lot of money for a lot of students and he wants to bridge the gap between the disadvantaged and non-disadvantaged students.

Basically the prom ticket is a reward. He wants to focus on Year 11 students now. The cost would be £5,000 – 180 students @ £35 each. It is going to be for **every** student and the interventions will be for Maths, English, Science and subject choices as well. He is starting the sessions after half term break. He wants to make sure it feels it’s adding to the classroom work. He appreciates that some pupils will need an incentive, some don’t, but everyone gets a chance to get the reward. He feels the students would really appreciate it. It’s a tangible thing. Tom wants the PTA to think about it as a PTA project. It is in line with the school’s “every child matters” ethos. We all said we liked the fact that it is for **every** Year 11 student. Maryam added that we can use any financial donations for this fundraising idea.

Tom added that it’s a project that reaches out to every student in a year group. It will leave a legacy, every student will benefit from it. This links with the school improvement plan. Each intervention is tailored for every student, over a reasonable period of time and it has to be achievable for them. In principle we agreed as a PTA that it was a good idea. Heather asked if the parents could be told about the intervention sessions as well.

**8. Food cube –** this is coming for Year 11 – where they’ll be selling canteen food on the hill area.

**9. Outside seat area –** for the 6th form is on hold at the moment.

**7. AOB**

Can the PTA have a utility area please? For preparing food/drinks for events, clearing up, getting drinking water etc.

**ACTION: Tom will ask the premises manager about this.**

Date of next meeting – Weds 8th Nov at 7.30pm C1

**PTA meeting.** PTA fundraising. PTA supporting school events

Meeting - Wed 8th November 2017

PTA event - Quiz night - Fri 10th November 2017

Meeting - Wed 6th December 2017

Senior Citizen Christmas Carol Concert - Fri 8th December 2017

Christmas Carol Concert - Thu 14th December 2017

Meeting - Wed 10th January 2018

Meeting - Wed 7th February 2018

Ilex Theatre Performance - Thu 8th - Sat 10th February 2018

PTA event - Bingo and Curry night - ?

Meeting - Wed 14th March 2018

Meeting - Wed 9th May 2018

PTA event - Comedy Night ?

Meeting - Wed 13th June 2018

Ilex Theatre Performance - Thu 28th - Sat 30th June 2018

New Year 7 Parent Info Evenings - Wed 4th-Thu 5th July 2018

Meeting - Wed 11th July 2018

Becky Sharples

Secretary, The Hollyfield PTA