**Hollyfield Parent Teacher Association Annual General Meeting Minutes**

**13th September 2017 - 7.30pm - C1**

**Apologies for absence and introductions**

There were no apologies received and all present introduced themselves. Two new members were welcomed.

Those present: Tom Maltby, Andrew Langford, Gayna Brice, Suzanne Cano, Tanya Kostenko, Becky Sharples, Colin Philp, Maryam Nouri, Andie Ross, Philomena Groome, Ros Ellis, Heather Lucas Brown, Nawal Hamdan, Jo Lelliot, Ceri John and Nathalie Kandalaft.

**Minutes of previous AGM**

The minutes of the previous AGM were agreed.

**Matters arising**

There were no matters arising.

**Report from the PTA**

***Thanks***

We have had a very successful year which has been a true demonstration of what teamwork can achieve. I would like to say thank you to the following individuals in particular, although I am aware that it is dangerous as I might miss someone.

Suzanne for acting as Chairperson, being a driving force behind the events and her never ending levels of energy.

Tyrone well for being Tyrone!

Andrew for being our treasurer and sorting out the charity commission membership.

Ros for transforming our online presence.

Becky for standing in for me as Secretary when I can't make the meetings.

Ceri and Tessa for persevering with the 200 club.

Ceri, Maryam, Andie, Emma, Tanya, Heather, Irene, Colin, Becky and Philomena for supporting the events throughout the year and making it to the monthly meetings.

The many other PTA members who have helped behind the bars or at events.

We could not do any of the amazing events and initiatives without you all.

***Events and initiatives***

So what have we done?

We have supported many school events by providing refreshment, licensed bar and raffles including

Info evenings - Year 7, 8, 9 and 10, Christmas Carol Concert, Celebration of Learning, ilex production, Jack Petchey Event, New Year 7 Parent Info Evenings and Sports Personality of the year.

We assisted with the Senior Citizen Christmas Carol Concert by funding the refreshments, making Christmas cakes and donating raffle prizes.

We have organised 3 successful and enjoyable fundraising evenings

Bingo and Curry night , Mexican Quiz night with live band and a fish and chip supper Comedy Night.

These events have provided the opportunity for parents to come together and meet in an informal setting whilst raising vital funds for the school. They have also been open to the wider community to support the school’s aim of becoming a community hub.

We finished the year with our bi annual festival - Hollyfest 2017. An amazing team effort that brought together the skills of parents, teachers and pupils to showcase the musical and artistic talents of the students. We are already looking towards Hollyfest 2019 and ways of making it bigger and better.

***Other initiatives***

And we didn't stop there. We have continued to promote the use of Easyfundraising. An easy and free way to raise funds while you shop online.

We collected four times as many Sainsbury's Active Kids Vouchers this year and bought the sports department a gym mat trolley, tennis balls and a rugby set.

We have also sorted donated Pre worn School uniform which we have been able to redirect to pupils who needed it.

Ros designed and launched our very professional website, PayPal and stripe accounts which have made running events so much easier.

Towards the end of term Ice creams and donuts were sold at the end of the school day.

Disappointingly we have had to close the school lottery 200 club due to low membership and no volunteers to take over running it from Ceri and Tessa.

We also had the idea of collecting used printer cartridges for recycling for cash but with no one volunteering to take it on and organise it this too has stalled although with new members joining I have hopes that this and other new initiatives can be bought to life.

Which is what happened with the class list idea. Irene has coordinated the year 7 class lists for the 2016/17 intake. It would be fantastic if we could find a new year 7 parent to do the same each year now we have a format to follow it should be easier.

Hawes and co sponsorship was negotiated by Ceri and taken forward by Darren Bonehill. Hawes have given money each term to sponsor a different event and display advertising on the school fence.

***Funded items***

With the money we have agreed to fund the following in the last academic year.

C-reader pens x 10, Senior Citizen's Christmas party, Progress Prize, GCSE pod x 2 years, Progress prize, GCSE breakfast, New year 7 parent information evening and most recently pledged £10,000 to help the Media department purchase some new Apple Mac’s.

We now welcome other departments to come and seek funding for their projects.

***Final thanks***

So I think that demonstrates a busy but worthwhile year. All organised in between bringing up our families and work. I would like to say thank you to

Maggie for letting us be part of making Hollyfield school a success and we look forward to working with Tom for the year ahead.

**Introduction from Tom Maltby**

Tom introduced himself and began by saying how impressed he was with Hollyfest. He said he was looking forward to working with the PTA to benefit the pupils and make best use of the facilities we have. Tom confirmed that he would like to look together with the PTA at the calendar of events.

**Report from the Treasurer**

*Charity Commission*

We were readmitted to the Charity Commission register and updated 3 years of account figures i.e. to Aug 2014, 2015 and 2016.

**ACTION:** Andrew to finalise accounts, contact the auditor to see if he is willing to audit the accounts again and submit report to the charity commission.

*Last year’s accounts*

Our 2014/2015 year included the surplus from the inaugural HOLLYFEST.

In 2015/2016 we spent a large amount raised hence a deficit was recorded, i.e. not enough time to spend funds at the end of July and during the school holidays.

Last 3 years - income from social events has continued to grow. Now established as one event per term, mostly well attended, different themes, different food etc. plus we have continued to support other school events (music, drama and sport).

*HOLLYFEST 2017*

The main income this year (2016/2017) has, of course, been from HOLLYFEST 2017. Approx. doubled profit/surplus compared to 2015 (£3539), for the following reasons:

Increased ticket prices 2015 £1284 2017 £3723

Similar programme advert fees 2015 £1460 2017 £1680

Donations 2015 £1500 2017 £2500

Some stalls made losses, others could have been more profitable. Many of the volunteers were involved from start to finish with little chance of a break.

Profit from Hollyfest 2017 shown currently as £3,935 - to which needs to be added:

Bar profit yet to be received - £1,364.00

Funds held by school - £1,300.26

Donations 3 x £500 - £1,500.00

 **Profit - £8099.00**

Additional Hawes and Co donation? - Suzanne commented that this was suggested but she believes that we would have had to of created some advertising for them on the stage to claim it. As there was not time to do this the donation should not be chased.

Write off ~(key sports Academy) - £150.00 - donation not received

Last outstanding programme ad - £75.00 - cheque not yet received

*School Account*

The school runs an internal PTA account to enable them to purchase items through the school on behalf of the PTA - items purchased PA System, GCSE pods, Progress prizes, OAP Party etc are routed through this account. Small surpluses have also been used to cover duplicating/printing for PTA events, including Hollyfest.

*Hawes and Co Sponsorship*

Additional sponsorship from Hawes and co (supposedly £300 per quarter) seems to have been routed through this account but with payments of £800 and £400 in April and July respectively. £500 of this has been used for producing banners that are seen on display outside the school - which means there is an additional £700 unspent that is not strictly PTA money.

*Donation*

It was agreed by all present that a cheque for £10,000.00 should be handed over to Tom to go towards the new Apple Mac suit.

**ACTION:** Tom agreed to find out how many Apple Mac’s this would buy.

Suzanne explained that it had been really good to have a target in mind when organise fundraising events. Tom agreed to report back at the next meeting with other ideas for things the PTA could fund. He confirmed that there was a senior leadership meeting to discuss the pupil reward schemes in place and he would report back this.

**200 Club Report**

Ceri explained that the 200 Club had been a school lottery which despite advertising had attracted so few members it had been agreed to close it. The last draw has been made and the winners sent cheques. All members have been contacted and advised to stop their standing orders. They have also been sent information about the school fund with a form.

There is a balance in the 200 Club account of approximately £1700.00 which would be transferred to the school to spend. Tom thanked Ceri and suggested the money could be spent on purchasing some canvases to place around the school. This was agreed by those present.

**ACTION**: Tom to report back to the PTA on cost of canvases.

**Nomination of PTA General Business Committee**

Gayna explained that the committee had been running without a Chairperson for the past year and wondered if anyone would like to volunteer. Philomena volunteered after a few seconds of silence.

The following agreed to run:

Treasurer. - Andrew Langford

Secretary. - Gayna Brice

Trustees. - Suzanne Cano
 Becky Sharples
 Maryam Nouri
 Andie Ross
 Rosalyn Ellis

 Heather Lucus-Brown

After agreeing the above Andie commented that she thought we needed twice as many present at the meeting as there were members.

**Post Meeting**

Post meeting this has been confirmed and as there were not enough members present at the AGM the above voting in of members is not Constitutionally valid.

It has also been agreed post meeting that Gayna will stand as Chairperson and Philomena will stand aside and continue as an active member. A new secretary will need to be found.

**Any other business**

A request has been received from Graham for funding of a replacement Studio Matrix as the one at school had broken. The estimated cost was £586.00. All present agreed to fund this. **ACTION:** Andrew to discuss payment with the school. Gayna to inform Graham of decision.

**Next Fundraising Event**

We discussed the options for the next fundraising event and agreed that a quiz would be a good option as it is a familiar format to encourage new year 7 parents to come and join in. However the couple who organised the previous few quizzes and acted as compare no longer have children at the school. Andie and Jo volunteered to compile a quiz if a compare could be found. Tom agreed to see if a member of staff would volunteer. There was some discussion of a date and we agreed on a provisional date of 20th October. A halloween theme was suggested and Ros suggested a Thai curry.

**ACTION:** to finalise arrangements outside of meeting.

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

Info evening - Year 10 – Mon 25th September 2017

Info evening - Year 9 – Tue 10th October 2017

Meeting - Wed 11th October 2017

PTA event - Quiz night - Fri 20th October 2017?

Info evening - Year 8 – Tue 17th October 2017

Celebration of Learning yr8 - 11 - Thu 2nd November 2017

Meeting - Wed 8th 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

Gayna Brice

Secretary, The Hollyfield PTA