**Hollyfield Parent Teacher Association Meeting Minutes**

**6th December 2017 - 7.30pm - C1**

**1. Apologies for absence -** Apologies were received from Nanah Lim.

**Those present –** Gayna Brice, Suzanne Cano, Tom Maltby, Maryam Nouri, Becky Sharples, Philomena Groome, Andy Langford and Ros Ellis.

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

**3. Review Actions**

The actions from the last meeting were reviewed.

Facebook is up and running. Penny, Suzanne and Becky are admin. Penny has been trying to find and add Gayna and hopefully this will be done soon.

**ACTION: Do we need a new logo/image for the PTA? Could Ros develop the eagle and create our own logo?**

Car Boot sale – This idea was originally suggested by Philomena and Irene Crombie. A group of volunteers are needed to be responsible for this as quite a lot of work is going to be involved e.g. advertising, manning, health and safety, licence application, liaising with Graham etc. We need to get at least another 2/3 volunteers on board. Philomena is happy to work with someone on this and help set up a “Boot fair committee”. We need to email PTA committee and see what reaction we get.

**ACTION: Becky to email the PTA committee to see if anyone wants to be involved and ask if anyone with previous experience can help. cc Graham on any emails.**

Alumni Tree – We need someone to approach famous ex-pupils. We should be able to create the holly sprigs cheaply.

**ACTION: Tom said that school needs to head this up so he will take control of this.**

6th Form Open Evening – Maryam was thanked for heading this up.

Quiz Night – New date has been made public – 23rd Feb 2018 – money has been refunded to all people from last quiz night. It was suggested that if we have their emails we should approach them personally for the next quiz night. It was agreed that we should neutralise the quiz theme and revise the ticket price. Tom feels that £10 is appropriate for a ticket and he would like us to get something out about it before Christmas. To keep the cost down we agreed that we could do our own buffet style food – international hot food theme with a team effort on food, e.g. Ros could do a Thai curry, Maryam can do something too. Tom would like to be kept in the loop and can approach the heads of all local primary schools.

**ACTION: Ros to design a new poster and to personally email people that have been refunded tickets about new quiz night; Becky to get Parentmail out about new quiz night; Tom to approach heads of local primary schools to invite their parents to the rescheduled quiz night.**

Senior citizens carol concert 8th Dec - There are 4 hampers to be raffled at this event, can the PTA have 1 or 2 to be raffled at the Christmas carol concert?

**ACTION: Tom will ask Louise and get back to us; Becky to ask new Year 7 mum, Zara, if we can put a photo of her xmas cakes on our PTA fb page/website?**

Christmas carol concert – Thursday 14th December – TENS has been done.

Aviva Community Fund – Aviva donated £100.

Easyfundraising – This has been promoted.

Parentmail – Tom confirmed that Parentmail only goes out from school. Texts can only come out from school too. But can we use texts to donate to the PTA? For example, when a parent tops up their child’s food money on Parentmail, we could ask if they want to donate anything to the PTA or the school, even a small amount.

**ACTION: To be considered and discussed further.**

Charity boxes – Tom feels that these need to be linked to something e.g. students packing shopping at Waitrose etc. We also need to get cost estimates etc. on getting the boxes and printing them up. Tom feels the boxes need a focus and the school needs to decide on this. If they are not expensive to get PTA could use them instead of our plastic sweet jar.

**ACTION: Philomena will look into the costs of getting the boxes and print costings etc.**

Crispy Crème – Matt Winpenny has asked if PTA can sell donuts at the end the school term. It also needs better advertising than last time.

**ACTION: Maryam said she can do the order again – 400 donuts; Tom will ask Matt to support PTA on this and put posters up; PTA can use the food cube to sell from; Philomena will help Maryam.**

Nationwide – As we missed the Christmas window, we should ask Nationwide if they’ll do a hamper raffle at Easter instead. We need a licence if we are running a raffle in advance. We can sell tickets to family member and their friends

**ACTION: Becky to prepare a charity letter in new year asking general local businesses, such as Nationwide, and about doing this at Easter; Tom will check to see if school a has raffle licence.**

**4. Report from Chair and Treasurer**

Andy has paid in the money for parents’ evening. As of the 3rd Nov 2017 in the bank there was over £3,500.

Gayna said she had bought a new “key minder” box to install in the PTA cupboard to store the keys for padlocked cupboards. Tom said Graham can install that for the PTA.

**5. Report from Tom**

Food Cube – this is up and running and has electrics so PTA can use it for future events.

Utility area – the caretaker’s room needs upgrading and Graham will do this properly e.g. install a dishwasher etc. after February half term break.

Tom wanted to thank the PTA for all the help they’ve given at various events during the Autumn term. He wants to set up an action plan to set out which events we are going to do in the next 12 months, he’s happy to sit with Gayna and do this. He wants to stay focused on what we want to achieve this coming year.

Open air cinema – Tom asked that we put this on the agenda for the next meeting in early January 2018.

Ilex production – the PTA usually do a bar for this event.

**6. Funded Items**

Prom Tickets – PTA are funding these. It’s costing about £5,000. Tom confirmed that the school will supplement this if the PTA can’t offer all the money. Tom also said that rewarding the students for going to all their additional classes is motivating them.

**7. School/fundraising activities**

Music Dept. request – Sarah Neville’s request for new apple macs and software was briefly discussed. It appears that she is asking for the software at a cost of £2,500 as 16 apple macs would cost a lot more. We need to redirect the request to the PTA email. We need to know more details and Sarah’s time limits on this.

**ACTION: Tom asked to have the email sent to him as he thinks it needs a bit more investigating before we can proceed further. Gayna will do this.**

Christmas Carol Concert – 14th December - PTA are doing pulled pork, veggie soup, mince pies and mulled wine. Tom confirmed that Tyrone’s lights are already up along with a Christmas tree, but we’ll double check this when we leave the meeting tonight.

**ACTION: Baine-Marie – We need some gel flames to heat water - Philomena will check a catering shop in Richmond; Becky will bring her Urn along to heat mulled wine; Need to let everyone know that PTA are doing food etc. Becky to put it in Ebulletin again and Ros to add it to the PTA website; Gayna and Maryam to get food.**

Spring 2018 – second hand book fair – Nanah suggested this – to go on next meeting’s agenda.

**AOB**

Should the PTA members/helpers pay full price for events they are working at? – There are 2 different form of helpers - the main core helpers and volunteer helpers. There was a brief discussion about this. There is no definite answer on this and rather than have a set rule we really should just use our discretion e.g. give staff a discount, £5 ticket for quiz night, to cover our costs.

200 Club – Has the money gone through yet?

**ACTION: Andy will check this and email Ceri.**

Freemasons – Gayna said they donated a prize to her scout fair and she wants to know if she can approach them on behalf of Hollyfield PTA for a raffle prize? Tom says yes that’s fine.

**ACTION: Gayna to approach the Freemasons next door to school.**

PTA UK “RALLOO” initiative – Pairs you as a charity with local businesses and basically the more “likes” you get they give you money.

**ACTION: Gayna to forward this to Tom for him to consider the implications of this.**

YMCA and Denbie wine tasting raffle prizes given to Suzanne.

Date of next meeting – Weds 10th Jan at 7.30pm C1

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

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