**Hollyfield Parent Teacher Association Meeting Minutes**

**10th January 2018 - 7.30pm - C1**

**1. Apologies for absence -** Apologies were received from Becky Sharples, Suzanne Cano, Nawal Hamdan and Penny Dee.

**Those present –** Gayna Brice, Tom Maltby, Maryam Nouri, Nanah Lim, 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, Becky and Gayna are admin and Ros has created a PTA version of the school logo.

Car Boot sale – We have had three people volunteer to help with this initiative plus Graham and Philomena. Philomena has agreed to coordinate.

**ACTION: Gayna to email volunteers to check they are happy for it to be shared. Philomena now has all of the emails.**

Quiz Night – New date has been made public – 23rd Feb 2018 – Ros has drafted a new flyer which everyone agreed was excellent. The international cuisine theme was agreed. Ros agreed to do a Thai curry, Nanah agreed to make some Korean food, Maryam has a contact ? who has offered to do a vegetable currey and Maryam will do Persian rice. Once we have numbers we can see if we need to buy any other nibbles like nachos. All to keep receipts for ingredients and claim back. Tom has had a good response from the local primary school. **ACTION: Ros to tweak the new poster and to personally email people that have been refunded tickets about new quiz night, send to Tom for emailing to the primary schools Becky to get Parentmail out about new quiz night; Gayna to set up a spreadsheet and ask Andie to apply for the TEN.**

Senior citizens carol concert 8th Dec -This was a very successful event that was enjoyed by all. There was a write up and pictures in the local paper. Louise has a Nintendo that she has saved for us to use as a raffle prize.

**ACTION: Gayna to speak to Louise to find out more about the Nintendo?**

Christmas carol concert – Thursday 14th December – Another successful event which was very popular. It was nice to see some ex student in attendance, a sure sign that we are putting Hollyfield at the centre of the community. Gayna thanked everyone who helped to clear up. Tom commented that the food was amazing. The profit was £523.95.

Aviva Community Fund – We are still waiting for the application form which we need to complete prior to getting the £100. Philomena is going to contact them as she thought that the offer was to get £100 for just signing up.

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

Crispy Crème – All the donuts were sold. Well done to the selling team.

Raffle - Becky is preparing a charity letter asking general local businesses to support us. Tom has confirmed that the school doesn’t have a raffle licence.

Music Dept request - Tom is looking in to this to ensure PTA funds are spent on initiatives that the whole school can benefit.

RALLOO - Tom has registered with this. It looks as though the school needs to find a project to then ask for help with. He will consider further.

**4. Report from Chair and Treasurer**

Andy has paid in the money for Christmas Carol Concert.

He has also had an email from Ceri re the 200 club account.

There are 8 cheques which have not been cashed since 1/8/16, totalling £240 of this amount £80 has been ‘donated’ to the school by one parent and £10.00 by a second so these cheques will not be cashed. This leaves the following:-

Parent 3 £10.00 dated 1/6/17

Parent 4 £30.00 dated 1/6/17

Parent 5 £10.00 dated 6/3/17, £50.00 dated 1/6/17 & £50.00 dated 1/8/17.

These were posted out so it may be that they’ve moved without informing us or have just decided not to cash them. Either way they are all nearly 6 mths old.

The bank balance as of 5/12/17 are as follows-:

Current a/c £1290.67

Reserve a/c £505.61

I will go into bank on Tuesday to give notice to close the accounts and check final balances. If I can transfer the final balances on Tuesday at the bank then I will do so but please could you confirm the account details.

At the AGM Mr Maltby talked about using the money to buy canvases to display around the school - is this still the case and have they been costed, will it leave any scope for an additional project?

Andy said the canvases were purchased from PTA fund that Collette in accounts manages for us. This is where the 200 club money should be paid into. This leaves approx £900 to spend on another project.

Andy said that he has been waiting on Collette providing a statement of the PTA funds held by the school so that he can finalise the accounts ready for auditing. We are unsure if the camera for the art department or the music department hardware has been purchased yet. **ACTION:** **Tom agreed to ask Collette to send a statement.**

Andy confirmed that he has not yet contacted the Auditor as he is waiting until he has finalised the accounts. Gayna commented that two of the school governors are listed as Accountants so we may be able to ask them if they will do the auditing for us if we need to. **ACTION:** Andy to get change of signatory forms from the bank.

**5. Report from Tom**

Prom Tickets - Tom reported that the attendance as interventions has gone up considerably since the announcement that the prom tickets will be free to those who attend 30 or more initiatives. Darren Bonehill has created an app that shows the pupils how many they have attended and how close they are to the target.

Ask tom for the stats to put here

Tom would like the PTA to be involved in the Prom in some way other than funding. To be considered and discussed.

Open air cinema – The dates for this have been set as 6, 7 and 8th July. The idea is to give discounts for tickets bought to more than one evening.

**6. Funded Items**

Music Dept request for Apple Mac Software - Tom is investigating this to ensure that any request for PTA funds benefit as many students as possible.

GCSE Pod - Philomena asked how this was being used? Tom confirmed that it is being used and of value but did not realise that PTA had funded this. **ACTION: Tom to report back next month with some statistics on this.**

**7. School/fundraising activities**

Boot Fair - second hand book fair – Philomena is coordinating the volunteers. They will need to check:

* Requirement for licence from Council,
* Risk Assessment
* Parking
* Advertising
* Volunteers for event
* Suggested dates

It was agreed that we could combine the second hand book fair with the boot fair. Asking for donations and then volunteers manning the stall. We will have to be careful that we don’t get so many donations that we can’t store them all as space is limited. Philomena agreed to sort and store them.

ACTION: Philomena to email volunteers and organise a separate meeting.

**AOB**

Family Day - Tom is keen to organise a family day to help the school reach every family. This ties in with the schools every child every day ethos. The date has been set for 17th March. Time to be confirmed but probably a couple of hours in the morning. He would like it to have fun activities, sporting challenges and information stands/talks. He would welcome the PTA involvement but stressed that it would not be as big as Hollyfest. Tom mentioned a paper he had read which suggested innovative ways of engaging families. **ACTION: Tom to email link to the article.**

Nanah suggested coffee mornings in school at weekends. Tom liked this idea and asked for it to go on the agenda for next meeting.

Penny had emailed some AOB topics which Gayna introduced.

* Christmas Bag Packing - Penny has approached Sainsbury’s and M & S and will also contact Waitrose and Tesco. This is a good money maker particularly around Christmas or Easter. Tom thought this was a great idea and would help to get volunteers if we get some dates. **ACTION: Penny to continue to contact supermarkets.**
* Parentmail re Facebook - Can we send a parentmail to ask parents to like the PTA facebook page to raise awareness. Yes. **ACTION: Penny to draft a Parentmail for Becky to send to Louise.**
* PTA T Shirts - These could be worn at events to help identify us. Gayna suggested aprons instead as easier to share. ??? suggested name badges. **ACTION: Philomena agreed to investigate prices for printing aprons and name badges.**
* PTA attendance at year Open Evenings - and flyers - The suggestion was to have PTA members available to explain what we do while parents are milling and help promote and recruit new members. Tom felt this was an ask too much as we already cover the info evenings at the beginning of the school year. Re Flyers - it was agreed that this was a good idea and the pupils signing parents in could hand them out. **ACTION: Penny to draft a flyer.**
* Quarterly PTA Newsletter - As the PTA news gets a little lost in the ebulletin and we are not yet getting the hits on our social media options Penny has suggested we do a quarterly or term newsletter. It was agreed that this was a good idea and Tom confirmed that he would help promote it. **ACTION: Penny to draft and circulate.**

6th form prom - Ros said her daughter had asked if the PTA could do a similar initiative for the 6th form prom. After discussion it was thought we could do something for them but not the same scale. To be discussed at the next meeting.

Date of next meeting – Weds 7th Feb at 7.30pm C1

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

Meeting - Wed 7th February 2018

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

PTA event -Quiz night -Friday 23rd February 2018

Meeting - Wed 14th March 2018

Family Fun Day - Saturday 17th March 2018

Meeting - Wed 9th May 2018

PTA event - Comedy Night/Bingo night ?

Open Air Cinema - 6, 7 and 8th July 2018

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