**Hollyfield Parent Teacher Association Meeting Minutes**

**7th February 2018 - 7.30pm - C1**

**1. Apologies for absence -** Apologies were received from Gayna Brice and Suzanne Cano.

**Those present –** Tyrone Cano, Becky Sharples, Tom Maltby, Andie Ross, Maryam Nouri, Nanah Lim, Heather Lucas-Brown, Andy Langford, Penny Dee 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.

Car Boot sale – A sub-committee has been created.

**ACTION: What date has been chosen? Philomena to update at next meeting.**

Quiz Night – All preparations are in hand.

Senior citizens carol concert - 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.**

Charity boxes – Tom would like something attached to this to encourage donations e.g. a target.

**ACTION: Philomena report back on the costs of getting the boxes and print costings etc.**

Raffle – Becky has prepared a charity letter asking general local businesses to support us. **ACTION: If we go ahead we will need to get a raffle licence as the school doesn’t have one.**

Supermarkets – Penny has approached Sainsbury’s about Hollyfield pupils packing bags on the best dates e.g. Xmas eve, when you can get the best money, but she hasn’t heard back yet. Pupils will need supervising by teachers or the PTA. The charity boxes might be relevant to this as well and we agreed that both these venture need something concrete attached to them, i.e. what are we raising money for?

**ACTION: Penny will follow up and get the best dates.**

Facebook – Penny pointed out that the “likes” on the PTA Facebook page are really low. Most of the few likes we’ve had are from PTA members! We need to keep on with this and at Parents’ Evenings we need to bring it up and ask parents directly to support us. The PTA needs to promote themselves at these evenings and primarily engage with Year 7 and 8 parents.

**ACTION: Penny will diarise upcoming Parents’ Evenings.**

PTA Aprons and name badges – Philomena was to get a price on these. We discussed if we really need name badges, Nanah thinks we do need them to make it easier to identify PTA members. Others were less keen. Maybe we should just have a logo with PTA on it? Aprons are not so user friendly as we can’t walk around with those on at all events. How about a lanyard with the PTA logo on it, then anyone can use it and lanyards are cheap. Penny likes the idea of a T-shirt. We need flyers for the PTA as well. Tom said we can use the reception area as well to promote the PTA. We suggested handing over a “fake cheque” during an assembly, then the kids would tell their parents and it promotes the PTA again.

Newsletter – Penny has done this. She thinks it should be done quarterly. Ros will put it on the website as well. We need to hand out flyers at Parents’ Evenings to promote the PTA and make connections. The Spring Concert and the ILEX show in March 2018 are the next events when parents are getting together. Nanah asked if we could get businesses to advertise in the newsletter. Penny explained that she looked into all this when we were arranging Hollyfest. She thinks the newsletter is too far down the E-bulletin to make it attractive to advertisers. Tyrone said it’s been tried before but it is very difficult really as Parents’ attitude change at secondary school. We agreed that it’s not a bad idea but we need to establish the newsletter first then go from there.

**4. Report from Chair and Treasurer**

Report from Andy Langford.

Collette from accounts has now sent Andy a statement of the PTA funds held in the school account and Andy has had a look at this. The cost of £844 for the canvasses will have been reimbursed to Collette and Andy is waiting she will confirm this soon.

**ACTION: Andy will deal with Collette directly and follow these things up.**

**ACTION: Accounts need finalising and then auditing and also Andy will get change of signatory forms from the bank.**

**200 Club –** Andy confirmed that the money has been wrapped up. There is a final balance of £ 1,796.00 and Ceri and Tessa have closed it all down and are sending the money over to the PTA account. They have requested that they’d like to know how the money is spent and that it’s spent on something specific, not just things generally paid out.

The school’s internal account also has £1,200 Hawes & Co which is not specifically PTA money and Andy has asked for it to be transferred to whichever other internal account is appropriate and also the £300 from Hollyfest Mufti Day should be transferred across from from where it is currently lodged.

Tom asked if some this 200 Club money can be used for the Prom tickets? We agreed that we need to raise more money for the prom, can we do another event? We’ve got a total of **£3,989** in the PTA bank account, which isn’t enough for the prom.

**5. Report from Tom**

GCSE Pods – Tom is impressed by the feedback he has had. The number of streams stands at 4,000 so far this year and there have been 30,000 streams since the GCSE pods were purchased, so this has been successful.

Family Day – Saturday 24th March – Tom said he wants this community event to go ahead in collaboration with Grey Court School and Chessington Community College. It will be related to Sports Relief. He wants to encourage hard-to-reach families to come along and make it a very inclusive event. Tom explained that it will take place between 9am – midday and consist of a “Fun Run”, where parents see off pupils taking part and then they run probably down to Kingston River and back again to school, where he’d then like to serve bacon rolls and hot drinks in the school hall at about 10am. He also wants to have guest speakers give presentations on internet safety, drugs and alcohol, wellbeing and mindfulness etc. for about 1 hr and give parents an information pack. He wants to make it a family event so he’d like to have dancing from school pupils, some inflatables around the school and sporting activities in the gym and MUGA. He said it’s an opportunity to raise money for Sports Relief, have fun, have a celebration of sport, hear from some speakers on important relevant issues and so a real community event. He envisaged about 40-50 pupils from each school would take part. He asked if the PTA would provide the bacon rolls and hot drinks and fund this as well. The Committee agreed to help and fund the refreshments.

**ACTION: Tyrone said that with the “Fun Run” you would need the route marshalled etc. and he said he could speak to his friend John Lunt who is an expert in this sort of thing to see if could help.**

**6. Funded Items**

Prom - Tom asked earlier if some the 200 Club money can be used for the Prom tickets? We agreed that we need to raise more money for the prom, as we currently haven’t got enough in the bank account. This needs to be discussed further.

**7. School/fundraising activities**

Quiz – Tom confirmed that he has asked the teachers to see if anyone wants to come. There are normally about 100 people we just need more people. Andi said she’s done a picture round, activity round and some teaser questions for the start. We need to let people know that it’s not a difficult quiz and it will appeal to everyone.

**ACTION: Tyrone said he’d like to do a music round. He will bring his own equipment. Becky to do a Parentmail – “Quiz for all”, setting out the different rounds and that food will be served from 7.15pm.**

There was a chat about food and that it will arrive hot at 7pm and pretty much ready to serve. We agreed we’d do a warm up round then, to avoid long queues, start to serve the food have a break later. Maybe call tables in number order. Maryam said there’ll be 7 people serving. Can Suzanne possibly do some menus? We’ll be tight on helpers as Becky, Gayna and Emma are doing the bar, Tyrone, Penny and Andie are doing the quiz, so we’ll need to see if anyone else can help. Maryam will check to see how many vegetarian dishes there are. Each person is preparing a minimum of 25 portions each. **ACTION: Maryam needs to know the numbers for preparing the right amount of food.** It was suggested that we could sell left overs on the night, in takeaway containers, but let’s decide on the night.

Progress awards – Tom introduced this as Darren Bonehill is not here to ask about having more funding. There was a brief explanation about the progress awards and the fact it affects KS3. Andy confirmed that before we had donated £200, which was spent by Darren over a long period of time on various items to give as awards, and he was now coming to the end of the funds. Tyrone explained that there has been contention on this in the past and that not everyone agrees with the idea of awarding a child that isn’t behaving, when children that are good and work hard aren’t awarded with anything. However Tyrone believes that the school’s commitment of “every child” should mean “**every** child” and that it’s positive incentive for pupils to perform. Darren has asked for £120 and has confirmed that the project works well. There was a general discussion and the committee agreed to give Darren £200 as we did last time. **ACTION: To let Darren know he can have £200.**

Weekend coffee morning – Tom would like to involve more families and would like to do this during the summer term. He would like to get Year 6 families involved. He wants it to be less of a money raising idea and more of a community relations event. **ACTION: The committee agreed to help but we said we’ll need volunteers.**

ILEX production – this is the same day as the Family Day on the 24th March, so we’ll need to juggle volunteers for this but we can support this as well.

Open Air Cinema – 6th, 7th and 8th July 2018. Matt Winpenny is leading on this and he’s like to earmark it for Apple Mac fundraising. Tom thinks he should come along and talk to the committee about this is more detail. **ACTION: we could arrange a sub-meeting before the next meeting with Matt and Graham. Tom will follow this up.**

Boot Fair - second hand book fair – Philomena is coordinating the volunteers. **ACTION: The date needs to be confirmed.**

**AOB**

Tessa Kind – Charity walk for peace – This was emailed over just before the meeting and we didn’t have a chance to properly look at it. **ACTION: the email needs looking into.**

Andy then asked if Penny Dee and Becky Sharples would agree to be signatories, which we agreed to.

Existing accounts - This resolution was passed at the meeting:-

“It was resolved that:

* The signing rules in the current mandate, for the accounts detailed in section 2, be replaced in accordance with section 4; and/or
* The authorised signatories in the current mandate, for the accounts detailed in section 2, be changed in accordance with sections 5 and 6 and the current mandate will continue as amended.”

Date of next meeting – Weds 13th Mar at 7.30pm C1

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

Meeting - Wed 14th March 2018

Family Fun Day – Saturday 24th March 2018

ILEX Theatre Performance – Thurs 22nd, Fri 23rd and Sat 24th March 2018

Meeting - Wed 9th May 2018

PTA event - Comedy Night/Bingo night ?

Open Air Cinema – 6th, 7th 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