



**Hollyfield Parent Teacher Association Meeting Minutes**

**9<sup>th</sup> May 2018 - 7.30pm - C1**

**1. Apologies for absence** - Apologies were received from Suzanne Cano and Ros Ellis.

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

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

**3. Review Actions**

The actions from the last meeting were reviewed.

Gayna spoke to Louise about the handheld Nintendo device and we're going to hold onto this to use as a raffle prize.

Charity boxes – Philomena said the buckets have been done at a cost of about £45 and she has kindly donated these.

Supermarkets – We're not sure if Penny has got any dates yet from the supermarkets.

**ACTION: Becky will email Penny and ask her.**

Parents' evenings – We're not sure how Penny got on at the new year 7 parents' evenings. There was a brief discussion about setting up a WhatsApp parents group. You can have 256 members in a WhatsApp group, so possibly we could set one up for each year group. **ACTION: We need to consider this further and Tom needs to approve. Maybe Ros could coordinate this on Mailchimp?**

We also discussed the fact that we need to email the entire PTA database in the light of the new Data Protection Rules that are coming in. Do we need people to opt in again? We need to draft something and get it out asap. **ACTION: Becky to do this.**

Andy and the accounts – He needs to report back on this. **ACTION: Andy is waiting on the response before he can submit the accounts to the charity commission. The deadline is within 10 months of the end of the tax year, which takes us to the end of June 2018.**

**ACTION: Gayna will ask her friend with the pizza van when she next sees him.**

Ticket system for the open-air cinema – **ACTION: Becky to ask Ros if she can do this.** However, Tom gave an update on the open-air cinema in early July. Grey Court School have their Gfest on the same weekend as this so they all feel that the cinema should be postponed until early September, when the weather should still be good. Ravens Ait have a cinema evening too in the summer so maybe we should have a look at how they do it.



**ACTION: Becky to ask Andi if she's done the TENS for it yet as it will need postponed.**

Costco – **ACTION: Tom will speak to Jo Thompson and follow up where we are with it.**

Table top sale/Boot fair – We're still not sure if it's a goer yet. Philomena said that Graham has said that there's a lot on in the diary already so he suggested doing it at Christmas instead. He is concerned as there are a lot of lettings already. Tom agreed that that this shouldn't get in the way and said that if we want to go ahead we could use the now free weekend of the 7<sup>th</sup> and 8<sup>th</sup> July as it's already been booked in the calendar so it won't clash with anything. Philomena thinks if we do a car boot sale we could have a table top sale in the hall and serve tea, coffee and cakes. Maybe we should start with a car boot sale and see how that goes and save the table top sale for when the weather is bad later in the year. Philomena said that parking at the back is good and there's pedestrian access near Albury as well. She asked if Graham was concerned about the security on the site? Tom said that the school premises will be locked so it shouldn't be a problem. He added that the site staff are always there when there is a letting. He supports the car boot sale as he thinks it's a good way of generating money. **ACTION: Tom will talk with Graham and confirm which date, either the Sat 7<sup>th</sup> or Sun 8<sup>th</sup> July, is preferable. Philomena will then get her subcommittee together who are happy to help during the day.**

#### **4. Report from Chair and Treasurer**

Report from Gayna. She said we've had quite a long break to recover from the busy period before Easter. She is disappointed at the ILEX production sales as we made less money than last year. Maybe it was because it was a heavy themed play and an age limit had to be applied because of this. The Fun Day breakfast went very well and hopefully it will be a yearly event. Tom said he was really pleased about it. The Spring Concert went very well too, it was a lovely evening. The Utility area revamp has been rescheduled to happen this half term break. **ACTION: Utility area needs following up.** The new Astroturf area outside Albury has settled down now it looks fantastic and the kids have stopped sliding on it!

Report from Andy. Andy confirmed there is £ 6,409 in the account. £94 from Easyfundraising and £300 has come in from the AVIVA money. The change of signatories still need to be done. **ACTION: Becky to follow this up with Penny. ACTION: Becky to tell Andy that the charity buckets are a donation from Philomena.**

Tom Maltby report. The GCSE breakfasts – this is an urgent request for help from the PTA. We've got to cover 7 exams in all. The dates are:

Eng Lit – Tues 22<sup>nd</sup> May am

Fri 25<sup>th</sup> May am

Maths - Thurs 24<sup>th</sup> May am

Half term break

Eng Lang – Tues 5<sup>th</sup> June am



Maths – Thurs 7<sup>th</sup> June am  
Eng Lang – Fri 8<sup>th</sup> June am  
Maths – Tues 12<sup>th</sup> June am

**ACTION: Becky to email PTA to see who can help.**

Gayna said that we can still buy food/drink even if we don't have any volunteers to help on the exam day.

Another urgent request from Darren Bonehill – Friday 15<sup>th</sup> June – this is the last exam day and when Year 11 are going to sign their shirts etc. in the afternoon. Tom would like to have a BBQ or offer some food whilst they're signing their shirts. Possible we could use the food cube. We could do something straightforward like hotdogs as it for 180 kids. **ACTION: Becky to email PTA again asking for volunteers.**

Tom confirmed that Year 11's celebration of learning event is at Imber Court and they can sort this out inhouse.

Another request for help is at the New Year 7 parents' induction evenings – 4<sup>th</sup> and 5<sup>th</sup> July. Can the PTA do some catering and also say a few words. In the past we've provided homemade lemonade, cakes and biscuits. **ACTION: Becky to ask Angela D'Ercole if she can help make any cakes.**

Tom would like us to help again at SPORRY which is on 12<sup>th</sup> July. We did a BBQ last year. **ACTION: We could ask Ty and Suzanne if we could borrow their BBQ again.** Tom said we could use the food cube or maybe we should look at buying our own BBQ. **ACTION: Becky to email PTA asking for volunteers.**

## **6. Funded Items**

Tom then talked about the Prom which is at Kingston Lodge on 13<sup>th</sup> July. He wanted the "Interventions" to be achievable but still a challenge for students. He said that 43 students have achieved this. He has now implemented a "Passport" system which is based around the students' exams and this is another opportunity for students to 'earn' their Prom ticket. He thinks will top this up to 100 students. He has asked himself whether he would do this again. He doesn't want it to be meaningless and it also has to be a challenge, which is why they've decided to do the Interventions and include the Passport as well. He confirmed that the poorer students are covered by pupil premium. He said that this means "ALL" the children have had an opportunity to get their ticket to the Prom, no matter what their financial circumstances. He thinks the tickets will be £35 each.

## **7. School/fundraising activities**

ILEX production – There is another production on the 28<sup>th</sup> – 30<sup>th</sup> June. **ACTION: Tom will find out if there's an interval, so we can plan what food/drink we are doing.**



Tesco's bags of help – Matt Winpenny has already actioned this.

Gayna said that we could do with a “wishlist” from each department and she asked if Tom could bear this in mind. I explained that the PE department had made a request to have the MUGA cleaned and that Graham had said he was going to look into getting this done over the summer break. **ACTION: Tom said he'll look into this and feedback to the PTA.**

Tom said that the 200 Club money has come in, about £1000, and he's spent it on a new electronic piano.

Tom would like to revamp the hard playground area to enhance how it looks. Philomena said that she's keen to look at how the school can improve air pollution at the school. She thinks it would be a good idea to have vines or ivy trailed up on the metal railings near the road.

**ACTION: Tom said he will look into this.**

Another idea Tom suggested is to have picnic benches around the food cube area and the new AstroTurf area. He added that there is an area of grass/earth around the flagpole area and he would like to have some plants and flowers there, maybe even recreate the phoenix in the school emblem. He thinks we might need a landscape designer to help. Tom said maybe the gardening club could help out. **ACTION: Becky to ask Louise if we can do a parentmail asking if any parents have landscape design experience. ACTION: Tom to ask the gardening club for help and ask for a wishlist for “Hollywood”.**

Philomena asked if we could cross over with any Grey Court school events or maybe even have a joint PTA event?

Firework night 2018 and Xmas Trees Dec 2018 – both these need to be moved to a future agenda.

## **8. AOB**

AGM date needs to be set. **ACTION: Gayna and Becky to sort this.**

Gayna asked if we can have the school calendar dates asap. Please put this on the next meeting's agenda.

Nawal's 2 suggestions to be carried forward to next meeting. Tom said he's like staff to do meditation or yoga. Maryam said she is trained in massage and suggested training pupils to use it.

Date of next meeting – Weds 13<sup>th</sup> June at 7.30pm C1



## THE HOLLYFIELD SCHOOL PTA

**PTA meeting.**

**PTA fundraising.**

**PTA supporting school events**

Meeting - Wed 13th June 2018

Year 11 Leavers' shirt signing – Fri 15<sup>th</sup> 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

Car Boot Sale/Table Top sale – proposed 7th or 8th July 2018

SPORTY – 12<sup>th</sup> July 2018

Open Air Cinema – postponed to September 2018

Becky Sharples

Secretary, The Hollyfield PTA