



Hollyfield Parent Teacher Association Meeting Minutes

13th June 2018 - 7.30pm - C1

1. Apologies for absence - Apologies were received from Tom Maltby, Nanah Lim, Heather Lucas-Brown and Ros Ellis.

Those present – Gayna Brice, Becky Sharples, Maryam Nouri, Philomena Groome, Andy Langford and Matt Winpenny.

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

3. Review Actions

The actions from the last meeting were reviewed, these crossed over with some of the items in **7. School Events and Fundraising Activities.**

Year 11 Leavers' event - We straight away discussed this event on Friday 15th June as this is fast approaching. Matt explained that some students are finishing their last GCSE exams at 10.00 and a second group at 10.30am. As they finish he and the other teachers will then escort the pupils to the upper playground, where they can do shirt signing and have some food/drinks etc. before they leave. We said we were going to do sausages in rolls, some meat and some veggie, with onions, drinks and ice lollies. He said this was a great idea. We'll have to drive our cars into the playground area to be able to unload and serve the hot food and ice lollies.

Supermarkets – Penny got a bag packing date secured with M&S Tolworth, 21st December. We'll need pupil volunteers, approximately 30. We have buckets now, we just need timings and more details. **(NOTE: Philomena did some research at M&S Tolworth after the meeting and confirmed that there are 10 main tills, plus 2 small tills and 5 self-service tills.)**

Parents' evenings – **ACTION: Need to discuss further - setting up WhatsApp groups for new Year 7 Parents.**

Pizza van – Gayna will speak to her friend about helping at the cinema evenings. Please note that the **Open-Air Cinema evenings have been moved to 21st and 22nd September.** Ros has confirmed she will do the ticketing for this, we just need to get timings sorted etc.

ACTION: TENS are needed for ILEX, SPOTY and the Cinema evenings. Need to ask Andi if she's done any yet, as dates have changed for some events.

Car Boot fair – There's been a response from Graham and either we can go with Sat 7th July in the afternoon or Sun 8th July in the morning. The PTA has to clear up. Matt thinks the Sunday 8th July in the morning is better as most car boots are done then, so we agreed to go for that date. We think it's best to start with a car boot sale and go from that and maybe do a table top when the weather is not so good. **ACTION: Philomena will follow this up. She's going to**



create a banner to put up outside school. She's going to liaise with Gayna on this. She's thinking of charging £10 per car. Matt said the banner will cost £150 - £200, but Philomena said she can get it for free. Usually people just turn up, but on the banner we can say that if you contact us at hollyfieldPTA@gmail.com to book in advance you can reserve the best spot. We need the timings on there as well. Then we can put something out on the ebulletin and website. Ros maybe able to help. We need to check capacity with Graham too. **ACTION: Philomena will ask Graham and confirm this.** Matt said you'll make money on the tea/coffee/refreshments. Another good idea would be to have a book stall as well and get book donations from parents.

Utility area – Matt confirmed that this is on hold at the moment.

ACTION: Bank signatories – Penny and Becky need to sort this at the bank.

GCSE breakfasts – these are all done! Tom was very grateful and it was really appreciated. The breakfasts were tied in with revision sessions before each of the GCSE exams and we noted that Maths is more popular and easier to access the food than English. We suggested that next time for English we could set something up outside where to catch as many students as possible.

Year 7 Parents' inductions evenings – Gayna is going to talk and do a slideshow. Matt said an idea is you could show the Hollyfest video, it's on YouTube and he said he'll send Gayna the link. **ACTION: To remind Matt to do this.** We're going to serve homemade lemonade and Angela is going to do some cakes. We should also plug the cinema evening as well. Gayna said she's going to promote Easyfundraising, as we could raise some serious money without parents having to do anything, so this needs pushing. Matt thinks this should be pushed at the parents' information evenings in October as well. Matt asked if the school used Easyfundraising. Gayna said we've asked but not had an answer on this. The Canos use it for their business and are the main contributors. Matt agreed that the school's presence on Easyfundraising needs to be updated. The page needs jazzing up and it doesn't have the school logo etc. on it etc. **ACTION: Gayna said she'll look into this.**

Ilex Production – this is an 1hour production and there is no interval. Maybe we could offer pre-production drinks or during the production? It's going to be outside in Hollywood. We need more details, i.e. how many kids are in the production, what time does it start, is it family friendly? Matt thinks the show starts at 7pm so we could in theory run a bar from 6.30pm. We'll need a TENS from Kingston Council. It'll have to be Gayna's name. Matt said he'll ask and find out what's going on. **ACTION: Becky to wait until Matt tells us what's going on and then action TENS application.**

Wishlist – Mr. Miller in the PE department has asked for £620 worth of equipment. It's lots of small items. **We agreed unanimously to pay this.**



Andy said there is about £5,800 in the PTA account so once we've paid out for the Prom there should be about £1,000 left.

Prom costs – 157 pupils at £31 a ticket = £4,867.

Matt confirmed that the teachers will pay for their own tickets as they want to go as well. Their food, casino, venue, disco etc. is all included in the ticket price. The extra costs for the photo booth, decorations, gifts for teachers – Matt said they have covered those costs. When asked about saving costs and having the Prom at Hollyfield, Matt added that no one wants to come to a Prom in the school, they've tried it before and it didn't work. He then a bit more about the intervention programme and said that the "passport" was used to top up the points so they could get as many pupils as they could through the door for the Prom. They are going to review the programme for next year, maybe they could have had it more balanced in terms of interventions to passport i.e. more 50:50 to make it work. He agreed that some pupils had only attended 2 interventions and are going to the Prom. He appreciated that parents could have given their permission to allow pupils to be at home to revise but Matt is more concerned about more vulnerable children being at home and expecting them to revise etc. on their own, and we need to balance this. Matt is now looking at how to reward Year 10 as well, maybe have an event for them as well.

AGM – provisional date is 12th September. Does it clash with any school dates? October half term is 2 weeks this year, apart from for Year 11.

4. Report from Chair and Treasurer

No report from Gayna.

Report from Andy. He needs to write to Collett again. Some Hollyfest money has been lost and it needs to be transferred over to us, approx. £300. The accounts are due at the end of this month, no audit is needed yet.

5. Report from Tom

Tom has some requests for funding. Sarah Neville would like to replace some macs in the music department, 12 of them = 12 x £800 = £10,000. We said we'd need to come back to her on this.

GCSE Pod – this needs reviewing as well and we need the cost figure. Matt says it's been beneficial but not all the kids use it. Some kids use YouTube, BBC Bitesize and MyMaths. This needs to go on the next agenda. The Pod runs out on 3rd August. The cost for 2 years was £5,800.

SPOTY 12th July – Can we do a bar and BBQ in the evening? We have no BBQ as we used the Canos last time. Matt said he got a gas BBQ with 4 burners from a Bunnings in Twickenham for £160. **ACTION: Philomena said she'll sort this out and will look into this. We'll need a**



cover as well. The volunteers so far are – Philomena, Maryam and Becky. Gayna isn't available. **ACTION: Becky - we need more volunteers for SPOTY.**

NOTE: Since the meeting SPOTY has been moved to Monday 16th July.

Mr. Miller would like floodlights at the sports grounds as well. We need to get the cost of this, but Matt said it's probably about £10K for generator floodlights. This needs to be added to the next agenda.

Surbiton Festival – The cost of getting a stand is over £100, so we need to have a think about it.

Gardening Club – some disadvantaged students are involved with student support officers and they are trying to re-engage them in school. They've asked for £60 to pay for some gardening bits and pieces. **We agreed unanimously to pay this.** Philomena said she could help out if needed.

6. Funded Items

Year 11 Prom tickets are covered, £620 agreed for PE department and £60 agreed for Gardening Club.

7. School/fundraising activities

Most of these have been covered above.

Move to next agenda -

Open Air Cinema – has been moved to 21st and 22nd September.

Bag Packing at M&S – 21st December.

Firework night 2018 and Xmas Trees Dec 2018.

ACTION: Gayna asked if we can have the school calendar dates asap.

8. AOB

Community notice board – Philomena said that if we want to advertise on this she has a direct contact number.

Yoga/Meditation and Fast track query (Nawal) to be carried forward to next meeting.

Date of next meeting – Weds 11th July at 7.30pm C1

PTA meeting.

PTA fundraising.

PTA supporting school events

Year 11 Leavers' shirt signing – Fri 15th June 2018

Ilex Theatre Performance - Thu 28th - Sat 30th June 2018

New Year 7 Parent Info Evenings - Wed 4th-Thu 5th July 2018



THE HOLLYFIELD SCHOOL PTA

Meeting - Wed 11th July 2018

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

SPORTY – 12th July 2018

Open Air Cinema – postponed to September 2018

Becky Sharples

Secretary, The Hollyfield PTA