



**Hollyfield Parent Teacher Association AGM Minutes**

**12<sup>th</sup> September 2018 - 7.30pm – A1**

**1. Apologies for absence** - Apologies were received from Penny and Vicki.

**Those present** – Tom Maltby, Gayna Brice, Becky Sharples, Andrew Langford, Maryam Nouri, Andie Ross, Philomena Groome, Marina Craig, Helga Vitag Kiss, Mai Raisova, Angelina Vincenza Pilello, Ros Ellis and Jo Lelliott.

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

**3. No matters arising**

**4. Report from Chair, Gayna Brice**

Please see attached sheet.

**5. Report from Headteacher, Tom Maltby**

Tom thanked the PTA for all their support and fundraising. He said we need to recruit more people on to the PTA. He believes that the link between the PTA and the community is very important, e.g. with the Fun Day we got families involved that don't always get involved in school events.

He then spoke about the upcoming Parents Information Evenings and he said that he wants a PTA person to be part of a workshop and to give a short presentation about "parental engagements" to the parents along with one of the Governors. He wants to capture people and get people involved in the PTA or look at becoming a school Governor. He wants us to talk about the level of commitment that we are looking for and that it is whatever someone can give, even a small contribution is important.

Tom said that it's been a creative year and we've tried a few things that have worked better than other things. He talked about the fact that the PTA had made the sensible decision to postpone the Quiz and when it then went ahead in February it was a real success. With the Car Boot Sale, the potential was seen even though it wasn't an obvious success this time round and he feels we need to reflect on this and look at how we could get it going as a regular event and promote it to the local community. He feels that it's important to try things out, even once. Then he talked about the prom tickets and that it was about engaging Year 11 students. He thinks it had a positive impact on some but not all students. He is however very pleased that the PTA supported him on this. He feels that we need to reflect on how to use the money in the future.



Tom is really keen on doing Hollyfest this coming summer and make it even better this year! He wants to reflect and learn on how we did things last year and go forward this year with the culmination of Hollyfest with amazing fireworks!

### **6. Report from the Treasurer, Andrew Langford**

Andrew handed out a statement of financial activities for the year ended 31/8/18, please see attached sheets.

Hollyfest income approx = £ 15,500  
Hollyfest expenses approx = £ 8,800  
So Hollyfest profit is approx = £ 7,000

The parents will run the bar at the next Hollyfest, so we will more money on that.

Charitable expenses of £10,000 went to the new Apple Mac suite.  
And £2,800 went on the Year 11 Prom.

We spent money that had been made in the previous year, so it looks like we've got a deficit in 2018. There is £3,200 in the PTA Account.

Gayna added that we need to hold on to some of that cash to help pay out for things for Hollyfest. It was agreed that Hollyfest sponsorship needs to be done earlier so we know where we are with what spending we have available.

At the next meeting we'll look at funding that's needed for the school. Tom is looking at computer equipment for the music department. He'd like to save money up through the year and then spend it on something substantial.

### **7. General Business Committee**

The following people were then voted in, proposed by Philomena Groome and seconded by Jo Lelliott.

Chairperson – Gayna Brice  
Treasurer – Andrew Langford  
Secretary – Becky Sharples

Gayna explained that we have to look to the future and we are now looking for people to slot into these roles, we need to see who gets involved.

We might need to look for financial support, especially with Hollyfest coming up.



Tom said we need to find out peoples' skillset and this can be done at the Parents Information Evenings. Gayna wants to send out a Parentmail to all parents, listing the types of activities that people can take on or get involved with e.g. sorting the pre-worn school uniform, a job that can be at home. It's important to stress to parents that there's no need for people to come to every meeting etc. e.g. we need people to promote things on Facebook.

### **8. Auditor**

Andrew said he will finalise the accounts and then appoint an auditor and then he'll update the charity commission.

### **9. Parents Information Evenings**

We then had a look at these dates as they are coming up soon and Tom would like the PTA to provide refreshments, so we need volunteers to help.

The dates are - 18<sup>th</sup>, 20<sup>th</sup> & 26<sup>th</sup> Sept, 9<sup>th</sup> & 10<sup>th</sup> Oct.

**TO DO:** Becky to email the PTA database for volunteers. Set up is from 6.30pm. Becky to send Ros the PTA spreadsheet and she will convert it into a Mailchimp, which should be easier to send out. Becky to buy cheese, biscuits, brie, cheddar, chives, olives from Lidl or Aldi.

We had a quick discussion about who will do presentations at the workshops, Andrew said he could do one, along with Gayna, Becky and Maryam (who said she can do Year 7 workshop on 9<sup>th</sup> Oct).

Becky also to WhatsApp committee about potential PTA meeting dates – Weds 3<sup>rd</sup> Oct, Tues 13<sup>th</sup> Nov and Tues 11<sup>th</sup> Dec.

Becky Sharples  
Secretary, The Hollyfield PTA