



Hollyfield Parent Teacher Association Meeting Minutes

3rd October 2018 - 7.30pm - C1

1. Apologies for absence - Apologies were received from Tom Maltby and Andy Langford.

Those present – Gayna Brice, Becky Sharples, Maryam Nouri, Philomena Groome, Andie Ross, Ros Ellis and Helga Kiss and Nicola Johnson – who are both new Year 7 parents.

2. Minutes of last meeting – were the last AGM, so this is not relevant.

3. Review Actions – again this was the last AGM, so this is not relevant.

4. Report from Chair and Treasurer

Gayna wants to look forward to the year ahead and what we're going to be helping school with and our own fundraising events.

No report from Andy.

5. Report from Tom

No report from Tom either.

6. Funded Items

What would school like us to fund next? We need input from Tom on this really.

GCSE Pod – this is an online tool which the PTA funded for the last 2 years, it ended at the end of the school year. There's been mixed feedback on it really. We need to find out if the school has paid for it again. We agreed we need to ask Tom for more details on this and other funding ideas as well.

Philomena asked if we could approach local businesses and ask them to fund something even small for each department, this could be more productive? Gayna said that some departments are better at coming forward and asking for things, e.g. the music and drama departments, whose events we tend to raise money at.

TO DO: create a checklist to see which departments haven't had anything from us yet.

7. School/fundraising activities

Past events

We then turned to past events and agreed that lessons had been learned from some.



Year 11 leavers shirt signing 15th June – we were asked at very short notice to provide refreshments for all Year 11, but it was very well received. It was early in the day, 10.30am, after the Year 11's last exams. We did freshly cooked hotdogs, drinks and lollies. If it's as early this coming summer, it's probably best not to do hotdogs and maybe serve something a bit lighter e.g. pastries. If it's lunchtime, then we could do hotdogs again. The feedback from the pupils was that some felt it was all a bit rushed and it was a shame not to have been able to see other students and teachers before they left the school and get them to sign their shirts etc. **TO DO: add it to the diary for this coming summer.**

New Year 7 induction evenings 4th & 5th July – it was the first time the PTA had given a presentation at this. Nicola was there and said it worked really well and it was good to see a face of the PTA. Gayna said we got 140 contact slips, where we normally only get about 20, so it must have worked. Nicola thinks that it might be a good idea to meet more informally with another PTA member from Year 7, to talk with new Year 7 parents about the PTA and what is involved. We all agreed that we need to build on this. Maryam offered to meet Nicola and the other Year 7 parents and have a coffee and chat. Irene Crombie is organising the Year 7 contact list. **TO DO: It would also be a good idea to create a bank of volunteers and list their skills e.g. Angela D'Ercole who is happy to make cakes and the parents who are happy to help with cooking. Maryam could start getting this information when they meet with Year 7 parents.**

Car Boot and book sale 8th July – there was not many attendees and about 10 cars involved, but it was our first time of doing this sort of event. It's too late now in the season to do another car boot sale but we could try and get it in the diary early for next year. We could have one a month and have a run of them when the weather gets better, April, May and June. **TO DO: Philomena will suggest some dates to Graham. The last Sunday of each month. She needs to copy in Tom and the PTA on her emails.**

SPOTY 16th July – This event is an invite only for children and their families. The PTA provided a BBQ and Bar. We were very short staffed for the event, but it was a success.

Upcoming events

TO DO: Becky to add in the school calendar dates to the PTA Agenda.

Parents Information Evenings – Year 7 is on Tues 9th October – Maryam is presenting at this one; The rescheduled Year 11 is on Wednesday 17th October – Andie will help set up at this as Gayna is presenting.

TO DO: Philomena suggested that we put the workshop talks that we've given (i.e. Gayna, Andy, Becky and Maryam) into a script that can be used in future.

Open Air Cinema – Friday 12th October – we have 36 bookings so far. The TENS licence is in, so we can do a bar.



Helpers on the night – Nicola, Becky, Andie, Gayna, Maryam, Philomena and Helga; Ros Ellis can help later on.

We're doing food, tuck shop and bar. Andie has a Costco card so can do the shopping with Gayna. There will be 2 ticket entrances, school helpers are manning these, so we have to just serve food and bar. There's no tables etc. to set up. The popcorn machine takes a long time to clean and needs manning, so we agreed to keep things simple and maybe buy ready-made popcorn. **TO DO: Ask the office if we can use the food cube.**

Suggested food – Hotdogs, sweets, popcorn, hot chocolate, tea, coffee. Maryam will make hot carrot and coriander soup with crusty bread, samosas, Nathalie and Nawal can make other soups. We'll need the hotplate, Baine Marie for hotdogs, Philomena will bring her heated server, Becky to bring her slow cooker. Andie and Gayna will go shopping at Costco for the bar and sweets on Friday of the event.

TO DO: Becky to do a stock check on Tuesday 9th Oct when she's at school setting up for Parents Info Evening and check if popcorn is in date.

Set up from 5.30pm, doors open 7pm, film starts at 8pm. If it rains the film will be shown in the hall. We agreed to save our raffle for an inside event.

Celebration of Learning Evening – Thurs 29th November – We agreed to help provide refreshments at that. **TO DO: Becky will speak to Tom about it on Tuesday and explain that we should be used at start of the evening, in more social way. We'll need volunteers as well. Maryam, Gayna, Becky can possibly help.**

TO DO: Andie will do a TENS for this evening, she needs a 2 weeks lead time.

The School hall is being changed into the new canteen. The Drama room is moving, and our PTA cupboard and its contents need moving. **TO DO: Gayna needs to check on that and find out where our stuff is moving to.**

Future dates – We need to organise a Hollyfest meeting asap. We need to work out a strategy. Ros is concerned about manpower etc. because Tyrone, Suzanne and Penny won't be available to be involved this summer. Gayna said that there's a new Year 7 mum who's been involved with sponsorship before and said she would help with Hollyfest. Gayna has already emailed her. It was also suggested that we could sell raffle tickets ahead of Hollyfest, a bit like we did at primary school. **TO DO: We need to arrange a date for a Hollyfest meeting.**

8. AOB

Date of next meeting – Tuesday 13 November at 7.30pm C1



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

Celebration of Learning Evening – Thurs 29th November 2018

Meeting - Tues 11th December 2018

Christmas Carol Concert – Thurs 13th December 2018

Bag packing at M&S Tolworth – Friday 21st December 2018

Car Boot Sale/Table Top sale – Dates to be agreed

Spring Concert – Thurs 28th March 2019

Year 11 Leavers Celebration Afternoon – Friday 24th May 2019

Maths and English GCSE breakfasts/lunches - June 2019

ILEX Theatre school production – 27th to 29th June 2019

Year 6 (new Year 7 parents) Parents Meeting – 3rd & 4th July 2019

HOLLYFEST – Date to be agreed

SPOTY – Thursday 18th July 2019

Becky Sharples

Secretary, The Hollyfield PTA