



Hollyfield Parent Teacher Association Meeting Minutes
13th November 2018 - 7.30pm - C1

1. Apologies for absence - Apologies were received from Helga Kiss, Ros Ellis, Penny and Andie Ross.

Those present – Gayna Brice, Becky Sharples, Maryam Nouri, Philomena Groome, Andy Langford, Tom Maltby, Vicki Jones (Charlotte yr 7) and Andy McDevitt (Finn year 7) - who are both new year 7 parents.

2. Minutes of last meeting – These were agreed.

3. Review Actions

TO DO: Need to find out when Year 11 leavers' celebration is in the summer term. Becky to do this.

Bank of volunteers – we would like to arrange this.

Car Boot – Philomena is arranging some new dates with Graham, the 1st Sunday of each month.

Rock and Rose – will give us raffle vouchers for Hollyfest, will need to follow up.

TO DO: Need to check with Andie is she's done the TENS for the celebration of learning evening. Becky to check.

TO DO: Gayna is having a Hollyfest meeting with Tom at 10.30am on Monday 19th November. Becky is going to attend as well.

Recent parent information evening workshops – suggestion - we could make a template from the scripts that Gayna, Becky, Maryam and Andrew did to use in the future.

Hollyfest 2019 – maybe we won't make it as long this year. Gayna explained the format of Hollyfest to the new year 7 parents.

4. Report from Chair and Treasurer

There is nothing extra to add from Gayna.

Andrew – nothing significant to add.

The cinema evening – we took £945.46 in ticket sales. This is all going to the school to Matt Winpenny for the AppleMacs.



Tom thinks Matt will do another another cinema evening and hopefully outside this time. We all agreed that it was a real success. People travelled quite a distance to come to it. It was advertised on Facebook. Gayna said we sold less alcohol because it was a family event. Tom said next time we could do an all-inclusive ticket that adds in popcorn, drinks etc to improve on revenue. Also, it wasn't that easy to keep getting refreshments during the film as it was held inside. We all agreed that it would have been easier to sell refreshments if it was outside. As an example, we could show "Grease" in the summer, seeing that film outside would be great. Gayna also suggested "Bohemian Rhapsody" and Vicky suggested "Mamma Mia 2".

Profit for the cinema – stripe charge of £41.16. The licence for the film is a % of the takings, depending on sales, we need to ask Matt Winpenny what this is. Vicky thinks it's between £100-150 fee for a film licence.

Andy paid in £646.00 for the food, but we need to take expenses off that, which we think are about £200 and Gayna confirmed stock is worth about £400. We made approximately £400 on the homemade food. The food cube worked well. We all agreed that we really enjoyed the evening.

Finally, Andrew said that he can't find 2 bags of cash from the first 2 parents evenings, it was about £40 in cash.

5. Report from Tom

He thanked everyone for all their work on the cinema evening.

He thinks it's important to talk about Hollyfest and get things going on this and he agreed we need to get a date first.

Philomena said she thinks the PE and Art Departments need representatives to come along as well to a meeting. We need creative input for the younger children and we need all students to get involved and decorate etc. Gayna said that we need ALL departments involved and Tom agreed. Tom said that he thinks it should be an afternoon/evening event with fireworks at the end! He thinks that as the music department is the main focus they should primarily benefit from the fundraising. The performing arts scholars will be involved. We could create a video to show what the event is about. It's really important that the pupils get involved. Tom said that the ballroom dancing people could get involved.

Tom asked about where we are with the car boot sale. Philomena said that she's asked Graham about dates but hasn't heard yet. Then she'll do a banner and leaflets etc. It will need advertising in the local area. We need to let people know about it. Gayna said there are local cafes that let people leave leaflets in. Andrew said it would be a good idea to let local primary schools know as well. Tom agreed, especially as it's a community event.



Tom said that the school hall/kitchen work is all on target and should be ready to use after xmas. Then they need to transfer everything from the canteen to the hall. Fold up tables are needed but we should be able to use the kitchen by Feb half term or hopefully after xmas. Gayna said that out PTA stuff has all been moved somewhere, Tom said he'll find out where it is and let us know.

6. Funding requests

GCSE Pod – PTA funded this 2 years ago. Tom said it will cost approx. £4,000 for another 2 years. The PTA doesn't have enough money to fund this, but we asked if school could match it with us, 50:50? Tom said he'll look into it. Philomena thinks that any future fundraising should have some of it earmarked for future GCSE Pod money.

Senior Citizens Carol Concert 7th Dec – **TO DO: Becky to tell Louise that the PTA will give £100 towards that.** We did that last year as well. They also want some raffle prizes. **TO DO: Becky to ask Seraphina's mum, Zara, if she would mind making xmas cakes again. She did such an amazing job last year.**

Krispy Kreme doughnuts – We usually sell these at the end of term, the pupils love them. We could do this at the end of the xmas term, 21st Dec. **TO DO: Becky to ask database for volunteers to do this.**

We are now doing the breakfasts for the revision sessions for the Maths and English Departments for about 30 children. Maryam and Becky agreed the PTA would provide this.

7. School/fundraising activities

Parents Info Evenings – this was the first time the PTA had spoken at the workshops. Gayna, Becky, Andrew and Maryam spoke. It was a real success. We had several parents talking to us after our presentations and were keen to get involved. **TO DO: Tom to find out if any parents had ticked the PTA box on the feedback forms.**

Celebration of Learning Evening – 29th Nov – So far, we have the following volunteers to help at this – Helga, Emma, Andi, Becky and Gayna. Becky said that she'd been in touch with Nina who is heading things up and we will probably need to prepare in A1 next to the hall. Becky explained that she thinks we should have refreshments ready for when parents arrive and be part of the social start to the evening. They'll just be simple snacks, cakes with wine and juice for the pupils. Tom asked if we'd stay on and serve at the end as well because some parents and teachers might like to have some refreshments afterwards. We agreed to do this. **TO DO: Becky to buy and sort food and then confirm the plan of action with the volunteers in an email.**



Carol Concert – this has been moved to the 20th Dec. We need to know the timings for the night. **TO DO: Andi to do a TENS. Maryam agreed to organise the food and sort the raffle as well. Becky to ask for volunteers. Andy McDevitt agreed to help and Gayna said she'd do the pulled pork as she did last year.**

Bag packing – Waitrose Surbiton is on 20th Dec and M&S Tolworth is on 21st Dec – Penny has arranged 2 dates. Tom said he's arrange pupils to do this as a form of their community service that Year 8 are doing. We have the donations buckets, but we need something to go around them. Tom said the teachers will supervise this. There are some guidelines that have to be followed e.g. the pupils cannot rattle the buckets, also Gayna added that sometimes people donate so that the pupils don't pack their bags. If someone asks a pupil to take their bags to their car, they need adult supervision and a hi-vis vest. **TO DO: Tom will arrange this, and we need to ask Penny for the timings she's arranged.**

Line dancing – Lise Marie has suggested this fundraising idea and we agreed it was a great idea. Vicky did a line dancing evening at her old primary school. What about a fundraiser for Feb instead of a quiz night? We briefly chatted about the themed quiz night that was postponed because people didn't like the idea of it being themed, so we changed it back to a normal format at a later date and it was very successful. We agreed that it would be a good idea to give a quiz night idea a rest. Philomena said what about doing bingo and line dancing instead. Vicky said that Lise does Zumba and line dancing. It would be great to have her involved in Hollyfest 2019 as well. **TO DO: Vicky said she'd help pull together this evening, making it adult only. Gayna will go back to Lise and say we'll take it further.**

8. AOB

Auditing the accounts – Andrew said he's not arranged this yet, but he will get it sorted. The return to the charity commission has been done. Gayna added that if we are under a certain income we don't need to get the accounts audited but it is good practice to get them done. **TO DO: By the next meeting Andrew agreed that he will get someone lined up to get the accounts audited.**

Discount travel opportunity email – a parent has emailed about this. It's basically to advertise her own business she will then give the PTA a % from sales she gets through us. She said she's done this at her Junior School. Vicky thinks it might be better for her to advertise in the Hollyfest brochure instead. How much as she raised at the Junior School? It's St Matthews School, Andy McDevitt is on the PTA there and will find out. **TO DO: Gayna to forward the email to Andy.** Tom thinks there's a fine line on this and that we shouldn't be transforming our events into marketing events. He feels we need more information about this as it's a bit hard to know how many bookings are made through her etc.

Xmas trees – Graham and Matt Winpenny were talking about this, but no one has heard anything. **TO DO: Tom will follow it up.**



Raffle letters – **TO DO: Becky to send Maryam some raffle letters that she can use for the 2 carol concerts.**

Date of next meeting – Tuesday 11th December at 7.30pm C1

PTA meeting. PTA fundraising. PTA supporting school events

Meeting - Tues 11th December 2018

Christmas Carol Concert – Thurs 20th December 2018

Bag packing at Waitrose Surbiton – Thursday 20th December 2018

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

Line Dancing Evening – 1st February 2019

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

Spring Concert – Thurs 28th March 2019

Year 11 Leavers Celebration Afternoon – TBC 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