



**Hollyfield Parent Teacher Association Meeting Minutes**

**11<sup>th</sup> December 2018 - 7.30pm - C1**

**1. Apologies for absence** - Apologies were received from Maryam Nouri, Ros Ellis, Vicki Jones, Nicola Johnson, Andy McDevitt and Andie Ross.

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

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

**3. Review Actions**

TENS have been done for Celebration of learning evening and Christmas carol concert by Andi Ross.

Gayna and Becky had a meeting with Tom about Hollyfest.

The £100 cheque went to Louise for the senior citizen's carol concert. The Xmas cakes were delivered to school for the goody bags – the school is very grateful indeed to Zara Wheeler, a parent of a child in Year 8, who generously donated 80 cakes! Thank you to her.

Gayna has ordered 120 Krispy crème donuts for the last day of term. We've got enough helpers. **TO DO: Becky needs to let Emma know she isn't needed and Tom will put the word out to the pupils.**

Celebration of Learning Evening – Becky spent £20 on the food for the evening.

Carol Concert – **TO DO: need to confirm the new helpers, Amy and Alison.**

Bag packing – **TO DO: Tom will look into this - Matt Winpenny is heading this up.**

Line Dancing – we have a date for this, 1<sup>st</sup> Feb, and tickets are all set up online. **TO DO: Promote the event after Christmas. Has a poster been done yet?**

Car Boot – No dates as yet. Philomena has emailed Graham and spoken to him. Graham has said there are bookings in the diary already. **TO DO: Tom is going to follow this up.** We're looking at the first weekend/Sunday of every month. We agreed we need to choose regular dates, stick to them and promote them in January.

**4. Report from Chair and Treasurer**

Gayna thanked Becky for heading up the Celebration of Learning evening.



Andrew – he confirmed that there is £507.59 in our reserve account, earning 2% of interest per month, 9p this month, we've earned £2 in 8 years! Gayna asked if we should move the money into this account for Hollyfest, to keep it separate. We agreed this was a good idea. Andy confirmed that he has asked Andy Wheelan to audit the accounts. This is great news. He confirmed that Andy is experienced, and he won't charge a fee. He should be able to audit them within a few weeks. He confirmed this in a letter. Andy gave Becky £20 cash for her expenses for the Celebration of Learning evening. He also confirmed that he never found that £30-odd cash from the parents' info evenings.

### **5. Report from Tom**

He thanked everyone for all their work on the Celebration of Learning Evening.

He confirmed the date for Hollyfest – Sat 6<sup>th</sup> July 2019!

Tom also confirmed that the School production this year is "School of Rock" and will take place in the school hall on the week commencing 18<sup>th</sup> March. PTA were asked if they could do refreshments.

He confirmed that the new kitchen will be ready after Christmas and **TO DO: we need to let Lise and Vicki know in time for their Line Dancing event on the 1<sup>st</sup> Feb.**

### **6. Funding requests**

GCSE Pod – this is up and running now for Year 11. The PTA are going to pay 50% of the cost. We need to know the price. **TO DO: Tom will ask Matt Winpenny to let us know and we'll then arrange payment.**

Maryam confirmed that she's got lots of raffle prizes for both the senior citizens concert and carol concert that are coming up. Gayna said she had a "Rock and Rose" photographers' gift voucher as a prize.

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

Up and coming events are all in hand.

Carol Concert needs promoting by the school. We are doing pulled pork, hot nibbles, soup, mince pies/gingerbread men and mulled wine, as well as a bar. **TO DO: Gayna needs to prepare a price list. Maryam needs to give full details about the food.**

Andy confirmed that we have £3280 in our current account, so we have enough to fund Hollyfest. We agreed that the money raised from Hollyfest should go towards Sarah Neville's new apple macs.



TO DO: We need costings for new floodlights from Mr Miller, so we can consider this and are these floodlights for the field? If you rent out the field it would be better if there were floodlights. **TO DO: Tom to ask the PE department for more details. He wants to look at improving that entire area to benefit the pupils.**

Line dancing – this event needs pushing in January 2019.

### **8. AOB**

Discount travel opportunity – Andy McDevitt confirmed that St Matthews had received 0% from that initiative, so Gayna went back and said “no thanks” but please advertise in the Hollyfest brochure.

Xmas trees – this is too late now. Add it to the agenda in Sept 2019 for next xmas. We agreed that a collaboration is better.

Date of next meeting – let’s try and do second Tuesday of every month.

We also need a Hollyfest meeting in January – Tuesday 29<sup>th</sup> January, 7pm in the school hall. Tom will put this in the first ebulletin of the year and maybe it’s better coming from him. **TO DO: Becky will just tell the main committee at the moment.**

Date of next meeting - Tuesday 15<sup>th</sup> January 2019 at 7.30pm C1

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

**Meeting - Tues 15<sup>th</sup> January 2019**

Christmas Carol Concert – Thurs 20<sup>th</sup> December 2018

Bag packing at Waitrose Surbiton – Thursday 20<sup>th</sup> December 2018

Bag packing at M&S Tolworth – Friday 21<sup>st</sup> December 2018

Line Dancing Evening – 1<sup>st</sup> February 2019

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

ILEX production – w/c 18<sup>th</sup> March 2019

Spring Concert – Thurs 28<sup>th</sup> March 2019

Year 11 Leavers Celebration Afternoon – TBC 2019

Maths and English GCSE breakfasts/lunches - June 2019

ILEX Theatre school production – 27<sup>th</sup> to 29<sup>th</sup> June 2019

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

HOLLYFEST – 6<sup>th</sup> July 2019

SPOTY – Thursday 18<sup>th</sup> July 2019



# THE HOLLYFIELD SCHOOL PTA

Becky Sharples  
Secretary, The Hollyfield PTA