



Hollyfield Parent Teacher Association Meeting Minutes

15th January 2019 - 7.30pm - C1

1. Apologies for absence - Apologies were received from Ros Ellis and Vicki Jones.

Those present – Gayna Brice, Becky Sharples, Andy McDevitt, Maryam Nouri, Andi Ross, Philomena Groome, Andy Langford, Nanah Lim and Tom Maltby.

2. Minutes of last meeting – These were agreed.

3. Review Actions

Line Dancing – Gayna confirmed that 14/15 are booked so far. It's being promoted at school through Parentmail and the Ebulletin. **TO DO: Establish what the minimum number is to make it worth doing? We need to ask Vicki what she thinks; we also maybe need some more local promotion – print off some posters and put them up locally in the YMCA, Surbiton tennis club, British legion. Andi Ross will do the TENS for the event.**

Gayna gave Andy Langford £112 from the doughnut selling.

Car Boot – Philomena has not heard from Graham yet. Tom confirmed that it can be the 1st Sunday of every month, in the mornings only and it must finish by 12pm due to other lettings that are at the school.

GCSE pod – did the PTA pay their contribution yet? Tom confirmed that the total cost of this was about £4,000, so the PTA will contribute £2,000. We agreed this figure and Andy wrote out a cheque.

PE Dept – Tom has looked into this and he confirmed that the cost of floodlights basically involves getting new bulbs for the lights that are already there. He said that this is a maintenance issue really not a PTA matter.

The Hollyfest meeting is confirmed for 29th Jan at 7pm.

4. Report from Chair and Treasurer

Gayna said she didn't have a report but said that the Xmas carol concert was excellent, especially using the new serving area in the new kitchen and Tom agreed. She asked about where our PTA is going to be stored now. Tom said that he understood that the cupboard on the stage is our storage area. We said that we'd like an area in the new kitchen really and that the cupboard on the stage needs tweaking as a permanent storage area, because things are getting damaged/broken as they are. Also, we shouldn't really be storing alcohol in that area. We'd prefer that our things stay in the Albury area but in the current cupboard shelving



access needs to be improved and the alcohol needs proper storage. **TO DO: Tom said he'd look into this for us.**

Andrew – he said that he had nothing significant to report on at the moment. The balance in our account on the 3/12/18 was over £4,000. He said that he paid in nearly £1,000 from the Xmas concert. The doughnut selling made £57 – it was suggested that this could be tied in with when the school does a mufti day. If a student is bringing in money for that then they might be more likely to remember cash for doughnuts. Andy confirmed that there will be just under £2,000 left over after paying out for the GCSE pod. He said we'll need to hold onto most of that for Hollyfest 2019 cashflow e.g. to pay out for fireworks. We agreed that the advertising income needs to come in early, last time £2,000 was raised for advertising. This is a key role for the someone, we need to identify asap who can do that. Hawes & Co did the advertising boards for Hollyfest 2017.

Andy confirmed that to compare, in May/June 2017 there was £7,500 in the account and in March 2017 there was £5,000 in the account.

For Hollyfest 2017, we started selling tickets at the end of April 2017. We paid for the fireworks after the event but had to pay a deposit of £750 earlier, so the balance to pay was £1,750. The other upfront costs were for Zorb, the Bucking Bronco, brochure printing and we'll have ALL food and drink to pay for upfront for the Hollyfest 2019. So, we agreed that we need to hold on to as much of the £2,000 as we can. The only income we've got between now and Hollyfest 2019 is the Line Dancing event, Spring Concert and the Car Boot Sales. It was recalled that ice cream selling during that summer period leading up the Hollyfest 2017 helped raise revenue as well.

TO DO: Nanah will ask local shops if she can bring collection buckets in to collect money in the shops.

5. Report from Tom

This was included in our general discussion during the meeting.

6. Funding requests

Sarah Neville's new Macs are the focus for Hollyfest 2019.

7. School/fundraising activities

Senior Citizen's Carol Concert 7th Dec was well attended. Tom said it was really appreciated. A parent at the school, Zara Wheeler, bought 80 mini Xmas cakes and donated them – and we all said a huge THANK YOU to her.



Xmas – concert – we had pulled pork which was delicious – THANK YOU Andy McDevitt for cooking it. Andy Langford said he paid in about £845, less expenses of about £80, then there is about £600 held in stock, so we made about £600 profit.

Bag packing at Xmas – this raised an amazing £1,000! We agreed this was excellent. Tom said that there is some mental health work the school is involved in and some of the money raised is going to be put towards that. He felt that the student involvement in the bag packing was worthwhile and he'd definitely like us to do it again. **TO DO: Becky to tell Penny about this.**

On the issue of this and Aspergers, Tom said he might approach Chris Packham or even Anne Hegarty from the Chase to see if they might want to be guest speakers at school.

Walk the Line – We've only got 14 bookings so far, which isn't many and we agreed that it needs another push now. There's a Year 11 parents evening next week, and Tom said he'll see if he could do anything then. It was asked whether we should move the date on? We agreed it's up to Vicki and Lise to decide on this and we need to know their minimum numbers.

School of Rock – school production is set for w/c 18th March. Tom confirmed that there will be an interval. We need to know the exact dates. **TO DO: Tom will check on this.** We can do a bar and popcorn.

Spring Concert – Thurs 28th March – this is quite near to the school production. We can do a bar and hot finger food possible, e.g. chicken wings etc. **TO DO: Maryam said she'll have a think about what food to do.**

Tom said that they are having a new creative arts awards event for the creative arts, drama, music, art etc. It will be a bit like SPOTY. **TO DO: Tom will give us full details in due course.** The PTA can be involved. All these events will lead into Hollyfest 2019.

8. AOB

Auditing of the accounts – Andy is giving the books to Andy Wheelan soon. Andy explained that his kids have been through Hollyfield and he doesn't want to be paid, we could just buy him a gift.

Tom said he had a couple of requests that have come in to him.

The English department would like to pay for an author to visit the Year 7 & 8 students. The cost is £450. They'd also like some new Thesaurus for the department at a cost of about £350. Tom agrees that both are reasonable requests and he's like to make both happen and we agreed that we haven't had requests from the English department before. Tom said he'd pay for the Thesaurus as they're essential and we agreed to fund something towards the visiting author as it's more of an enrichment activity, so we agreed to pay £250 towards this.



Date of next meeting – we agreed to move the meeting from Tues 12th Feb to **Weds 13th Feb**, at 7.30pm C1, and alternate them on Tues and Weds, so we can accommodate Vicki Jones, who can't make Tuesdays.

PTA meeting.

PTA fundraising.

PTA supporting school events

Meeting – Weds 13th February 2019

Line Dancing Evening – 8th March 2019

Car Boot Sale/Table Top sale – Dates tbc - 1st Sunday of every month

Meeting - Tues 12th March 2019

School of Rock - ILEX production – w/c 18th March 2019

Spring Concert – Thurs 28th March 2019

Meeting – Weds 3rd April 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 – 6th July 2019

SPOTY – Thursday 18th July 2019

Becky Sharples

Secretary, The Hollyfield PTA