



Hollyfield Parent Teacher Association Meeting Minutes

13th February 2019 - 7.30pm - C1

1. Apologies for absence - Apologies were received from Gayna Brice and Vicki Jones.

Those present – Becky Sharples (chaired meeting in Gayna’s absence), Tom Maltby, Maryam Nouri, Andi Ross and Philomena Groome.

2. Minutes of last meeting – These were agreed and those of the Hollyfest meeting on 29th Jan.

3. Review Actions

Line Dancing – **TO DO: Another Parentmail needs to go out.** Sales are still not great. Idea suggested by Philomena to change format and attract more people – have one half bingo and the second half Line Dancing? It might not work doing both. Andi said the latest she can apply for the TENS is 21st Feb. Maybe make it a smaller event?

PTA equipment – we need to find a space in the kitchen for all the PTA stuff, especially the alcohol. **TO DO: Tom will ask Graham if we can come in over half term break to have a look at a suitable spot.** Philomena suggested that we could use the cupboard on the other side, near the stage door, as it would be easier to move things off the stage area. **TO DO: Gayna and Becky to arrange to come in and see Graham.**

School of Rock – **TO DO: Tom will get dates from Ms O’Shea.**

Spring Concert – Thurs 28th March – Maryam suggested finger foods, samosas, cheese twists, chilli as we did last time and a veggie option, Philomena said she’ll make veggie chilli. Maryam will also do a small raffle, say, 5 prizes. **TO DO: Maryam to co-ordinate food and raffle, Andi to apply for TENS.**

Creative Arts Awards – Tom said they’re holding on this for the moment. He wants to make HOLLYFEST a special event.

4. Report from Chair and Treasurer

No report from Chair or Treasurer.

5. Report from Tom

Tom’s report included a discussion on HOLLYFEST, which is set out in section 7. below.

6. Funding requests



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

7. School/fundraising activities

HOLLYFEST 2019

Tom agreed that his name should go on the sponsorship request letters along with the PTA.

TO DO: Add Tom's name to the letters, which are being drafted.

TO DO: Maryam requested that a "thank you" letter is drafted that she can use.

Tom said we need to use Matt Winpenny for HOLLYFEST social media and use the students as well.

We agreed that we need to create a sub-committee for all the marketing, sponsorship and creating the programme. **Timings for HOLLYFEST – 4 -10pm.**

Tom explained that Marianne O'Shea is really onto this already and the drama dept will be doing scenes from School of Rock on the actual music stage. There will be further drama performances "Hollywood". Tom wants to target feeder schools as well. He's got an idea – the drama dept hold clowning/circus skills workshops that will get kids involved. Mr Fraser is happy to put something together that runs alongside performances as well.

Becky mentioned about the 2 parents that have offered to help and advise on staging/music equipment for HOLLYFEST and Tom agreed that it was a good idea to put Matt Matheou and Emma Walshe in touch with Graham when he comes back with his initial quotes. **TO DO: Becky to connect Matt, Emma and Graham.**

HOLLYFEST RAFFLE – Andi explained it costs £40 pounds for a raffle licence and £20 pounds per annum to renew it. The committee gave authority to pay for this. They usually have books of 5 tickets which are normally £1 or £1.50 a ticket. The cost for 1000 tickets is normally £70 and once we get the licence we can then get the tickets printed. We need a good main prize.

We also agreed that it would be great to have a celebrity at HOLLYFEST. Becky asked Tom is he could invite Ed Davey MP, as he came to Hollyfest 2017. **TO DO: Tom to ask Ed Davey MP.**

We all agreed that we need a cleaning up team on the Sunday and we could do a BBQ at the same time to say thank you to those helpers. Philomena said we need freezer space at HOLLYFEST for lollies, ice etc.

Hawes & Co. sponsorship – **TO DO: Becky to contact Andy Langford to find out more about what they've provided in the past.**

Neighbours letters – these need to go out nearer the time, in the immediate streets and flats next Hollyfield School.



Where are the wooden chairs from the canteen, that we used for the dining area at the last Hollyfest 2017? Tom says these have been stored somewhere. **TO DO: Find out where the wooden tables and chairs are.**

Options evening is the first week back after half term break – 28th Feb – Tom said students will do refreshments.

Car Boot – Philomena said this is all going ahead on Sun 3rd March with 2nd hand book sale. She just needs to get the artwork sorted out with Fastsigns. The car boots will run every 1st Sunday of the month until June. Philomena is doing food/hot drinks like last time. **TO DO: Parentmail advertising Boot sales needs to go out Friday before half term break.** Possible help Philomena, Maryam & she'll ask her friends. Andi Ross will let her know. Wait for all go from Philomena before sending Parentmail.

All other upcoming events are covered in the Review Actions section.

8. AOB

Date of next meeting – Tuesday 12th March at 7.30pm C1. We agreed to alternate meetings to a Tues and Weds so we can accommodate Vicki Jones, who can't make Tuesdays.

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

Car Boot Sale/Table Top sale – 1st Sunday of every month – 7th April – 5th May – 2nd June

Meeting - Tues 12th March 2019

Spring Concert – Thurs 28th March 2019

Meeting – Weds 3rd April 2019

Year 11 Leavers Celebration Afternoon – TBC 2019

School of Rock - ILEX production – Thurs 13th, Fri 14th & Sat 15th June 7pm

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