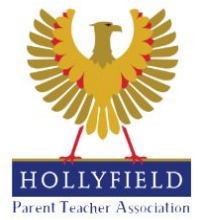




THE HOLLYFIELD SCHOOL PTA

Charity Registration Number: 1088409



Hollyfield Parent Teacher Association Meeting Minutes 5th Nov 2019 - 7.30pm - C1

1. Apologies for absence - Apologies received from Gayna Brice, Betsie Geere, Marina Craig, Vicki Jones, Nicola Johnson, Maryam Mardanaloo.

Those present - Andie Ross, Tom Maltby, Andy Langford, Alison Jeffries, Anna Cirillo, Sheren Salene

2. Minutes of last meeting. Andy Langford pointed out that the double payment to the school for the film night had NOT been reimbursed and that he was still in discussions with the school's finance department. Tom asked to be cc'd into all further correspondence. The rest of the minutes were agreed.

3. Review Actions It was agreed to review the actions as the meeting progressed as they were all aspects being covered.

4a. Report from Chair. In Gayna's absence Andie reported that the Parent Information evenings had gone well and that £42.11 had been received in donations. This was given to the treasurer.

4b. Report from Treasurer. Andy reported that not much had changed since the previous meeting. He was continuing to complete the Charity Commission Financial Return required for raising over £25,000 and he was hoping this would be done soon. He also reiterated that he would be retiring from the post at the end of this school year as he would no longer have a child in the school. A new financial auditor may also need to be found but this would be at the preference of the new treasurer.

We will send a Parentmail, next term, to highlighting the treasurer's role and responsibilities and asking for anyone who is interested to get in touch.

5. Report from the Headteacher.

6. Premises Team member Steve. The meeting was told briefly about Steve's accident, at the end of last term, that left him with substantial burns and that although he is no longer in hospital it may be awhile before he was able to return to work. The meeting was then informed that the PTA had bought a card and voucher for him, which was then given to Tom to either post to him or to give to any member of staff or premises team that visited him next.

8. This Term's Events.

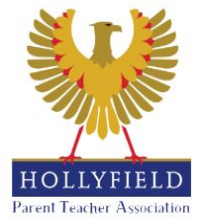
Year 7 Quiz: In Vicki's absence Andie told the meeting that Vicki is well underway with all the arrangements and although a definite decision has not been made on the food she has secured access to the school kitchens during the day to prepare and cook the food.

She has a number of helpers but more would also be welcome. Anna and Alison (both present) offered to help with set up and or cook food in advance.



THE HOLLYFIELD SCHOOL PTA

Charity Registration Number: 1088409



Following the last meeting Marianne O'Shea had agreed to ask Mr Ryan to be the Quiz Master but Tom was under the impression that he was to do it. Andie expressed that the PTA was very happy with both choices and that both could also do the role. Tom agreed to sort out any confusion. Several Parentmails had been sent out to the Year 7 parents and Ticket sales were also well underway. So far 24 adults and 13 children's tickets had been bought.

Christmas Concert: Due to the General election this now can not take place on 12th Dec as the church is used as a polling station. The school is hoping to reschedule on Wednesday 11th Dec. Tom will inform the committee as soon as the date is confirmed so that the TEN date can be changed and the food team can be approached re catering.

Andie will contact the council to amend the TEN and send out an email asking for helpers.

Year 8-11 Celebration of Learning Evening. Tom asked if the PTA could provide light refreshments, similar to those provided at the Parent Information Evenings, at the end of the event. The event will be held in the hall, should end between 8 and 8.30pm and refreshments can be set up and served in A1. The school are expecting between 150-200 people to attend.

Andie will send out an email asking for helpers.

8. Events to be discussed/arranged.

Coffee Morning: It was again decided that as Maryam wasn't present, and it was her idea this discussion would be saved for the next meeting.

Supermarket Bag Packing: Andie confessed that she had not followed up on this.

9. Any Other Business. The floor was opened to any other matters people wished to raise or discuss. None arose.

Date of next meeting – Weds 4th Dec 2019 at 7.30pm C1.

Andie Ross PTA
Secretary