



THE HOLLYFIELD SCHOOL PTA



Hollyfield Parent Teacher Association Meeting Minutes

25th Sept 2019 - 7.30pm - C1

1. Apologies for absence - Apologies received from Andy Langford, Michelle Nicholls, Andy McNevitt, Nicola Johnson, Maryam Mardanaloo

Those present – Gayna Brice, Andie Ross, Marianne O’Shea, Marina Craig, Philomena Groome, Vicky Jones, Ozlem Aksel Basboga, Maria, Berna, New parent, new parent, new parent.

2. Minutes of last meeting – These were agreed.

3. Review Actions

As all of the actions from the previous meeting were to do with Hollyfest it was agreed that if they hadn’t been actioned it was too late.

4a. Report from Chair.

As there were several new members present Gayna explained what Hollyfest was, how it was run and how successful it had been. She then ran through other PTA fundraising events, including Quiz night, selling doughnuts and ice creams and the events that school run in collaboration with the school including: Christmas Carol Concert, OAP Party, Ilex productions, GCSE breakfasts, Celebration evenings, SPOTY, Information evenings and Bag Packing. She explained which were pure fund raisers, which were part fund raisers and which were giving back to the school/community.

4b. Report from Treasurer

Gayna read out a report submitted by Andy Langford.

The 2018/19 accounts had been balanced

The double payment to school re: Film night had been reimbursed

The current bank balance stands at £19,503.45

At this point the amount of money to donate to the school was discussed. Marianne highlighted the fact that the promised funding had allowed the Music Dept to run the Music tech course and that because of the nature of the course some of the donation would go towards media tech.

Gayna suggested, with a view to the £19k in the bank, a donation amount of £14,000. It was agreed unanimously.

A detailed Annual Report, required as over £25k had been raised, will be compiled and submitted to the Charity Commission.

The bank account needs more signatories. Andie Ross and Tom Maltby will become signatories.

He suggested that the raffle licence be renewed so the year 11’s could organise a Prom fundraiser raffle. Philomena also suggested that she would be able to organise decorating of the hall and

provision of food if the Prom Committee would like to save money and have the Year11 Prom on the school premises.

Marianne will convey both of these suggestions to the year 11 Prom committee.

5. Report from Headteacher.

Marianne informed the meeting that Tom had nothing more to report.

6. Vote for donation to School.

See Treasurers report.

7. Website and Facebook.

Oz and Ros are in communication and the process of handing over the domain and website to Oz is well underway. Hopefully Oz will have control of the domain within the next 48hrs.



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We have lost administration rights to the current Facebook page and so a new one has been set up.
Andie will send out a Parentmail to inform the parent body of the change.

The meeting was informed that there were no changes to the Twitter and Instagram accounts.

8. This term's upcoming events.

Information Evenings: Gayna explained the PTA role at the meetings.

Year 7 Quiz:

Vicky Jones explained the concept of the quiz and that it is a great way to engage the new year 7 parents.

She has a fully written quiz.

Promotion ideas include: posters in year 7 classrooms, mentioned in the year 7 assembly, Parentmail to year 7 parents and include on Ebulletin

Decision needs to be made on ticket price. £10/ adult, £5/child and £12/ adult, child combination was suggested.

Maryam and food team to be approached to provide catering. If unable to do will investigate whether the school caterers can provide competitively priced food.

It was decided the quiz would run from 6.30pm for a 7/7.15pm start (with food being served from the beginning) till 9.30pm.

Marianne suggested Mr Ryan (current year 7 HoY) would be a good Quiz Master as he is charismatic and funny.

Marianne will ask Mr Ryan to be QM.

Oz can create a poster if given the relevant text.

Vicky will action year 7 assembly and poster distribution and will look into what Teddington High School ticket charges.

Andie will apply for TEN and send a 'Save the date' Parentmail.

Christmas tree Sale:

Vicky has emailed Matt Winpenny and he has given her his contact's details. She has emailed the contact with no response as yet.

Vicky will continue to follow up again.

Marina agreed to contact SASM PTA to ask about their Christmas tree supplier.

Philomena also agreed to follow up her Christmas tree contact

Christmas Concert:

Will be discussed at the next meeting

Coffee Morning:

It was 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 will contact local supermarkets to see if this is feasible for this Christmas.

Year 8-11 Celebration of Learning Evening

Gayna asked Marianne what role the school wanted the PTA to play at this event.

Marianne will ask Tom to tell us at next meeting.

Date of next meeting – Tues 5th Nov 2019 at 7.30pm C1.

Andie Ross
PTA Secretary