



THE HOLLYFIELD SCHOOL PTA

Charity Registration Number: 1088409



Hollyfield Parent Teacher Association Meeting Minutes 4th Dec 2019 - 7.30pm - C1

1. Apologies for absence - Apologies received from, Betsie Geere, Vicki Jones, Nicola Johnson, Alison Jeffries.

Those present - Gayna Brice, Andie Ross, Andrew Newton, Andy Langford.

2. Minutes of last meeting. 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. Gayna reported that the Yr 7 Quiz had been well received and enjoyed by all who attended. The celebration of Learning had also gone well and from a PTA perspective, serving refreshments before the event had worked very well.

4b. Report from Treasurer. Andy reported that the cheque for £13,054.54 (£14,000 less the £945.46 double payment made for the film night last year) had been presented to the school but, as yet, had not been cashed. In talking to the finance office they had raised a concern that they felt that funding decisions were not making it through the school to them and they felt ill informed. It was agreed that on all future finance/funding communications and decisions the finance office would be copied in.

5. Report from the Headteacher. Mr Newton stood in for the headmaster, there was nothing new to report.

6. Request from School for funding. Gayna asked Mr Newton if the school had any specific requests for funding this year. He didn't have any but said he would go back to the school departments and ask.

Gayna suggested that it would be nice for a couple of PTA representatives to see the new It/Music equipment paid for by Hollyfest. Mr Newton agreed this was a good idea. No date was set.

Marina suggested funding for floodlights at the field, which is currently unlit. This would allow a longer day up at the field, especially in winter. Currently students have to cut into the school to ensure the games lessons are in daylight

Andie suggested some extra funding to Student Services to construct shelving, hanging rails and proper storage for them. What they currently have is inadequate for the amount of spare uniform and PE kit they hold for day to day use.

The meeting agreed that these were good ideas.

Mr Newton will convey them back to school as well as asking for other funding requests.

7. Review of this Terms events.

7a. Year 7 Quiz. The quiz was well attended and enjoyed by all. The organisation and catering went well and around £600 profit was made. There was also drinks stock left over for future events.

7b. Celebration of Learning. This event also went well. The refreshments, served before the event, were well attended and the donations collected covered the PTA costs and afforded a little profit.

7c. Carol Concert. Andie confirmed that Kingston Council were able to transfer the original TEN, for the 12th Dec, to the 17th without extra cost as the reason was out of our control.

Andy McDevit had agreed to provide his pulled pork and Maryam and her team were available to provide an array of vegetarian options, including soup and samosas.

It was agreed the set up should begin around 6pm as the audience would begin to arrive around 8pm. It was noted that we were short on helpers, due to the date change, that Gayna would come straight from work and Andie wasn't available.

Andie will contact Maryam and Andy to see if they are also available to serve or only to provide the food.

An email should be sent out again to ask for more helpers.

Andy Langford will provide floats for bar/food and raffle and give to Gayna.

Gayna will shop for the bar

Andie will do all the bread shopping.

7d. Tree Sales. A brief explanation of the last minute meetings with Surrey Xmas Trees and advertising arrangements that lead to the successful setting up of 3 tree sales on the 1st three weekend of December (30th/1st, 7th/8th, 14th/15th). Each tree sale generated a £5 donation to the school, that 19 trees had been sold at the 1st sale and the coming weekend's sale was expected to be the most popular. It was suggested that if the prices of the trees were published it may encourage people to come to the sales.

Andie agreed to add the tree prices to that week's parent mail and ebulletin.

7e. Donut Sale. This item wasn't on the original agenda but Gayna reminded those present that the PTA normal run a donut sale, where the donuts were bought from Krispy Kreme at a reduced rate through their charity scheme, on the last day of term. It was agreed that if helpers could be found that this should still go ahead. Mr Newton agreed.

Gayna would send out a general email asking for helpers and if successful would then order the donuts from Krispy Kreme.

8. Events to be discussed/arranged.

Quiz: Another quiz night was discussed and it was decided that it would be a good idea to hold one. Dates suggested were 14th or 28th February. The committee asked Mr Newton if his wife would, again, be able to write the quiz.

Mr Newton will put both dates forward to the school to see which is better and ask his wife if she is available to write the quiz.

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.



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Murder Mystery: Tom had emailed the committee about a company that provided Murder Mystery scripts for school fund raisers. Andie explained what would be involved and the idea was discussed. It was decided that, on previous experience, this would not be suitable for this year. At this point, Marina suggested a George Michael impersonator that had been very successful at a fundraiser she had recently been to and it was decided that this could be considered.

Marina would contact the organisers of her fundraiser and obtain details, costs etc about a music fundraiser.

9. Any Other Business.

Andie explained that Jo Lelliott had successfully contacted and set up a scheme with The Recycle Factory, a company that recycles printer ink cartridges and donates the money back to the school. A box will be placed in Student Services to collect the cartridges and, once full, Jo will collect it and send it off. It was agreed that we would run the scheme for a year and see how it fairs.

Maryam and her family have recently been providing hot cooked food for homeless in Kingston and wondered if they could run the school at school, with a mind to the children/families who receive free school meals and or live with food poverty. The idea was discussed and although the merits of the idea could not be faulted it was felt that, due to the sensitive nature of the student information involved, the PTA could not set this up but that they would be very willing to help with cooking, distribution, volunteers, etc if the school were able to set up and run the scheme.

This led to discussion of a food bank drive/donation day in the new year. It was decided to add this to the next meetings agenda.

Gayna thanked everyone for attending and closed the meeting.

Date of next meeting – Weds 8th Jan 2020 at 7.30pm C1.

Andie Ross PTA
Secretary