



Hollyfield Parent Teacher Association Meeting Minutes 8th Jan 2020 - 7.30pm - C1

1. Apologies for absence - Apologies received from Nicola Johnson, Maryam Nouti, Michelle Nicholls, Andy McDevitt, Philomeana Groome .

Those present - Gayna Brice, Andie Ross, Andy Langford, Alison Jefferies, Tom Maltby

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 fed back on Decembers events.

The **Carol Concert** was a great success, more people had turned up to help than had replied to the email, there was enough food and drink and the extra mulled wine that had been bought and not used had been returned and refunded.

The **Tree Sales** had been very successful, raising £470, and it was discussed that the next sales could include an outdoor carol/music concert with mulled wine, hot dogs and other refreshments to boost the income raised.

The **Donut Sale** had not gone as well as previous years, though it did make a small profit and it was decided that next year's sale should be held on the Friday before the last day of term as the students were too anxious to leave. This would also mean that the sale wasn't in competition with the canteen who give away a lot of the perishables on the last day of term.

4b. Report from Treasurer. Andy L reported that there was near to £7000 in the bank account and it would be closer to £10,00 by the end of the year. He also pointed out that the PTA charity only had 2 trustees and that it would be good practise to have more. After some discussion on what the role entailed Andie Ross and Alison Jeffries agreed to be added as trustees. The PTA bank account also needs more signatories, at present it is himself and Gayna and as he is due to step down at the end of the year it would be pertinent to add them now. Andie and Tom agreed to go down to the NatWest Bank in the very near future and be added as signatories.

Andie R to email Tom with dates and times to visit NatWest.

5. Report from the Headteacher. Tom started his feedback with a big thank you to the PTA for all their work and fundraising last term. He then went on to discuss his concerns regarding communication with the finance office. Andy L explained that Collette, in the finance office, had been unaware that the school were supposed to be paying for the Hollyfest fireworks, through direct donations to the school that Graham had successfully arranged, and that the presented cheque had been cashed. It was again agreed that the Finance office should be directly informed of all financial decisions and that copying her into the minutes, when distributed, should suffice. It was also agreed that it would be nice if Collette could come to a meeting to meet us and put faces to names.

He then suggested that it would be good to introduce a funding request bidding process where the heads of departments (HoD) would provide written requests for £1000 which would then be discussed and voted on during a regular monthly meeting. Gayna pointed out that this had exactly this had been requested by a previous PTA committee a couple of years ago as it meant all departments had a fair chance of receiving funding and that a record would be held of which departments had and had not been successful in their funding requests. It was agreed that this was a very good idea and should be implemented.

**Tom will contact the Heads of Departments and organise them to submit bids for funding.
Andie will copy Collette in the finance Office into all minutes distributed.**

6. Replacement Treasurer. it was agreed that it was a good idea for the PTA to send out a request via Parentmail and Tom would also reference the need for a replacement in his Ebulletin in the hope of generating a response from the parent body. If that failed to generate any interest it was felt a good idea to produce some leaflets to be distributed at the various parent evenings coming up. All campaigns should include an outline of the basic roles and ask for those interested to email the PTA and those requiring further information will be forwarded to Andy L. Andy also expressed that he would still be available to help and advise once he has stepped down and be available to help at Hollyfest 2021. Those present expressed their appreciation at this.

**Tom will include a request for a new treasures in his Ebulletin
Andie R, Gayna or Andy L will write a Parentmail requesting a new treasurer.**

7. Quiz. Tom confirmed that Friday 28th February was the date preferred by the school and that, unfortunately, Mr Newton's wife wasn't available to write the quiz. It was agreed that the PTA would compile it themselves. Alison mentioned that her family did a topical quiz at Christmas and she would be willing to provide some of it for the PTA use. It was also agreed that some of the New Year 7 Quiz rounds could be used eg. the crisp tasting round.

There will also be a raffle run with tickets sold on the night.

It was agreed to ask Maryam and the food team if they were willing to provide specific dishes, ie a veg and a meat chilli or whether they'd rather stick to providing a larger range of dishes. It was also discussed and decided to ask them if all the food could be vegetarian as it was felt this was a cheaper, more environmentally and more ethically sound way to go.

Andie will email Maryam about the food choices and the possibility of it all being vegetarian.

8. The Big Read. Andie read out an email from Ms Rhodes outlining the scheme, essentially the 3 schools in the academy trust buy shortlisted books allowing the current Y6 students, in their feeder school, staff and preselected Y7 students to read the books and ultimately choosing the final one for purchase and gifting to the Y6 students on Induction Day this summer. The benefits of the scheme are numerous and include community/family links, supports reading at home, eases transition in September, ensures at least 1 reading book in every home, helps develop a culture capital, aid relaxation and promote good mental health. The total cost of the programme is £3600 and all 3

schools have successfully raised a portion of this, including funding already secured from Surbiton High School, hopefully from Kingston council. Ms Rhodes was requesting £900.

Tom gave some more information and answered questions that arose as those present discussed the request.

A vote for giving the full £900 has held and carried unanimously.

Andy L to generate cheque for £900 and give to Tom.

9. Gardening Club. Tom explained that the gardening club had been set up to help clear and maintain the area behind Albury that has been used as an out side teaching space and for outdoor drama performances but that it was now quite overgrown. The club had requested £500 to buy plants and equipment to help sort out the area, develop a sensory garden and also to plant up the new raised planter by the dome. Tom expressed surprise at the amount requested and suggested that an initial donation of £250 be made with the consideration of a further £250 donation at a later stage. Gayna suggested that a parent/student working party might be a good idea to help clear the weeds and overgrowth and that the parent could also be asked to bring any gardening tools, they may have, with them. She has also offered the club several lavender seedlings. Vicky offered to look into alternative funding for the club, especially from the sensory garden development. The benefits of supporting the club were discussed.

It was decided to offer £200 to the club but to also give them the £10 Squires and £20 Chessington Garden Centre vouchers still held by the PTA. This was voted on and carried unanimously.

Tom will give the cheque and vouchers to the club.

Vicky will look into alternative funding.

10. Raffle. It was agreed that renewing the raffle licence was a good idea but that it would also be good to link it to an event and to introduce a competitive element to the sales. It was suggested that a portion of the money raised could be used to help fund the current year 11 prom, potentially next year's prom, hence giving the current year 11 and 10 incentive to sell more tickets. It was also suggested that to increase years 7-9 ticket sales a competition could be run and the winning form group is rewarded with a film afternoon. Tom also suggested that he would like to run a **VE Celebration**, potentially on the afternoon Thursday 4th May and take the form of a street party within the school grounds. It would be a community event, including the older generation and this could have good raffle potential.

Vicki will compose a carefully worded letter requesting prizes from local companies.

12. Any Other Business. Andie had a brief meeting with Graham Griffiths who had suggested a big screening of the upcoming Football European Championship Final (12th July) or Semifinals (7th & 8th July). This was met with hesitation and doubt that it would be a successful event if England didn't get through to the semi/final round. It was also pointed out that The Ilex performances were scheduled for 9th-11th July Tom did suggest that maybe it could be combined with a big screen film night, thereby reducing the risk of a monetary loss should the event prove to be hard to sell. It was also suggested that it may be a better idea to screen one of the England qualifiers.

Andie will liaise with Graham re hire costs and do some further research into whether it is a viable event.



THE HOLLYFIELD SCHOOL PTA

Charity Registration Number: 1088409



Gayna thanked everyone for attending and closed the meeting at 9.15pm.

Date of next meeting: Weds 5th February 2020 at 7.30pm, C1.

Andie Ross PTA
Secretary