



Hollyfield Parent Teacher Association AGM Minutes

10th September 2019 - 7.00pm – A1

1. Apologies for absence - Apologies were received from Andy McDevitt, Marina, Lise-Marie and Michelle Nicholls.

Those present – Tom Maltby, Gayna Brice, Becky Sharples, Andrew Langford, Maryam Nouri, Andie Ross, Nicola Johnson and Vicky Jones arrived a bit later. We also welcomed 6 new parents whose children have started in Year 7.

2. Minutes of last meeting – Minutes of last AGM were agreed.

3. No matters arising

4. Report from Headteacher, Tom Maltby

Tom introduced the evening and welcomed everyone who was there. He thanked the PTA for all their support and fundraising. He believes that the PTA is the cornerstone of what the school is about, that it is a community organisation. He explained that the work we do on the PTA is very variable and affects every child at Hollyfield - he said we value anything you can offer or do - some people come to one event in a year and their contribution is valuable too. He values everything that people do, especially our core team, which he thanked again. He then spoke about Hollyfest this summer and that it was a great community event. He is really proud of that event - the whole day was buzzing, right from the start to the amazing fireworks at the end! He is very keen to have a positive force within the community.

His aim is to have Hollyfield the local school of choice. We're non-selective too and he feels that this is very important – but he wants this to be a local school for our community and for local people. He explained that the catchment had shrunk considerably in recent years from many miles to now being, just over a mile.

He mentioned that we raised over £14,000 in just one day at Hollyfest, which he thinks is outstanding! It took a lot of hard work and commitment, so he wanted to say thank you to all the team involved. Hollyfest celebrated the talents of all our brilliant students and created a wonderful community event.

5. Report from Chair, Gayna Brice

Gayna did some introductions and we went around the room so that each person could give their name and say who they are. She then read her report as Chair - please see attached sheet.



Gayna highlighted some issues:

Ticketing for next events – this needs looking at as Ros Ellis is leaving the PTA who managed all this.

Parents' Information Evenings – these are coming up and we need to sort our volunteers to help serve refreshments. Tom said that they start next week. He'd also like some help as before from the PTA for the workshops. Gayna has the dates and will get this organised.

Music department donation – we need to decide how much we are giving. Tom explained that the Hollyfest money is going to go towards buying music technical equipment, that all students in the lower years will be able to access but especially those students studying the subject further at GCSE and A Level.

6. Report from the Treasurer, Andrew Langford

Andrew handed out his report for the AGM 2019 (attached) and statements of financial activities for the year ended 31/8/18 and 31/8/19. He explained that the 2019 figures are being finalised.

He said that there is a pattern in each year when Hollyfest happens – so we have surplus from that event and then a deficit when we spend it.

Andy confirmed that the audit has been done and the return to the charity commission has been done.

Trustees – these are himself and Gayna. He's happy to have that but, now the accounts are all up to date, we can appoint further trustees.

Open air cinema payment – he thought a cheque hadn't been presented, when in fact it had been, so he wrote another cheque which was also banked. Hollyfield accounts dept have been made aware of this and he's asked for as refund or we'll deduct that money from our next payment to the school.

Quick Hollyfest breakdown, approx. figures:

	Tickets	Progrm	Bar	Bbq	Food
2015	1285	1500	1700	830	327
2017	3700	1500	1300	1567	622
2019	4600	2000+	4600	1966	1063



DBS checks – yes, we probably need to do these as PTA members. School has never insisted but it would be wise to put them in place.

Andy said that the finalised 2019 accounts will be done this year but won't differ greatly from this.

Insurance money – Gayna explained that some money went missing at Hollyfest, approx. £650. We're not sure if it was stolen or dropped. It was entrance fee money. The correct process was followed immediately with school's help. CCTV was examined and the matter was reported to the Police etc, and there's no suggestion that anyone at school, either staff who were on the entrance or Andy had acted dishonestly. We are however Parentkind members and through that we had insurance cover, so we made a claim and got £600 back. We had to pay a £50 excess. But this has been a great help and we've also followed the Parentkind template to set up our constitution.

Andy confirmed that the current balance in the account is about £19,500.

Gayna added that we need decide how much we're going to spend, initially we said we'd make a £10,000 donation to the music department. We've got some other requests as well from other departments. We also need to hold back some of that money to pay for other events e.g. the next Hollyfest. Tom said he'll get a figure about the likely cost of the music equipment and we can decide about it at the next meeting.

Vijay, a new yr 7 parent, then asked why Hollyfest happens every couple of years – Gayna explained that it's basically because of the amount of work and also because our partner school Grey Court School has their own festival on alternate years. We also used to swap it with the drama department who had their school musical every other year, that was the thinking. But if we get more help etc maybe we could look at doing Hollyfest every year.

7. General Business Committee

The following people were then nominated and voted in:

Chairperson – Gayna Brice	proposed Andi, seconded Vicky
Secretary – Andi Ross	proposed Maryam, seconded Vicky
Treasurer – Andrew Langford	proposed Gayna, seconded Andi

Gayna said that we're happy to have deputies for the various roles as well.

8. Auditor

Andy Wheelan is the auditor and happy to finish things up for us.



9. AOB

We need to set dates for the next PTA meetings and school events, such as Parents Info Evenings.

PTA meetings – alternate between Tuesdays and Wednesday as we did last year. First meeting – **Weds 25th Sept at 7.30pm.**

ACTION: Becky to add this to this week's PTA Ebulletin entry.

Xmas trees and selling them at school – Vicky said that we need to look into this sooner rather than later as we were too late last year. Matt Winpenny had a contact. **ACTION: Vicky will contact him before the next meeting.**

New Year 7 families Quiz Night – Vicky said she's come across this idea at a school in Teddington. They've sent Vicky the quiz questions through, some are linked to the Yr 7 curriculum. Everyone liked the idea, it's a great way to welcome new parents/students and introduce them to the school. A November date would work. Make it an evening event, on a Friday night or even a Saturday night. The Year 7 parents' info evening is on the 8th Oct so we could mention it then. Suggested date – **Saturday 16th November. ACTION: We need to ask Tom about that date and the cost involved for opening the school up on a Saturday night.**

Saturday morning coffee morning – Maryam suggested this idea – to invite all parents in the school and their children if they want to bring them. Maryam also suggested a Mums' night out - but have it at school so we can raise money. **ACTION: Add these ideas to the agenda for the next meeting.**

Open Air Cinema – this was in September last year at the start of the school year. It ended up being held inside, but it was very popular. Vicky said it's a good way to introduce the Year 7s to the school. Anna Cirillo suggested - What about showing "Rocket Man" and have an Elton John sing along? **ACTION: said she'd ask Matt Winpenny about the cinema as well and if we have it in the hall, we could do it any time of the year.**

Vijay asked – do we set a target at the start of the year to work towards? Gayna said that we don't but we aim to try and do one fundraising event a term on top of all the school events we support as well. Vijay – as there's been a good income this year, could you use that as a benchmark? Gayna replied that this would be hard to do, and roughly we aim to make about £1000 per event. Our average income without Hollyfest is about £7400.

Another suggestion from a new parent was a Karaoke night and a "Fun Run" for the children – a way of raising money through sponsorship.



THE HOLLYFIELD SCHOOL PTA

“Bag Packing” at Christmas – is another way of fundraising.

Sainsburys vouchers, Ryman’s vouchers, recycling printer cartridges and batteries – we need to look into these further and we need volunteers to coordinate these.

Car Boots – Andy confirmed that there were just not enough sellers – we took just over £400 but once the costs were taken out and you added in what the school had to pay out to open up early on a Sunday – we didn’t make any money sadly. So, there’s no desire to continue with this idea.

Becky Sharples x
Secretary, The Hollyfield PTA