



Hollyfield Parent Teacher Association Meeting, Minutes 10th Nov 2020 - 7.00pm Zoom

1. Welcome. Gayna welcomed everyone.

2a. Apologies for absence . Apologies received from Nicola Johnson and Vicki Jones .

Those present: Gayna Brice, Andie Ross, Alison Jefferies, Betsie Geere, Amy Jackson, Andy McDevitt, Liz Mitchell, Stephen Powell, Colette Morgan-Russell.

2b. Introductions. Those present introduced themselves as it was Stephens 1st meeting.

3. Report from Chair. Following the introductions Gayna asked Stephen to introduce himself as the potential new Treasurer.

4. Vote in New Treasurer. Stephen Powell had introduced himself, he was a secondary school maths teacher and had been involved in school finances when schools went from government control to grant maintained. He has a child in Year 7 and a child in Year 10. Gayna nominated him, seconded by Andie R and as the meeting was quorate a show of hands for and against was asked for. It was carried unanimously.

5. The Big PTA Raffle. Gayna explained that following the AGM, where setting up a raffle had been discussed and following further research it had been decided to join the Big PTA Raffle organised by Parentkind, a membership organisation that supports school associations and that the Hollyfield PTA were members of. Andie R had registered with the raffle and had sent out a parentmail and posted on the PTA social media sites and to date had raised £396 (264 tickets). Gayna also proposed that promoting The Big Raffle should take the place of an individual raffle. The meeting agreed. Andie also proposed that the money received from The Big Raffle should go towards the school's current food drive. All present agreed.

6. Hollyfield Calendar. Gayna explained the Student art Sales that had taken place during the Hollyfest events and that shed contacted Irene Crombie (Art contact at school) to see if it were possible to do something similar for Christmas. Irene had felt it wouldn't work so well as an online event and so producing a calendar using the students art work was decided on. Irene looked into the cost and viability of printing the calendars at school. Gayna had contacted 4 printing companies and had asked Andy McDevitt to contact the print company that produced the last Hollyfest programme. The costs, received so far, are below.

Based on 100	Cost	Sell	Potential Profit
In House	£5.63	£10	£4.37
Ask calendar	£5.50	£10	£4.50
Countrysideart	£3.30	£10	£6.70
Direct Colour	£3.20	£10	£6.80

It was decided to give the options to Irene and allow her to decide if she'd rather outsource the printing.

7. Christmas Tree Sale. Andie explained that the PTA had successfully run a tree sale last year using an outside company. She had got the go ahead from the school that this was something that could be run under current Covid Safe guidelines and had contacted the tree company and they were also happy to run the sale again. The dates of the sale would be: 5/6th. 12/13th and 19/20th Dec 2020. She explained that there wouldn't be any leafleting this year but that advertising would have to rely on social media, Parentmail, ebulletin and word of mouth.

8. Food Drive. Amy introduced the topic explaining that 20% of the schools families are eligible for Free School Meals (FSM) were offered to children in families of no or low income, which are typically not funded over the holidays but that the government had just agreed to fund the scheme over the Christmas Holiday. She said it was heartbreaking that a small percentage of the families qualifying for FSM were still not able to adequately feed themselves. This equated to between 10-15 families at the Hollyfield.

Andie explained that she had looked into the School and PTA setting up an 'official' food bank but that we lacked the space and organisations like the Tressell Trust required a funding commitment from the food banks they help to set up.

Gayna explained that she had applied to Tesco's funding scheme, where they donate the proceeds of the 5p bag sales to local charities. She had applied for £1000 to go towards the food drive.

Gayna then explained that the PTA would be holding a Food Drive to collect non perishable food and that a collection bin would be put inside Albury main door for the students to bring in the donations.

Gayna also offered the PTA help to sort the donations and to make up the parcels should the school be overwhelmed. Colette outlined the provision she already had in place to store and sort donations.

Andy McDevitt raised the point of contacting the Kingston Food Bank, maybe becoming a collection point for KFB and being able to use the FB itself. Andy offered to see how his local nursery worked a similar scheme. Gayna raised the issue of families needing to be referred or needing a voucher to use the KFB. Amy countered with keeping it in house would be a lot simpler and also it may add a layer of complication but it was definitely worth looking into.

Gayna asked everyone to keep an eye out for grants or schemes that the PTA/School can apply for. Andy brought up the idea of contacting the companies that are normally approached for a raffle prize asking for a contribution to the Food Drive.

**Andie to draft a parentmail to be sent to the whole parent body outlining the food Drive
Andy McDevit will contact his local nursery and see how the scheme works with them.**

9. AOB. Liz reiterated the idea of contacting the companies that are normally approached for a raffle prize asking for a contribution to the Food Drive. This was deemed a good idea.

Gayna will draft and send an email to the companies on the prize givers list.

Gayna thanked everyone and closed the meeting.

Date of the next meeting: TBA

APPENDICES

APPENDIX 1

The Hollyfield School PTA AGM Chair's Report

Unusual Times. I would like to welcome everyone to our first Virtual AGM. When we set out our plan for the year this time last year we certainly didn't expect anything like the last six months. But I am pleased to report that like other communities we have been able to flex and adapt so that we continued to deliver as a PTA under Covid-19 restrictions.

This is a chance for us to reflect on the things we have done over the year and thank those who have supported us.

Events and Initiatives. At the beginning of the School year we held two great quiz nights. The first was a 'Year 7 student and parent quiz' which was the idea of and organised by Vicki. This was an event that really encapsulates the essence of what we as a PTA are all about as its main aim was to provide the new parents and children an opportunity to meet and bond. It was great fun, very successful and we fully intended to make it a regular event. Although we have

not been able to do so this year we hope to be able to continue this in future years. It also raised around £600 profit.

This was followed by a fundraising quiz which proved to be equally successful and raised £1424.63.

For the first time we organised for a company, Surrey Christmas Trees, to sell Christmas trees from the School Grounds. This generated £470 and we would love to be able to do this again as it really was very low maintenance fundraising.

We normally support many school events throughout the year by providing refreshments (licensed bar and raffles) however we only had the Christmas Carol Concert last year as the other events such as:

Info evenings, Celebration of Learning, Ilex production, Summer Concert and Sports Personality of the year were all canceled or moved on line due to Covid. We were particularly looking forward to supporting the VE Day Street Party which was going to be held for our Senior Citizens in the community.

Other initiatives As so much of what we normally do was off limits due to Covid we moved our meetings to Zoom and considered what else we could do. We agreed that with the economy in decline more of our community might find purchasing school uniforms difficult. We therefore had a couple of weeks for pre-worn uniform to be donated and Andie and I collected and sorted it. We have been able to redirect this to a few families who needed it and are now in a position to sell the rest via our website.

We also realised that whilst the majority of students were able to participate in the online learning during the early part of lockdown there were a number of students who were unable to do this due to lack of suitable IT equipment. We joined forces with a local charity that were collecting, factory resetting and updating new software to laptops and they were able to donate 25 laptops to the school for reallocation. We also secured some donations which were able to fund new equipment and dongles to provide the necessary wifi.

We have continued to promote the use of Easyfundraising. An easy and free way to raise funds while you shop online.

Funded items. Whilst our main aim is to support the school and help build the community around it a part of that is the ability to fundraise. We have tried to raise larger sums of money for specific things we also decided last year to also set aside some money for smaller items that the departments could bid for. This has resulted in us funding the following in the last academic year.

£400 music department

£5000.00 - Was going to be spent on new IT for the LRC - This was diverted to buy Chromebooks which would be more versatile in the current climate.

£200 gardening club

£600 sewing machines

£1000 art dept

Final thanks. So whilst the last year has been a different and at times challenging one we could not do anything without the support of our volunteers or school staff.

I would like to specifically send thanks to Tom Maltby. He moved on to a new School during the last term and we were unfortunately unable to say good luck and Thank you in person. Tom was very supportive of us and made time to attend our meetings and events. We wish him every success and happiness in his new adventure. We have been lucky to welcome Amy in as the new Head and we look forward to a great year supporting her in these challenging times.

I want to thank Andrew Langford for his commitment to his role as Treasurer. He will be leaving us after having been a member of the PTA for 7 years. He has kept the books, submitted our info to the charity commission, managed the cash for events and brought us into the 21st century with cashless payment systems. Thank you Andrew for your support. I would like to thank Ozlem who took over the running of our website and online presence. I am extremely thankful to everyone who has contributed to the PTA. I know I don't have to list everyone as they know who they are. I do however also need to thank the school premises and office and teaching staff for their help, patience and support.

Next Year. As we start another year and Covid is not going away we will be looking for a new Treasurer and new members to join our team. We will welcome new ideas of ways to help and support the school. We would have been beginning our planning of Hollyfest 2021 however this may have to look a little different to our normal format.

Possible fundraising activities

Christmas tree sale

Art sale/Christmas cards

Raffle

?Online quiz

APPENDIX 2

The Hollyfield School PTA AGM 2020

Treasurer's report October 2020

In what should be my final report as Treasurer there are 2 fairly obvious comments which dominate these accounts. Firstly, the coronavirus and the impact it has had in curtailing PTA activities, during what would have been a busy spring and summer period for fundraising and supporting school activities and initiatives. Secondly, the now reasonably historic pattern of recording a surplus in one year, followed by a deficit in the following year.

Once again that has occurred as in 2018-19 we surpassed expectations with an increased income generated by Hollyfest, and then handed a large amount over to the school in 2019-20. If you compare the 2 years figures you will note that at the start of 2018-19 we commenced the year with a balance of £3729 we finish the 2019-20 year with a slightly smaller balance of £3213. But we have passed over £22,000 back to the school.

Inevitably the year ahead, and possibly longer, will offer challenges and opportunities in seeking new and innovative fundraising initiatives, with the hope that Hollyfest can, at some

point in the near future, be staged again and become a regular well-supported fixture in the community. Time will tell of course.

Meanwhile, I simply wish to record that I have thoroughly enjoyed my tenure as Treasurer and wish my successor every good fortune in their quest to assist the school in achieving some of what could be some potentially ambitious plans.

ANDY LANGFORD

APPENDIX 3

HOLLYFIELD PTA - INCOME AND EXPENDITURE ACCOUNT 2019/2020 TOTAL ANALYSIS

			£	Events	Parent's eves	Hollyfest	Bars	Easyfund raising	Donations
2-Sep	Jigsaw - Hollyfest Ad	bgc	150			150			
17-Oct	Stripe re Y7 Quiz	bgc	10.45	10.45					
18-Oct	Stripe re Y7 Quiz	bgc	15.58	15.58					
21-Oct	Stripe re Y7 Quiz	bgc	25.44	25.44					
	Stripe re Y7 Quiz	bgc	25.44	25.44					
23-Oct	Stripe re Y7 Quiz	bgc	25.44	25.44					
25-Oct	Stripe re Y7 Quiz	bgc	25.44	25.44					
28-Oct	Stripe re Y7 Quiz	bgc	31.35	31.35					
30-Oct	Stripe re Y7 Quiz	bgc	25.44	25.44					
4-Nov	Stripe re Y7 Quiz	bgc	25.44	25.44					
11-Nov	Stripe re Y7 Quiz	bgc	41.02	41.02					

	Easyfundraising	bgc	76.95					76.95	
13-Nov	Stripe re Y7 Quiz	bgc	37.07	37.07					
14-Nov	Stripe re Y7 Quiz	bgc	21.49	21.49					
15-Nov	Stripe re Y7 Quiz	bgc	15.58	15.58					
18-Nov	Stripe re Y7 Quiz	bgc	56.6	56.6					
	Stripe re Y7 Quiz	bgc	15.58	15.58					
	Amazon Core	bgc	17.34					17.34	
19-Nov	Stripe re Y7 Quiz	bgc	15.58	15.58					
	SumUp- bar from Y7 quiz	bgc	118.94				118.94		
20-Nov	Stripe re Y7 Quiz	bgc	68.62	68.62					
21-Nov	Stripe re Y7 Quiz	bgc	66.46	66.46					
	Contributions at Parent evenings	100194	42.11		42.11				
	Y7 Quiz - bar	100195	320				320		
2-Dec	Contributions at Celebration of Learning	100196	62.4		62.4				
18-Dec	SumUp - bar at Christmas concert	bgc	107.17				107.17		
23-Dec	Hollyfest (Zorb) & PE kit donation	100197	12.5			2.5			10
	Bar/food at Christmas concert	100198	660.5				660.5		
	Xmas tree sales	100199	470						
28-Jan	Doughnut sales	100200	63.96				63.96		
	Duplicated credit £63.96- reversed 06/02	100200							
4-Feb	Stripe re Quiz night	bgc	68.62	68.62					
7-Feb	Stripe re Quiz night	bgc	20.31	20.31					
10-Feb	Stripe re Quiz night	bgc	88.34	88.34					
13-Feb	Stripe re Quiz night	bgc	19.52	19.52					
14-Feb	Stripe re Quiz night	bgc	19.52	19.52					
17-Feb	Stripe re Quiz night	bgc	88.14	88.14					
19-Feb	Stripe re Quiz night	bgc	79.76	79.76					
20-Feb	Stripe re Quiz night	bgc	19.52	19.52					
	Amazon Core	bgc	15.92					15.92	
27-Feb	Stripe re Quiz night	bgc	78.68	78.68					
28-Feb	Stripe re Quiz night	bgc	39.04	39.04					
	Easyfundraising	bgc	138.76					138.76	
2-Mar	Stripe re Quiz night	bgc	107.26	107.26					
	Quiz Night bar /raffle + entrance	100251	847.46	40			807.46		
3-Mar	Stripe re Quiz night	bgc	38.84	38.84					
	SumUp - bar at Quiz Night	bgc	94.39				94.39		
4-Mar	Stripe re Quiz night	bgc	39.04				39.04		
13-Mar	The Giving Machine	bgc	15.11					15.11	
21-May	Amazon Core	bgc	23.65					23.65	
27-May	Easyfundraising	bgc	54.25					54.25	
15-Jun	Dongle Donation - A Ross	bgc	50						50

	Dongle Donation - A Joseph	bgc	50						50
	Dongle Donation - C Delpport	bgc	120						120
30-Jun	Dongle Donation - E Francis	bgc	25						25
1-Jul	Dongle Donation - K Tyler	bgc	15						15
13-Aug	Amazon Core	bgc	12.56					12.56	
21-Aug	Easyfundraising	bgc	22.18					22.18	
			4840.76	1255.57	104.51	152.5	2211.46	376.72	270