



THE HOLLYFIELD SCHOOL PTA

Charity Registration Number: 1088409



Hollyfield Parent Teacher Association Meeting, Minutes 2nd Dec 2020 - 7.00pm Via Zoom

1. Welcome. Gayna welcomed everyone.

2a. Apologies for absence . Jo Rhodes

Those present: Gayna Brice, Andie Ross, Alison Jeffries, Betsie Geere, Amy Jackson, Andy McDevitt, Liz Mitchell, Stephen Powell, Colette Morgan-Russell, Hedvig Harma Sayeed, Nicola Johnson

3. Readopting the Constitution. Gayna explained that it would be good to examine and re adopt the PTA constitution as good practise and as a reminder of committee roles. It was agreed that this was a good idea and that the constitution will be distributed to those present for them to read through, hopefully approve, and readopt at the next meeting.

Andie will find and recirculate the Model constitution currently used.

4. Treasurer's Update. Andy Langford, retiring treasurer, was unable to attend due to work commitments so the update was given by the current Treasurer, Stephen Powell.

He reported that he and Andy L were in the middle of getting the last tax year's accounts approved which had been delayed due to a bereavement in the auditor's family. Stephen asked if the current committee wants to sign off on the accounts before they are submitted. Gayna explained that the accounts were normally reviewed at the AGM but as that hadn't happened this year it would be a good idea for the committee to see them before submission. Stephen agreed to circulate the finalised accounts. Andy L was also ascertaining whether the current auditor is willing to continue in their role, if not this will have to be addressed.

Stephen then went on to explain the issues with access to the bank account, because there have been some changes within the committee a change mandate has to be issued to the NatWest, that the bank needs some rudimentary information and a minuted decision from the committee on the changes to be made.

He explained that there are 2 roles: signatories who have the right to make changes to the account as well as sign cheques and nonsignatories who have access to the online account but can't make changes. Once the committee had decided who these signatories were to be he would fill in the bank mandate and the bank would then get in touch with the individuals to verify that they are who they say they are and correspondence from the bank would then follow. This needed to be sorted quickly as, currently, only Andy L had access to the bank account. As well as this there needed to be a decision about the correspondence address, currently all written correspondence goes to Andy L's address and this also needed to be changed.

Gayna asked whether there was a limit to the number of signatories allowed at one time, Stephen reported there wasn't a limit and recommended a minimum of 2 nonsignatories out of possible 4 or 5 signatories. Gayna is currently a signatory but Stephen advised that she should still be added to the mandate change as without it she may be removed. It was then agreed that Gayna Brice would remain as signatory and that Andie Ross, Alison Jeffries and Stephen Powell would be added as new signatories.

Access will be set up online, signatories will have a secondary access to access the account. It was also agreed that the correspondence address would be changed to Stephen's home address.

Stephen then asked for these decisions to be minuted as soon as possible so that he could get the process started. Andie R agreed to do this.

The information Stephen required was the new signatories names, mobile numbers, email and home addresses. Andie R agreed to liaise with the new signatories in getting the correct information to Stephen asap.

Stephen also reported that he had seen some historic correspondence suggesting that the PTA were possibly running 2 accounts, a current account and a business reserve, but was unsure whether there was a balance in the 2nd account but would find out and if the 2nd account was still active the new signatories would have access to both accounts.

Stephen then asked for permission to change the contact details for the Charity Commission and HMRC from Andy L to himself. This was agreed.

Stephen then asked whether the committee still wanted to continue with SumUp as he wasn't sure what they were. Gayna explained that they were the company that provided the handheld payment card readers that were used at fundraising events and as they had been very useful at previous events that yes it should continue.

Andie R to produce a set of short minutes and email to Stephen ASAP.

5.Fundraising this Term.

Food Drive. Andie reported that the food drive had been massively successful and that they'd been blown away by the response. Alongside £100's of food donated over £1000 had been donated, with 13 gift aiders. Some of this money had been spent as top up shops for the 1st two deliveries but there was still just under £1000 available. She had also approached Hawes and co to ask for advertising sponsorship for the Christmas Tree sale but had been too late but they did offer to donate supermarket vouchers to the food drive, there were some negotiations to be made around the amount to be donate and that they would be getting back to her asap.

She was hoping that they would be able to make another 2 deliveries before Christmas but was aware that this may not be possible as the school had to make the deliveries. Amy confirmed that it would be possible and Colette also confirmed that Kim McMillan and Kelly Adams would be doing the deliveries at 10am on Monday mornings, using the school minibus. The deliveries would continue after Christmas and hopefully through the pandemic and maybe further into the future.

Gayna explained that there was enough food for a 3rd delivery and Stella Hall then explained that her church was donating a whole delivery through a food drive they had held. She also reported that she had been in touch with 2 larger organisations, who distribute food across London and there was a possibility for them to supply fresh and dried food help too.

It was felt that the fresh food deliveries would need some organisation as there was no fresh food storage available. After some discussion Colette agreed to organise and liaise with Stella, Kim and Kelly about any fresh food deliveries.

Gayna explained that they wanted to include a more 'Christmassy' bag in the final delivery, a bag containing mince pies, Christmas pudding etc, and asked the meeting for their agreement. The meeting agreed.

Andie to pass Stella Colette's email address.

Amy will push the food drive in her ebulletin and include information about ongoing support for those struggling to feed themselves and that the food donations will continue throughout the pandemic.

Hollyfield Calendar. Gayna reported that the school printing option had not proved possible and that Andy McDeitt had secured a local printer. The cost of this meant only 30 calendars would need to be sold before a profit would be made. Andy McD told the meeting that the calendars had gone to print that day, and would be available early next week. He had also asked the printers to include any spares so they could be given to any vulnerable/FSM students that had contributed artwork but may

not have the means to buy one. Gayna suggested that a calendar could be added to the Christmas food parcels. Everyone agreed.

Amy agreed to see if there were any students who weren't receiving a food delivery but had contributed artwork to the calendar.

Amy will mention Calendar and Tree Sales in her bit of this week's Ebulletin and cross check students.

Christmas Tree Sale. It was reported that the 1st Tree Sale had gone ahead smoothly and 14 trees had been sold and that there would be another 3 weekend sales in the run up to Christmas.

Raffle. The Big PTA raffle tickets had now sold out so there was a guaranteed daily win of £5000 and it had raised £751.50 for the food drive.

6.Period Poverty. Betsie Geere had contacted Free Period Support.co.uk and reported that the Hollyfield School had already signed up and that Colette had ordered the maximum allowance for the year and was aware the allowance was available again in January 2021. Betsie thanked Colette for this. She then raised the area of reusable period products and had found a couple of organisations that supplied advice including 1 that provided a pack for schools but the school had to sign up for this themselves. Colette was happy for Betsie to share this information with her. Amy said she could look into socially distanced separate assemblies to inform and explore the area of reusable period products.

Colette informed the meeting that there was a large supply of single use sanitary products at school and, other than the current year 7, all the girls had attended assemblies and knew to go to Miss Adams in the Library if they needed any. She also said she'd arrange for some of the products to be given for use in the food parcel.

Andie to pass Colette's email address to Betsie.

7.Future Fundraising.

Strava Challenge. In Vicki Jones absence Gayna gave a brief outline on what this was and it was agreed to timetable the item for a future meeting when Vicki could attend and explain the event in greater detail.

8.Funding Requests.

The Big Read. In Jo Rhodes's absence Amy gave a full outline of the history of the Big Read, set up by Jo last year. The project was set up to promote a high level of literacy and functioning spoken word understanding, imperative at exam level. Ofstead research has shown that children from welfare supported families are exposed to a significantly lower level of words and vocabulary by the time they are 5yrs old, impacting the children's comprehension, knowledge and life outcomes.

Basically the more you read the more words you know the more prepared you are at exam level. In the project the current year 7 students read and choose a book, a copy of which is then delivered to all the current year 6 students (that will attend the Hollyfield in September) and Hollyfield Staff. The year 6 students read the book before starting year 7 as a transition project and there are lessons and activities planned around the book, promoting discussion, conversation and engagement. There is a hope to expand the project in the future.

Betsie, as a mum of a current year 7 said that the project was great as both a reading and transition project and thanked the school team. Nicola also agreed with Betsie

The funding request of £1000 was to repeat the project. Last year the PTA funded 50% of the project and it was agreed, in principle and in the absence of an up to date bank balance, to give 100% of the request, pending the finance available.

9.Any Other Business. Amy gave a massive thank you for the success of the food drive, that they too had been blown away by the response and were grateful for the feel good factor it had generated in such hard times. She also thanked those present and the PTA in general for everything they do. Hedvig asked to be more involved and Betsie and Nicola also volunteered to help with packing bags for the food parcels. They were all reassured that they would be called upon.

Gayna thanked everyone and closed the meeting at 8.10pm