



THE HOLLYFIELD SCHOOL PTA

Charity Registration Number: 1088409



Hollyfield Parent Teacher Association Meeting, Minutes

6th Jan 2021 - 7.00pm

Zoom

1. Welcome. Gayna welcomed everyone.

2a. Apologies for absence . Amy was unable to join the meeting at its start but hoped to join at some point. Apology received from Hedvig after meeting.

Those present: Gayna Brice, Andie Ross, Alison Jefferies, Betsie Geere, Alex Burrows, Amy Jackson, Liz Mitchell, Stephen Powell, Colette Morgan-Russell, Nicola Johnson, Kate Harland, Andy Langford, Vesna Karmafilova, Hannes du Plessie, Natasha Harris, Bagtu Toscu, Farzaneh Chelouei, Vibusha

2b. Introductions. Those present introduced themselves as there were a number of new attendees..

3. Readopting the Constitution. Gayna explained that the PTA was currently operating under a model constitution developed by the PTA supporting body Parentkind and that as it had been a number of years since its adoption and in light of a new treasurer it had been decided to review the constitution. The proposed constitution had been distributed prior to the meeting and Gayna asked for any comments of disagreements. None were forthcoming and so the constitution was agreed and a hard copy would be printed out, signed and stored both physically and electronically.

4. Treasurers Update. Stephen reported that the changes to the bank account access were well underway, everyone had filled in and submitted the relevant forms but no further news from Nat West yet. Andy L then reported that they'd received £670 for calendar sales, £2550 food drive donations. He had completed all requirements for claiming gift aid and submitted the 2019/20 application which was only 5 donations and should total £65. All the Charity commission returns are now submitted and up to date, the figures he submitted hadn't changed after audit. Gayna confirmed she had seen and signed the accounts before submission. He was in the process of changing the Sumup details and Gayna suggested changing it's use to the PTA email address so in future there would be no need to change the user when the Treasurer changed. Andy R confirmed he would suggest this as a preference. It was confirmed Stephen can have access to the PTA email account. He then asked Andie R to check the calendar and food drive payments made directly to the bank account to make sure they were assigned correctly. She confirmed she would as they were still missing some calendar payments despite having sent out 2 reminder emails.

Andie to check calendar and food drive payments.

5. Update from School. In Amy's absence Alex updated the meeting. She first reported big thanks for all the efforts going into the food parcel deliveries, that there were currently 10 families being supported and due to the new lock down the school were reconnecting with all the FSM and EHCP families to see whether there were further families in need. Amy had asked what the figure on the supermarket vouchers was. Andie R reported that they'd had £600 donated just before Christmas and that a £20 voucher had been included in the Christmas delivery and that £200 (10 x £20) worth was due to be distributed with the next delivery. Gayna explained that this had been so the families could buy fresh produce. Alex reported that she had spoken to one of the families who had said it had transformed their Christmas as they wouldn't have been able to afford a turkey otherwise. Amy has also offered to

include updates in her ebulletin. Alex also reported that on the Calendar front they had been unable to identify individual students who had contributed to the calendar and that were also on FSM as it was such a large cohort receiving FSM. Gayna explained that a calendar had been included in the Christmas food delivery. Alex then explained that, because of the new lockdown, the mass covid testing had been postponed at school but that they were in touch with Public Health for Kingston and that they were providing professionals to help with the self administration and medical side but there is a potential need for volunteers to roll out the mass testing at school and that Amy would get in touch when she knew the logistics around the volunteering.

6.Last Term's Fundraising.

Artwork Calendars: Gayna reported that there were about 20 calendars left. She asked Colette whether she had received the invoice from the printing company. She hadn't. **Gayna will contact Andy Mcdevitt to chase the invoice.** It was discussed whether the school should pay the invoice and claim the VAT with the PTA reimbursing the school, but Colette explained that as the calendars had been sold on the VAT couldn't be claimed. Gayna suggested that as the calendar sales had gone so well it was something they should do every year, potentially having them on display in school in the run up to christmas and on at the Christmas Carol concert to boost sales. **Gayna will remain in contact with Irene Crombie about the collection of art work for next year's calendar.**

Christmas Tree Sales: Andie R reported that 78 trees were sold and that the final sale had been cancelled as they had run out of trees but that if people still needed a tree they could buy from the Duke of York Site on the high street and the school would still get a donatio. The sales had raised £390 profit with the potential of a £300 matched funding from one of the PTA helpers company. Andy L reported that as of 5th Jan 2021 the tree sale money hadn't been received. **Andie R will email the tree company again to remind them as the company had said they could do a bank transfer.**

Raffle: Andie reported that the final figure was £751.50 profit and that to her knowledge no one within the Hollyfield Community had won a prize.

Food Drive: Thedrive had received £1,450 in cash donations, a £1000 Tesco grant, £600 Sainsbury's vouchers from Hawes and Co, £100's in food donations and due to a couple of large food donations from larger organisations had enough food for another 2 deliveries. Donations from the parents and carers had been stopped temporarily.

Gayna asked Alex if there was a bigger space/classroom that the food bank could operate in as the current room wasn't covid safe for 2 people to be working in. Alex, although unable to say yes to this, could see no reason why not and would check with Amy and get back to the PTA.

Tesco Grant: Gayna explained that the original grant proposal was money to help feed the FSM students over Christmas as the government was not funding the FSM scheme over the Chrristmas break. On the day of application the government did a u turn and did fund FSM students over the break but as the wording of the grant was such that so long as the money was still spent to feed students at the school the PTA were still able to accept the grant. The idea now is to use the grant money to supplement the food donations for the food drive and document all money spent. All were in agreement of this.

8.Fund Raising Requests.

It was confirmed that there was £1000 available in the bank account to fund the Big Read funding request discussed at the previous meeting. Everyone agreed again to this amount and **Andy L will write a cheque and deliver it to the school.**

There had been another funding request from Sarah Neville, head of music for £5000 for music equipment for the new music block. Gayna had returned a holding response saying that there wasn't £5000 available, due to the restricted fund raising income since March 2020 but that she also wanted to make the funding request a level playing field by creating a Funding Request Form on google forms to ensure all dept knew how to and had the opportunity to ask for funds. She wanted to

the school to send the form to all department heads and once all funding requests were in to discuss the requests and the funding amounts.

Alex also raised that she had been looking into other funding streams to create a therapeutic space and had secured £20, but was hoping to raise £400 and if she had it paid to the PTA bank account, as they are set up as a charity, it's easier to fundraise as a charity, would it be ring fenced for her. It was confirmed it would be. She also said if more than £400 was raised it could go into PTA funds.

Gayna will forward the Martin Lewis Charity link to Alex as another source of funding.

Andy R said she could ask for the donations to be gift aided and she could use the PTA Gift Aid google form.

Andie R to send Funding Request Form and Gift Aid form link to Alex.

Amy Joined the meeting. She explained the proposed mass testing at school and the potential for volunteers but also that everything might change once the lockdown has ended.

Andie R asked whether there were still students needing help to connect with online teaching and was there any need to do another device drive. Amy and Colette confirmed that there were still devices available. Andie reported that there was still money available from the 1st device drive to fund dongles and wifi access. Amy said she'd pass this onto Matt Winpenny and Darren Bonehill.

9. Future Fundraising ideas.

Andie explained that Greycourt PTA had set up a deal with a local curry house whereby they ran a bingo/quiz night, the attendees bought a curry to eat and the curry house donated a percentage of the orders to the PTA. It was deemed a good idea. It was agreed to do a Bingo night, an over 18yrs event and not to necessarily charge, but rely on the food sales. Liz Mitchell suggested contacting a local estate agent to advertise the event if they weren't going to charge for the bingo link.

Amy offered to ask in the ebulletin to see if there were any parents with a takeaway restaurant connection.

Andie to email Hawes and co re advertising.

Andie to email Marina to see if she's willing to make some phone calls to local estate agents to donate prizes/prize money.

Liz asked whether the school needed additional funds to help with the remote learning.

Amy replied that the staff could maybe use help with obtaining visualisers which are about £60 each to help deliver live lessons. Alex suggested more headphones for the TA's on site, Colette suggested there may be some already on site.

Amy will ask Darren Bonehill and Josh Blakely whether there was anything that could be bought to help.

10. AOB. Farzaneh Chelouei wondered if the weekly update could be recorded verbally, like 'A news up date from Miss Jackson' Amy said this was a great idea and that she'd ask Darren Bonehill and Matt Winpenny for help and look into it. Gayna suggested getting one of the students to interview her.

Gayna thanked everyone and closed the meeting at 8.24pm

Date of the next meeting: 3rd Feb 2020

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