



THE HOLLYFIELD SCHOOL PTA

Charity Registration Number: 1088409



Hollyfield Parent Teacher Association Meeting, Minutes 3rd Feb 2021 - 7.00pm Zoom

1. Welcome. Gayna welcomed everyone.

2a. Apologies for absence. Colette Morgan Russell

Those present: Gayna Brice, Andie Ross, Alison Jefferies, Betsie Geere, Amy Jackson, Liz Mitchell, Stephen Powell, Nicola Johnson, Hedwig Harma Sayeed.

2b. Introductions. Those present introduced themselves.

3. Update from Chair. Gayna reported that the Artwork Calendar Sales had raised a profit of £435.60 and that due to time constraints the calendars had been distributed on trust and despite several emails asking for payment they were still missing 3 payments. She felt that they could continue to chase the payments, a total of £30 representing a £9.60 production loss, or agree to write them off. The meeting agreed to write off the payments. The printing invoice had been located and passed on to Stephen to arrange payment. It was agreed to give the unsold calendars to the school for them to distribute as they felt fit.

Stephen Powell to raise a cheque to pay the printers.

4. Treasurers Update. Stephen reported that the online banking process was still ongoing. Andie, Gayna and Alison had completed their online forms and he was going to resubmit his. He was going to ensure that the access was edit rights and not just read so that payments and changing the bank account structure can be done online too. He confirmed that the accounts business address was the school postal address but that the correspondence address was still Andy Langford's home address, and that he should be able to change this once he had online access. Also once online access was available he could remove the redundant signatories on the account. He went on to thank Andie R for sorting access to the Charity Commission website and that he would make sure there was nothing outstanding. Gayna reported that the SumUp organisation had requested some more information now the correspondence email had been changed to the PTA email address. Stephen felt this may be due to it being a group, rather than personal, email address and that he would look into it.

Stephen to resubmit his online access form and investigate the SumUp requirements.

5. Update from School. Amy reported that Alex Burrows had managed to raise £150 to buy resources for the therapy room and asked would the PTA be able to match it?

With respect to devices and online access for remote learning the school had 7 new and some repurposed laptops available and were hoping the DofE were going to release more. There were still a number of student not engaging with the remote learning and the school were trying to remove as many barriers to this for them as possible. There are still students accessing online learning from their phone or sharing devices and they are delivering laptops to them asap. They are also repairing student's existing devices where possible. If lockdown continues beyond the 8th March Darren Bonehill has worked out the school needs a further 10 devices. Amy reported that she felt the need for devices would continue after the lockdown had ended as online parent evenings, option evenings etc would continue into the next academic year. A chromebook, bought through LGFL, costs £150. Gayna suggested asking DLAG to see if they can help out again and also contacting Kingston University as they have donated computers to community groups when they upgrade their IT suites.

She also pointed out that there was still money available from the original funding drive donations in the first lockdown. She also took this opportunity to tell Amy that she had devised an online funding request form to be distributed to department heads to ask for funding so that the requests could be considered as a whole. Amy agreed to send it out to subject leads.

Andie R to contact DLAG, Keeping Kids Connected to see if they have any devices available.

Andie to find out monies still available for devices and arrange balance transfer to school.

6.Food drive. Andie R reported that the food drive was going really well, they were supporting 14 families and that they were receiving a donation from the DLAG every Monday which pretty much covered the food parcel contents. This was an ongoing commitment. There would be a double delivery the following week to cover the families over the half term break and weekly deliveries would continue the Monday after the break. She reported that they were looking into a more sustainable way of packaging the parcels but, at the present time, they were continuing with plastic bags which they had a good supply of after the recent donation request. They were also looking into joining the Fareshare scheme which may enable them to add fresh produce into the food parcels.

Amy reported that the food parcels were making a big difference to the Hollyfield families being supported and that the Year 9s could bring in bag donations the following Friday when they attended school for their booster (diphtheria, whooping cough, tetanus etc not covid) vaccination.

Andie to send a parentmail to the Year 9 families asking for bag and food donations on their vaccination day.

7.Bingo Night. Andie reported that despite Amy's ebulletin request no one had been in touch with a local restaurant contact and that she would put out a Parentmail inquiry. Hedwig reported that she knew the owners of The Royal Oak Pub and she would contact them. Andie explained that they were looking for a local restaurant that delivered food to donate a percentage of orders made in conjunction with a bingo night.

Andie to look out the contact details of the Indian restaurant used for previous events.

Hedwig to email the Royal Oak about a percentage donation for bingo night food orders.

9.Help Request from Dons Local Action Group (DLAG). The DLAG are currently supporting 4 schools in this area alongside several other organisations with regular food donations and had asked that once pupils were back at school and things were back on an even keel that the school does a donation request for 1 particular item a month in the hope that each family would donate and this would boost their incoming donations. They would tell the PTA which item was required each month and would pick up the donations on the same day they were donated so there wouldn't need to be any storage.

Marina reported that her son had been embarrassed to bring in donations, that it wasn't cool. She wondered if the school could help address this. Amy replied that this was a really good point and that they would raise the reasons and importance of food donation in the year assemblies. She also suggested having a box in each tutor room that were then collected to reduce the embarrassment. She agreed that this was something the school would be happy to do.

Andie will go back to DLAG with the affirmation.

10. AOB. Alison mentioned that it was Red Nose Day on 19th March and had there been anything planned. Amy replied that it was definitely something the school could address, the type depending on whether the pupils were still remote learning or were on site.

Gayna praised Amy on her video update, Amy thanked her and agreed she might record the next one from the food drive room.

Gayna thanked everyone and closed the meeting at 8.06pm

Date of the next meeting: 3rd March 2021