



## Hollyfield Parent Teacher Association Meeting

### Minutes

5th May 2021 - 7.00pm

### Zoom

**1. Welcome.** Gayna welcomed everyone.

**2a. Apologies for absence.** Betsie Geere,.

Those present: Gayna Brice, Andie Ross, Alison Jeffries, Stephen Powell, Liz Mitchell, Farzaneh Chelouei, Amy Jackson, Colette Morgan Russell, Hedwig Harma Sayeed, Andy McDevitt, Nicola Johnson, Matt Whinpenny, Wes Goggins

**2b. Introductions.** Those present introduced themselves.

**3.** The minutes from the previous meeting were agreed.

**4. Update from Chair.** Gayna confirmed that she and Andie R now had access to the PTA bank accounts online with NatWest and had been able to transfer the money to be donated to the school and reimburse receipts for the food bank expenses. However Alison still hadn't been given access. She also informed the meeting that due to increased work commitments Stephen Powell had stepped down as treasurer and in light of this Alison Jeffries had kindly agreed to take on the secretary role and Andie Ross would step into the treasurer's role. She asked the meeting if there was any disagreement to this arrangement, there wasn't and all agreed it was a good solution. Andie also explained that she would put out a Parentmail to the whole parent body to see if anyone would like to volunteer to be treasurer.

**5. Treasurers Update.** Nothing reported but Andie interjected relevant information at pertinent points during the meeting.

**6. Food drive.** There was not much to report other than the food bank had been successfully moved to M1 in the old music block and everything was carrying on smoothly. Amy reported that she and Andy Ratcliffe were mindful that although the food bank had had a massive positive impact on the families supported not only with food but also socially and mentally the impact on Kim and Kelly's time may be detrimental to their in school roles and it was a something that could be ill afforded in the long term. There needed to be a further discussion on how to make the food bank time sustainable as it was something that both the school and the PTA wish to carry on with. Andie also pointed out that they would need to address the 6 week summer holiday break and how administering the food bank could be achieved over this period. It was suggested that some families may be able to pick up food parcels and that volunteers could be found to man these pickups.

**8a. Year 11 Prom (24th June)** Amy explained that the school was hoping to hold a year 11 prom this year as it was seen as a right of passage, the students looked forward to it and it was important for their cultural capital (where children receive a broader cultural experience through visits to museums, access to art events, attending theatres and formal events etc). Wes Goggins explained that historically the prom had been held at Kingston Lodge but that due to current COVID circumstances they would not be hosting events like this. He had also contacted the Holiday Inn but they wanted to charge £55 per head, he did manage to negotiate them down to £40 per head but on contacting Imber court their price was £550 for the venue hire and £6 per head for the buffet which all worked out to be the cheapest. Being mindful that there is only 1 payday between now and the prom and that there were hidden costs (outfits, travel etc) Amy

explained that they didn't want to make it prohibitively expensive therefore pricing the less affluent students out of the opportunity to attend a culture capital event. The Imber court option with Matt Winpenny DJing would cost around £10 per head an alternative would be to hold it at Chessington Community College (CCC) hiring bucking broncos, inflatables, the advantage of this would it would still be offsite but the cost could be shared with CCC as they would hold their prom on a consecutive night. The option of holding the event onsite had also been explored but there was an element of event management and the potential of mischief in Surbiton and that it would reduce the cultural capital element of attending an event offsite. The question of whether the element of food was necessary or would the money be better spent in mocktails was also raised. Matt raised the idea that they would like to hire a photo booth for the event as the students really enjoyed them but that any other photography could be managed in house. Hedwig and Liz had both had event experiences with hiring photo booths and would pass the details on. Wes Goggins had asked some of the year 11s about their prom feelings and they had come back with cost was a concern, that they would all be together was important but where they were wasn't an overriding factor. Nicola asked whether it would be possible to do a quick poll of the year 11s to see if they had a preference, Wes said he would organise this. Gayna said she felt the idea of CCC was a good idea and it was suggested coaches could be arranged. Matt reported that travel to and from prom venues in the past hadn't been an issue. Gayna explained that the PTA had funded a prom in the past but felt that, especially as funds were so low this year, it would benefit more students to fund the GCSE breakfasts and celebration event it that if it were funding decorations and providing support on the night to serve drinks etc that would be a different ask and would probably be more favourable. She also declared feeling conflicted as her son was in year 11. Amy said it would be much appreciated if the PTA could help decorate and make which ever venue was chosen.

**7. GCSE breakfasts/lunches.** In recent years the PTA had provided breakfast before the English and Maths GCSE exams (as these are taken but all students at the same time), thereby ensuring the students had the opportunity to eat and would be onsite in plenty of time. This year all the GCSE assessments were taking place in the afternoon, after the lunch break thereby ensuring those students entitled to free school meals (FSM) had eaten. Gayna suggested the PTA could still provide croissants, cereal bars etc for consumption during or before the revision sessions held before the Maths and English assessments, thereby ensuring each student had access to both breakfast and lunch on those days. This would hopefully help the students to get the most out of the sessions and foster a 'looked after' feeling.

**8b. Year 11 Celebration Evening.** This event should take place on Friday 28th May and the school were mindful that COVID restrictions will be in place. It was not sure which format this would take, either a dial in assembly from tutor rooms or an assembly in the hall, followed by a shirt signing ceremony. Either way parents will not be invited but a full risk assessment would be carried out. Gayna explained that in the past the PTA had provided hot dogs and a drink for the shirt signing but didn't know how much it had cost in the past but that a good estimate was £80-£100. This was received as a good idea if it could be worked round the restrictions. Andy Mcdevitt volunteered to help with the barbecuing.

Gayna summed up the pertinent points of these 3 areas, especially the level of PTA funding for the prom, whether it's onsite at CCC or Imber court. She mentioned just funding the students on FSM tickets and at this point Matt brought up that the school could cover the cost of the FSM tickets but would like help with covering the cost of hiring Imber Court if that option was chosen but also help with decorating, regardless of the venue.

Andy McDevitt asked about ongoing funding commitments and the current funds available. Andie Ross explained that although there was an available balance of £2231 in the bank accounts and that all funding requests had been fulfilled they needed to be mindful that a working balance would be good to keep as they were hoping to be able to host a Hollyfest type event in Summer 2022 and this would mean money would need to be available from September 2021 for deposits. She also pointed out that there would be little opportunities to fund raise before this.

Alison suggested sending out a Parentmail asking for help with materials for the prom decorations.

A show of hands agreed that a snack and a drink at the beginning of the revision session to give an energy boost was a good idea and that the PTA would fund and buy this. This in the past had cost around £120. Andy McDevitt would buy hot dogs and buns and deliver them to school, the PTA would fund and the school would staff the BBQ for the celebration of learning. The meeting agreed with this.

The school will poll the year 11 students about venue choice and then get back to the PTA with the schools decision and the PTA can then do a committee out of meeting decision on funding.

**Andie and Gayna to shop for snacks, deliver to school and divide into 4 boxes on Saturday.**

**Hedwig to make enquiries about the photo booth used at Lime Tree school recently and email pta with details.**

**Liz to share photo booth details with school.**

**Matt Winpenny to create a google form to poll the students.**

**At this point Matt and Wes left the meeting.**

### **9. New Year 7 Parents Evening.**

Amy explained that the format of the evening is still in planning as although she would like to get the parents into school for the meeting she didn't want to create a super speeder event. Gayna explained that the PTA normally came along to the meeting and introduced the role of the PTA at senior school and that once the logistics of the evening had been confirmed could they have a 5 minute slot to do this. She also requested that an updated PTA sheet be included in the introduction pack that is normally sent out, be it paper or digital format.

Amy agreed to both of these requests.

**10. Funding Requests.** No new funding requests had been received and all previous requests had been paid to the school. With regard to providing help to smarten up the look of the school, Gayna had contacted 3 local garden centres for help. 1 had said no, 1 hadn't replied and Chessington Garden Centre had sent a voucher. Liz Mitchel had found details of how to access other volunteer groups that may be able to help with the actual landscaping. Amy explained that they would need to be tactical with the areas that were improved as the school were hoping to secure funding to make significant changes to the site. She did agree that the large planter outside the new music block could be planted and that who ever co ordinated the PTA effort should get in touch with Darren Bonehill who will be in charge of the site next year to ensure suitable areas were improved. It was agreed that this was a good idea and Gayna delayed contacting outside volunteers.

**Gayna to get in touch with Darren Bonehill when appropriate.**

**11. AOB.** Andy McDevitt had been in touch with the Surbiton Children's Centre who were still receiving food donations but no longer had any families they were supporting. They had been dropping the donations at tThe Big Yellow Storage but were happy to donate to the Hollyfield Food Bank. This was received with thanks and Andy will forward the contact details.

**Andy McDevitt to forward the SCC email address to Andie.**

**Andie Ross to contact SCC to arrange food donation delivery or pick up.**

Gayna thanked everyone and closed the meeting at 8.30pm

**Date of the next meeting: 5th May 2021**