



# THE HOLLYFIELD SCHOOL PTA

Charity Registration Number: 1088409



## PTA AGM Minutes 26<sup>th</sup> September 2024, 7.30pm – Exam Building Hollyfield

### 1. Welcome - Bryn welcomed everybody to the meeting

**Those present** Marina Craig, Bryn Regan, Inma Pla, Andy McDevitt, Betsie Geere, Marianne O'Shea as School Representative

We welcomed new attendees: Shaira Abduhalilova and Sandrine Brasier

### 2. Apologies for Absence and Introductions

Apologies were received from Amy Jackson, Hannah Warry, Lise Marie, Lou Simpkins, Monika, Marisol Barkway, Sarah Oliver, Alison, Laura Brooks, Nicola Johnson  
Given we had some new people in the room, attending a PTA meeting for the first time, we did a round table of introductions.

Bryn explained the process we need to go through, standard format for the AGM to meet Charity Commission requirements.

The vacancies for the two trustee positions were highlighted.

Bryn thanked Marina and Sophie for their efforts over the last year as Co-Chair and Co-Secretary.

### 3. Agree Minutes of previous AGM – Those who had been at the last AGM agreed the Minutes that were shared in advance.

**ACTION: Betsie to share previous AGM minutes to new attendees**

### 4. Report from PTA Chairperson

Bryn read out the chairperson's report:

-Activities and fundraising:

christmas trees - definitely to do again: PTA to send an email to confirm

Yr 7 families quiz - in the process of being organised

Pre loved uniform sales once per term was very popular and well supported

Easyfundraising: £555 contribution to the PTA

We didn't do a Parentkind and associated raffles, which were done previously. This is something to keep in mind for this year.

Year 11 celebration - Record of achievement where the PTA supported the school in providing refreshments

Adults only quiz - £716 was raised and always a popular and fun event

Christmas concert - note to arrange the TENS license in good time

Hollyfest - incredibly successful event, great number of volunteers supported with help and a fantastic team effort organising: £19 000 profit

Celebration of Harry's life

- Bryn confirmed that our aim is to support the school and build community
  - The PTA provided funding for several projects initiated by the school: Big Read, Kiln for the art department: (PTA contributed additional funding due to a delay regarding the installation whilst a safe location was provided)
- Hollyfest fundraising was focused towards refurbishment of the school hall
- Bryn thanked Amy Jackson for her support through the year, along with the SLT. He also thanked Jason Kynes and Graham with his fantastic supportive facilities team.

## 5. Finance Report

- Inma highlighted that Bryn gave a good summary of the finance report.
- We had £6000 in the PTA account as starting balance
- The current balance at the time of the AGM: £26 000
- Inma had prepared a summary of spreadsheets of expenditure and bank activities.
- Inma had prepared a summary of grants
- Auditing of accounts - There is a question as to who to do it.

We are below the threshold. The audit can be done by another treasurer from a different charity. The suggestion was made that an exchange arrangement with with Greycourt/or CCC or to request the maths department to do the audit.

**ACTION - Marianne will find out who are treasurers at above schools.**

**ACTION - Inma is in the process to get signatories sorted for Metro Bank i.e. add Betsie, remove Marina.**

**ACTION – Inma will start the process to transfer the bank account to a different Bank where Bryn has experience and the two signatory transaction process is less onerous as it can be done online rather than a phone call in office hours.**

## 6. Report from Amy Jackson, Headteacher –

Marianne read Amy's detailed report to the AGM. Amy's report is available as Appendix

## 7. Nomination and Election of PTA Committee

The 2023-24 committee trustees stepped down: Marina and Bryn (Co-Chairs), Inma (Treasurer), Sophie & Betsie (Co-Secretaries)  
 Marina and Sophie stepped down, not available for re-election.  
 Bryn highlighted the vacancies for the positions of Co-Chair and Co-Secretary  
 Bryn asked for any new nominations for each role.

Chair:

[Role description](#)

Bryn Regan was elected as Chairs. Nominated by Marina & seconded by Andy

Treasurer:

[Role description](#)

Inma Pla was elected as Treasurer. Nominated by Marina & seconded by Andy

Secretary:

[Role description](#)

Betsie Geere was elected as Secretary. Nominated by Marina & seconded by Andy.

Following the changes to the committee, we need to ensure the following happens.

**ACTION – Inma to update the Charity Commission**

**ACTION – Inma to add new members to the bank signatories**

**ACTION - New trustees to meet and agree working arrangements**

**ACTION - Bryn to take over managing passwords etc**

**ACTION - Bryn and Betsie to meet to discuss Basecamp**

## **8. Any Other Business**

The following items were discussed.

- Date correction in calender: 5<sup>th</sup> of July is the date allocated: the school would like to run Hollyfest again
- Andy confirmed he will send a spreadsheet with info regarding planning for Hollyfest BBQ. A new team and coordinator for the BBQ will need to be recruited
- A token of gratitude was presented to Marina and after the meeting Bryn presented Sophie with a token of gratitude.
- A date for the next Pre- Loved uniform session needs to be set.

### **Date of next PTA Meeting:**

We agreed to continue PTA meeting dates to the 3rd Tuesday of each month. Discussions are in progress regarding the venue to meet.

Appendix I - Treasurer's report

<b>Financial Activity: The PTA Hollyfield School 23/24</b>					
	Notes	Date	Description	Amount	Check
Cash on hand		31/08/2024		£25,886.83	
<b>Income</b>					
Income from events		10/11/2024	Y7 Quiz	£1,246.62	
		14/12/2023	Christmas Carols	£640.32	
		Dec-23	Christmas trees sales	£400.00	
		24/02/2024	Quiz night	£1,156.68	
		Feb-24	Harry's wake	£262.37	
		24/05/2024	ROA	£1,010.94	
		13/07/2024	Hollyfest Cash deposit	£2,822.70	
		13/07/2024	Hollyfest competitions	£360.00	
		13/07/2024	Hollyfest sales	£17,403.31	
		13/07/2024	Hollyfest Tickets sale	£4,840.81	
		13/07/2024	Silent Auction - Hollyfest	£690.00	
		13/07/2024	Sponsorship - Hollyfest	£3,795.00	
		Sep/Jan/Jun	Uniform sale	£408.28	
			<b>Total Receipts from Events</b>	<b>£35,037.03</b>	
Other Income		4 quarterly payments	Easyfundraising	£553.94	
Grants		05/01/2024	Tesco Community Grant	£375.00	
			<b>TOTAL FUNDS RECEIVED</b>	<b>£35,965.97</b>	-£75.00
<b>Expenses</b>					
Expenses from events			Y7 Quiz	£462.64	
			Harry's wake	£164.14	
			Quiz night	£441.14	
		24/05/2024	ROA	£1,428.11	
		May-July	Hollyfest expenses	£10,031.74	
			<b>Total expenses from events</b>	<b>£12,527.77</b>	
Contributions to the School		30/05/2024	The Big Read	£1,396.25	
		21/06/2024	The Big Read - book markers	£40.00	
		07/06/2024	Kiln - installation	£999.00	
			<b>Total School donations</b>	<b>£2,435.25</b>	
Subscriptions		16/10/2024	Parent kind Annual membership	£140.00	
			<b>Total Subscriptions</b>	<b>£140.00</b>	
Licenses	1		Raffle	£40.00	
	2		TENS	£84.00	
			<b>Total Licenses</b>	<b>£124.00</b>	
Purchases			Trolley	£78.99	
			Table cloths	£170.07	
			Chest freezer	£199.99	
			Hollyfest banner (year proof)	£467.95	
			9 SumUp air readers	£234.25	
			Stock kept for next year events	£386.37	
			<b>Total Purchases</b>	<b>£1,537.62</b>	
			<b>TOTAL FUNDS SPENT</b>	<b>£16,764.64</b>	-£75.00

Finance charges		Bank charges	£75.00
		Refund of bank charges	-£75.00
Cash movement for the year			£19,201.33
Note 1	Raffle Licenses for year 2023 and year 2024		
Note 2	2 TENS applications for the year: Y7 Quiz - Quiz Night and 2 for Hollyfest		

## Appendix II - Headteacher's report

### Headteacher's report for the PTA - September 2024

#### Introduction:

Last year was another excellent year of fundraising and support from Hollyfield's PTA, and on behalf of the entire community of staff, students, parents and carers, as well as the governing body, I would like to say a huge and heartfelt thank you. I am aware that you give freely of your time and expertise to support us throughout the year and your dedication is really appreciated.

#### Money Allocated and impact:

The table below shows the money received from the PTA and the impact of this money

Project	Money Allocated	Impact
Food vouchers	1975	These vouchers provide a lifeline for our most vulnerable families and are distributed by our pastoral teams. The families in need use them to buy food when they would otherwise struggle to do so. The pastoral team are very aware of 'pinch points' for our vulnerable families (for example, if they are evicted or moved into temporary accommodation - or in the lead up to Christmas) and they can arrange vouchers and grocery deliveries for them.
Kiln for Art Dept	999	This is such a welcome addition to the Art department's resources. The team has been in contact with the chief ceramics technician at Kingston University, who visited Hollyfield to train our staff and to talk through key factors for the risk assessment. This week, our staff visited Kingston University for some hands-on training and they are adapting schemes of learning to include a focus on ceramics. This will be rolled out for GCSE and A Level classes first, giving the teachers time to perfect their own delivery, and ensuring that the kiln is looked after well enough to last. Later in the academic year, KS3 classes and the KS3 Art Club will also learn how to use it. Sarah Cotton (Head of Art) has extended an invitation to any members of the PTA who would like to come in and see it - and wanted me to pass on her thanks.
Cleaning of curtains in Albury	3192	The school hall in Albury is a focal point for whole school events, such as Open Evening, Parent Information Evenings, staff training, year group assemblies and awards events, as well as concerts/ performances and the PTA Quiz Night. It is the place where many students, parents/carers and staff form their first impression of our school - and it is also used every day by students in all year groups as a dining hall. Having the curtains cleaned, along with the other refurbishments that were completed over the summer holidays, has been much appreciated by the entire community.
Big Read books	1440	This has had an excellent impact. Thank you. All students who join us in Y7 are given a book to read over the summer holidays, which has been selected for them by a panel of KS3 students. This book is also shared with staff, so that we begin in September with something in common. Teachers are encouraged to refer to the book in their lessons and tutor periods - and all students (whether they are one of

		a few from their primary school or from one of our main feeders) have the same 'head start' in September.
Refreshments for students - ROA	150	The Record of Achievement event is one of the highlights of the school calendar and students really appreciate having a chance to celebrate the end of their five years of compulsory education at Hollyfield. The formal part of the ceremony is important - but equally valued by them (and us) is the chance to sign shirts, say goodbyes and enjoy some light refreshment in a less formal setting. The refreshments you provided were greatly appreciated.
<b>Project</b>	<b>Money Allocated</b>	<b>Impact</b>
Year 11 Revision breakfasts	700	We know that many of our students will come to school well rested and nourished and ready for success. That isn't the case for all students, so the revision breakfasts allow us to offer that parity. It is also a way for us to take care of our students' emotional well-being at a stressful time for them. Thank you.

### Events led and supported

There were a number of events supported by the PTA last academic year. These included:

- **The PTA Quiz Nights** which are entirely led by your team. A great opportunity for parents and carers to get to know each other in an informal setting and for us to build and foster relationships. We know that, by engaging parents and carers, we are better able to support students, so we are very grateful for your events and support.
- **The Christmas Concert** - The wonderful refreshments your team provides are a great accompaniment (pardon the pun) to the excellent musical performance. For parents, carers, staff and students who attend to support the musicians in every year group, the evening is a wonderful event, and one that makes us all proud. Thank you for contributing to it.
- **Parent Information and Y6 Transition Events** - The refreshments you provide at these events help to make our guests feel welcome and enable us a chance to have informal conversations with parents and carers. This is of real value. We also appreciate having a chance for our guests to see you 'in action' in the hope that the PTA will continue to grow.
- **Year 11 Record of Achievement (ROA)** - The students and their parents/carers really enjoy (and deserve) a chance to celebrate the end of an important chapter in their lives. The refreshments provided by the PTA allow students, parents/carers and staff to celebrate in a less formal setting and they help the students to feel valued. Thank you.
- **Hollyfest** - The PTA did a wonderful job 'behind the scenes' to help bring the event to fruition and we know it is a mammoth task that necessitates many weeks and months of hard work. On the day, the numerous roles taken by your team (box office, bar staff, catering, raffles and prizes to name but a few) were a huge part of the success of the day. Hollyfest is a real community event, showcasing the musical talents of our students, record numbers of whom performed on the main and acoustic stages, cheered on by their peers, their teachers and their families. It is also a wonderful opportunity for Year 6 students and their families to get a 'sneak peek' at their new school and - thanks to the people involved, from the Music department, to the premises staff and your own dedicated team - it shows us all in a really positive light. Thank you all.

### Next steps:

We would like to work together with the PTA to look at whole school, faculty and pastoral funding opportunities for the next academic year. We will discuss ideas as a leadership team and (as suggested by MOS at the last PTA meeting) we will open 'funding requests' to our staff ahead of each PTA meeting and we will pass those requests on to you.

As you know, we would also like to re-invest 50% of the proceeds from Hollyfest into the Music department. We are happy to review and discuss this in future years, but in light of the outstanding contribution of that department, and as an investment in future performances (within and beyond the classroom), that is what we would like. All Hollyfield students in Years 7, 8 and 9 have Music lessons, in addition to those who choose the subject at GCSE and A Level and the huge number of students who take part in the extracurricular activities (which include choirs, rock bands, swing band, a ukulele ensemble

and an orchestra). This offer - and the standards achieved - are genuinely impressive, as is the phenomenal success of Hollyfest. Thanks again.