



THE HOLLYFIELD SCHOOL PTA

Charity Registration Number: 1088409



PTA AGM Minutes **26th 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: Shoira 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.

ACTION: Bryn to check with Dom on sharing an update for the minutes.

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.

- Update signatories at Metro Bank
- Update trustees with the Charity Commission
- Handover for any new roles
- Trustees meet to agree how to work together effectively, particularly where we have shared roles.
- Bryn to take over managing passwords etc
- Bryn and Betsie to sit down re basecamp etc

ACTION – Marina to update the Charity Commission

ACTION – Marina to add Inma to the bank signatories

ACTION - New trustees to meet and agree working arrangements

8. Any Other Business

The following items were discussed.

- Date correction in calender: 5th 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

The Hollyfield PTA Final Figures 2022-2023							
Year 2022/2023				Year 2021/2022			
Bank Reconciliation							
Opening Balance	NatWest	£624.50		Opening Balance	NatWest	£3,450.21	
	Natwest Savir	£509.53					
	Metro	£14,990.19		Surplus for year		£0.00	
Surplus for year		£0.00				£3,450.21	
		£16,124.22					
				Closing Balances			
Closing Balances	NatWest	£0.00			Natwest	£624.50	
	Natwest Savir	£0.00			Natwest Savings	£509.53	
	Metro	£6,685.50			Metro	£14,990.19	
		£6,685.00				£16,124.22	
CONDENSED SUMMARY OF ACCOUNTS							
	Income	Expenses	Total		Other expenses		
Xmas Carols	£961.50	£399.85	£561.65		Charitable Donations	£16,150.00	
Easyfundraising	£514.08	£0.00	£514.08		Canvas payment Hollyfest 2021	£116.66	
Amazon Smile	£168.52	£0.00	£168.52		Events	£4.35	
Xmas Trees	£341.36	£0.00	£341.36		Parentkind sub	£128.00	
Year 7 Quiz	£1,215.48	£315.26	£900.22		BBQ for PTA	£1,000.00	
Co-op	£2,426.83	£0.00	£2,426.83		Rice Cookers for PTA	£100.00	
Uniform sales	£410.14	£0.00	£410.14		BBQ Gas Cylinder for PTA	£117.99	
Quiz Night	£2,115.25	£690.99	£1,424.26		Gift for Ex Chair	£47.00	
Parentkind	£525.00	£0.00	£525.00			£17,664.00	
Tescos	£1,125.00	£0.00	£1,125.00				
ROA BBQ	£863.72	£1,035.56	-£171.84				
			£8,225.22				

Appendix II - Headteacher's report

Headteacher's report for the PTA
September 2023

Introduction:

On behalf of the staff, governors and whole school community I would like to thank the PTA for their hard work over the past year. This role is done on a completely voluntary basis and the achievements of the team cannot be underestimated. Below I give a summary of the use of the money, the social events and the impact of both, as well as some ideas for the next steps for the school.

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 for families	£2800	These food vouchers are available for pastoral staff to send to families who are unable to afford to feed their families. They have been a lifeline for the families supported and continue to be available in the run up to Christmas. This was only established towards the end of last year, so the impact can be reported at a later date

Kiln for the art department	£3000	This has had limited impact. Further investigation by our site manager confirmed that a kiln cannot be placed in the art rooms as they are upstairs. We are currently working on whether we can move some art lessons to rooms downstairs in the art/ DT block to allow the fitting of a kiln. We will report back next time as to the progress
Breakfast club	£1125	This has had a limited impact. We have advertised and offered a breakfast club with limited take up. We are re-exploring this to see if there would now be a larger take up as we have a number of refugee families for whom it may be particularly pertinent
MFL Screens	£2000	This has had an excellent impact. This money paid for 1.5 screens within the department and allowed us to kit out the entire department. The screens have transformed the learning and teaching experience and means that all the interactive resources can be used. It has also bought the learning experience into line with other schools locally. The rooms are also used for other lessons within the school as well as being used as tutor rooms so most of the school community has benefited from this transformation
Picnic benches	£5325	This has had an excellent impact. We have increased the benches available for pupils in all areas as well as creating a quiet space for Y7 pupils and we are working towards a quiet place for pupils in Y8-Y10 as well. Pupils have been able to enjoy these throughout the summer months.
Big Reac	£1800	This has had an excellent impact. The whole of Y7 were given a reading book once again allowing us to use this as part of our transition programme. Lessons are taught around the book and it brings the community together as all pupils, regardless of primary school are given the book to read.

Social Events and Events PTA have supported:

The table below shows the events the PTA have led or support and the impact of these events

Event	PTA role	Impact
Y7 parents Vs Child Quiz	PTA led the whole event	This was an excellent event with a high impact. One of our goals as a school is to improve our relationships with parents and families. This is because we know that, as the research shows, where stronger relationships exist, parents are more likely to stay involved in school and consequently their children more likely to succeed. This event not only helped us to build relationships with parents, it also helped us build them with students and for families to build relationships with each other. In addition to this, it was a nice extension to our transition programme. As the programme has grown and improved, so the number of behaviour incidents in Y7 has fallen. This is one indicator that the young people are feeling more settled in school
Parent Quiz	PTA led the whole event	This was an excellent event with a high impact. One of our goals as a school is to improve our relationships with parents and families. This is because we know that, as the research shows, where stronger relationships exist, parents are more likely to stay involved in school and consequently their children more likely to succeed. This event not only helped us to build relationships with parents, it also helped us build

		them with students and for families to build relationships with each other. Different staff attended this compared to the previous event, again helping to strengthen relationships within the school
Y6 transition evening	PTA support with refreshments	The Y6 transition evening takes place at the end of the academic year and it is a chance for parents to see the school, meet leaders and hear key information. The refreshments provided by the PTA enable us to have more informal conversations with parents over nibbles and drinks. Parents and staff really value this opportunity.
Y11 ROA	PTA support with refreshments	The Y11 ROA is the highlight of the school year for Y11 students. The PTA provide refreshments and we have created an event which is a celebration for all concerned. It is widely regarded by parents as a key milestone for their children and the event is of exceptional quality. It is also part of the cultural capital for the young people, ensuring they have been to a formal event. The PTA play a key role in that as the refreshments including a glass of fizz for parents are part of the celebration
Parent information evenings	PTA support with refreshments	The parent information evenings are designed to give parents information about the year ahead. The KS3 events are held in person so we can continue to build positive relationships with parents and families. The refreshments provided by the PTA enable us to have more informal conversations with parents over nibbles and drinks. Parents and staff really value this opportunity.
Christmas concert	PTA support with refreshments	The school Christmas Concert is of an exceptional standard. It allows our talented musicians and singers an opportunity to perform in a formal setting as well as in a concert setting. The refreshments are a key part of the atmosphere of the event, which is one of celebration.

Conclusions and next steps:

Much of the work of the PTA has had an exceptional impact on the school community. Both the social aspect and monetary side have undoubtedly improved the experience of all affected. Where that impact is yet to be seen it is because ideas are being adapted or still in their infancy. Moving forward it may be helpful for school leaders to share ideas or their vision for the next round of improvements to the school so that the PTA can consider how best funds might be used.

Financial Activity: The PTA Hollyfield School 23/24

	Notes	Date	Description	Amount	Check
Cash on hand		31/08/2024		£25,886.83	
Income					
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	
			Total Receipts from Events	£35,037.03	
Other Income	4 quarterly payments		Easyfundraising	£553.94	
Grants		05/01/2024	Tesco Community Grant	£375.00	
			TOTAL FUNDS RECEIVED	£35,965.97	-£75.00
Expenses					
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	
			Total expenses from events	£12,527.77	
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	
			Total School donations	£2,435.25	
Subscriptions		16/10/2024	Parent kind Annual membership	£140.00	
			Total Subscriptions	£140.00	
Licenses	1		Raffle	£40.00	
	2		TENS	£84.00	
			Total Licenses	£124.00	
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	
			Total Purchases	£1,537.62	
			TOTAL FUNDS SPENT	£16,764.64	-£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			

Hollyfield PTA accounts review – queries log

Line by line reconciliation of bank statement to cash book and vice versa

Date	Amount	Query	Evidence
27/09/23	£63.81	What are "general costs" I classify as general cost any cost that is not a Direct cost to an event, as we can use the item for future events, ie SumUp machines, freezer	Closed - amount reconciles to undated Sainsbury's receipt "GC – 2023.10.21 Sophie's receipt"
15/12/23	£42.00	Traceability/reconciliation of the £42 is unclear, despite receipts and whatsapp extract.	Not sure what this is, a receipt or a line on the bank book?
29/01/24	£21	Payment to Marina for "quiz night"	TENs licence , we need to pay this to Kingston council to sell alcohol on an event
21/03/24	£21	What does TENS stand for on the £21 transaction to Marina	Invoice states licensing payment to RBK.
03/05/24	£500	ROA? (E84)	Closed – Record of Achievement event.
03/05/24	£500	General costs "excess drinks"	Is this a contra? Hard to follow. Drinks bought for Hollyfest and were a left over after the event
03/05/24	£21	"holly fest expenses" to Marina (E86)	TENS license
28/06/24	£25 x 3	What are these "general costs"?	
30/08/24	£134.29	Invoice states £124.95	

Review of payee bank accounts tab

- Consider GDPR implications of storing bank account details on an unprotected spreadsheet.
- [Instead of a password we have restricted access. Only the 5 trustees have access to this file and 4 of us are authorised on the bank to process payments. Hollyfest files for volunteers are on different google-drive.](#)

Review of payments tab

- Payments tab – details payments to Inma and Marina but can't find dates/traceability to accounts [which date?](#)

Review of funding requests

- £999 paid out for Kiln per bank accounts/cashbook but this doesn't reconcile with numbers stated in request. Closed- emails suggest this was installation cost as opposed to purchase.
- [The PTA donated £3,000.00 on 2023 to build a kiln in the school. To install the kiln and comply with fire and security regulations, the school offered 2 options, buy a second hand kiln or request an extra £999.00 to comply with safety regulations. The](#)

PTA agreed to provide the extra funds so the school has a brand new kiln for the kids to use (under's teachers supervision)

Review of financial activity tab

- Cash on hand is cash at bank and should be 2023?
- Yr 7 quiz Nov 23?

Line by line opening of paid receipts and check back to cash book.

£219.35 Andy receipt for rolls is undated - can't reconcile back to cash book. This was included on a big payment to Andy after Hollyfest £1317.97 Andy was in charge of the BBQ 3 friends were running the BBQ with the help of some volunteers.