



THE HOLLYFIELD SCHOOL PTA

Charity Registration Number: 1088409



PTA AGM Minutes **7th October 2025, 7.30pm – Room A1 Hollyfield**

1. Welcome - Bryn welcomed everybody to the meeting

Those present Bryn Regan (BR), Sandrine Brasier (SB), Natalie O'Farrell (NOF), Hannah Warry (HW) & Marianne O'Shea (MOS) as School Representative
We welcomed new attendees: Özlem Ardiyok

2. Apologies for Absence and Introductions

Apologies were received from

Amy Jackson (AJ), Katherine, Helen Shah, Lise Marie, Frances Allberry, Kirsty Eaglesham, Lou Simpkins, Marina Craig

Given we had a new person in the room, attending a PTA meeting for the first time, we did a round table of introductions.

BR 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.

BR thanked Inma and Betsie for their efforts and amazing support over recent years as Treasurer and Secretary.

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

4. Report from PTA Chairperson

BR read out the chairperson's report:

Activities and fundraising in 2024/5:

Christmas trees: definitely to do again: PTA to send an email to confirm

Year 7 families quiz: Next meeting to focus on this

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

Easyfundraising: £936 (up from £555 last year) contribution to the PTA. Over the years this has raised £6,350.99 from 249 supporters.

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: didn't happen last year but we agreed to consider this year.

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.

- BR confirmed that our aim is to support the school and build community
- The PTA provided funding for several projects initiated by the school - see the list in the finances and the headteachers report.

BR thanked Amy Jackson for her support through the year, along with the SLT. Bryn also thanked MOS and Graham with his fantastic supportive facilities team.

5. Finance Report

Inma was unable to join the AGM but provided the report in the appendix.

We've had a financially stable year and we've also changed the bank account from Metro Bank to CAF Bank (Charities Aid Foundation) which greatly eases the administration with online approvals.

- We had £25,886.83 in the PTA account as starting balance in September 2024 which helped fund school projects as well as fund lots of events including Hollyfest
- The current balance at the time of the AGM is £33,616.70 with approximately £20,000 in a savings account.
- Over £11,000 has been donated to the school during the year with the remainder used to pay for events and raise money
- Inma had prepared a summary of spreadsheets of expenditure and bank activities.
- Inma had prepared a summary of grants

Auditing of accounts

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 Greycourt or CCC or to request the maths department to do the audit.

ACTION – MOS to speak to finance department to see if school has a contact who could assist

6. Report from Amy Jackson, Headteacher –

MOS on behalf of AJ thanked the PTA for all their support and donations in the 24/25 year. MOS has worked hard to increase the profile of the PTA within the school and the process for funding requests improved. Hollyfest was a great event loved by parents, staff and prospective families. School has been approached by another school who would like to learn from us to put on a similar event.

MOS confirmed a full Headteacher report will be circulated in advance of the next PTA meeting

ACTION – MOS to meet with AJ to provide the report for the AGM minutes

 **2025 Headteacher's report for the PTA**

7. Nomination and Election of PTA Committee

The 2024-25 committee trustees stepped down:

HW and BR (Co-Chairs), Inma (Treasurer), Betsie (Co-Secretary), SB (SEN)

Inma and Betsie stepped down, and are not standing for re-election.

BR highlighted the vacancies for the positions of Co-Chair and Co-Secretary

BR asked for any new nominations for each role.

Chair:

BR was elected as Chair. Nominated by HW & seconded by MOS

Treasurer:

[Role description](#)

HW was elected as Temporary / Co Treasurer whilst the search is continued. Nominated by BR & seconded by SB (It was noted that we should advertise for support in this role with someone with finance experience)

Secretary:

[Role description](#)

NOF was elected as Secretary. Nominated by SB & seconded by HW.

SEN:

SB was elected as SEN co-ordinator. Nominated by NOF & seconded by BR.

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

ACTION – HW to draft a recruitment letter for the Co-Treasurer role

ACTION – BR to update the Charity Commission

ACTION – BR/HW to add new members to the bank signatories

ACTION - New trustees to meet and agree working arrangements

ACTION - BR to take over managing passwords etc

ACTION - BR and NOF to meet to discuss Basecamp

ACTION - BR to update the Google passwords (main account & Hollyfest account)

It was noted that co-roles are encouraged so recruitment efforts to continue to try and ensure more support for all the Committee roles

8. Any Other Business

The following items were discussed.

Funding Requests

Funding requests, presented by MOS. These requests are pre-approved by AJ for PTA committee consideration:

- Flood lights
 - Discussed as one of the items that the marathon was raising for
 - Lights for the Muga would cost about £6k and Premises would like to install these prior to winter season. Marathon raised 3.8k towards this and gift aid reclaim could add to this
 - Cage would cost more and would be a phase 2 at a later date

As cost to complete the MUGA work exceeds the amount raised by the marathon by £2.2k, this request would need to go back through the approval process with AJ. Due to desire to complete MUGA work prior to winter, Committee agreed to the funding request subject to AJ's approval also being gained.

ACTION - MOS to discuss with Amy J as per the School Funding PTA Request Process

ACTION - BR / HW to investigate reclaiming of Gift Aid

- Other
 - PE teacher started a cheerleading club last year - request for £230 funding to cover uniform costs for PPI students - Approved by committee
 - Matt Cook from the music department
 - Requested £5k to enable the purchase of new music equipment and instruments to support the now 25 Rock Bands and over 230 students involved with the Music Extra-Curricular programme

- Approved by committee

Topics arising

- Doran Vineyards
 - Have offered support for events and discounted wines. Could run free wine tasting eve to discuss opportunities

ACTION - Özlem to contact them to gather more details

- Big sleepout - 11th November 2025
 - Being run by MK Dons
 - School fundraising for 25/26 is already focused on Harry's charities but can advertise event in our community

ACTION - MOS to discuss with AJ whether we want to advertise the Big Sleepout with the school community

- 2026 London Marathon place (£79.99 entry fee)
 - PTA has accepted 1 place. Previously discussed this would be opened up to school staff as was offered to the wider community last year where we had a lot of interest. 1 person has been nominated so far by the school. Further discussion required
 - BR discussed potential opportunity to get year 7's involved in the mini marathon

ACTION - NOF to pick up mini-marathon

- Calendar of events/activities discussed
 - Upcoming events
 - Year 7 Quiz in Nov. Next meeting will focus on this
 - Christmas concert on Thurs 18th Dec. Mulled wine and mince pies
 - School does not require PTA support with 2nd music concert as likely to be offsite
 - Parents only quiz planned for 2026 but date tbc
 - Hollyfest date in diary - 11th July
 - Need to agree pre-loved uniform sales - 1 per term was popular last year and would be good to get in diary early on
 - Need to agree PTA comms approach - website out of date / who is looking at Instagram

ACTION - Need to assign owner - agreed to discuss at the next PTA meeting.

Date of next PTA Meeting:

We agreed to continue PTA meeting dates on the 3rd Tuesday of each month.
Agreed to move start time to 7pm

Next meeting - Tuesday 21st October 7pm. Venue tbc but recommended we use year 11 Diner on school site

ACTION - HW to confirm we can use the Y11 diner for PTA meetings

Appendix I - Treasurer's report

Financial Activity: The PTA Hollyfield School 24/25				
	Notes	Date	Description	Amount
Cash on hand		31/08/2025		£33,242.74
Income				
Income from events			Y7 Quiz	£ 1,449.33
			Christmas Carols	£ 1,150.76
			Christmas trees sales	£ 310.00
			Quiz night	£ -
			London Marathon	£ 3,831.36
			ROA	£ 504.97
			Hollyfest Cash deposit	£2,075.20
			Hollyfest ice cream van	£ 150.00
			Hollyfest Jaflong	£ 200.00
			Hollyfest sales	£ 20,282.75
			Hollyfest Tickets sale	£ 5,655.91
			Sponsorship - Hollyfest	£ 2,330.00
			Uniform sale	£ 550.19
			Total Receipts from Events	£38,490.47
Other Income			Easyfundraising	£ 936.28
			SumUp returned	£ 24.99
			Interest received trading a/c 0.20% CAF	£ 12.28
			Interest received saving a/c 1.85% CAF	£ -
			Unidentify payment on SumUp	£ 34.41
Grants			Tesco Community Grant	£ -
			Total Other Income	£ 1,007.96
			Total funds Received	£ 39,498.43

Expenses				
Expenses from events			Y7 Quiz	£ 471.96
			Christmas Carols	£ 325.97
			Quiz night	
			ROA	£ 825.51
			Hollyfest expenses	£ 13,757.05
			Hollyfest fireworks	£ 4,000.00
			Total expenses from events	£ 19,380.49
Donations to the School			The Big Read	£ 1,397.50
			Credit for VAT adj	£ (253.40)
			Cleaning the curtains at the Hall	£ 3,192.80
			Music white boards	£ 938.02
			Speaker	£ 1,114.17
			Hall redeco	£ 2,627.30
			Mic and speaker for music	£ 20.00
			Accelerated Reader	£ 1,078.65
			Visualisers	£ 1,525.00
			Total School donations	£ 11,640.04
Subscriptions			Parent kind Annual membership	£ 153.00
			Total Subscriptions	£ 153.00
Licenses			Raffle	£ 21.00
			TENS	£ 42.00
Purchases			Candy Floss Machine	£ 239.99
			Stock kept for next year events	£ 700.00
			Total Purchaes	£ 939.99
Finance charges			Bank charges CAF	£ 30.00
			Total Expenses	£ 32,143.52

Appendix II - Headteacher's report

Headteacher's report for the PTA - October 2025

Introduction:

Last year was a record-breaking year of fundraising and support from our PTA. You are the best and most dedicated team. We don't for one moment take for granted the time, effort and expertise it takes to do what you do and, on behalf of the entire school community, I'd like to thank you all.

Projects and impact:

The table below shows how the money received from the PTA has had a positive impact on our community.

Project	Cost	Impact
Big Read books	£1397.50	This is such a wonderful Hollyfield tradition, made possible by the PTA. We are able to 'gift' all the incoming Y7 students with a book that has been selected by a panel of the current Y7. They are given the book to read over the summer holidays and it means that, whether they come from a primary school that sends 50 students our way, or they are the only representative, they will have something in common with their peers on the first day of term.
Mini whiteboards	£938	These were a really vital part of our drive for consistency in our classrooms, and allow all teaching staff to assess students' learning throughout each lesson. Using mini whiteboards as an assessment for learning technique, teachers can measure the understanding of all students (not just those who raise their hands to answer questions) and adapt their teaching accordingly. The visualisers allow us all to model excellence, go through worked examples or showcase great work in the moment.
Visualisers	£1525	
Refreshments for students - ROA	£825	The Record of Achievement event is a wonderful way to say a fond farewell to our Y11 students - both in the formal event on the lawn, and in the informal shirt-signing and barbecue that follows. Students, staff, parents and carers all appreciate the opportunity to celebrate the end of their compulsory education, and to look forward to their next steps.
Accelerated Reader	£1078.65	These dyslexia-friendly texts help students to develop confidence and literacy through guided reading sessions and have had a proven impact on students' reading ages.
Mic and speakers	£1134.17	This equipment has been really beneficial to the school for all manner of public events and performances, within and beyond the music department.

Events led and supported

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

- **The PTA Quiz Night**, which was a fantastic opportunity for Y7 parents and carers to get to know each other and to visit the school in an informal setting. We know that the transition from primary to secondary school is a big adjustment for the entire family, so events like this really help.
- **Pre-loved uniform sales**, which are an excellent way to support families who might otherwise struggle to meet the cost of 'kitting out' their growing children - and they are an excellent way for in-year transfers to get everything they need to fit right in.
- **Christmas Tree Sales**, which are such a relatively easy (but no less impactful) way to add to our income and we appreciate your support with them.

- **The Christmas Concert** - The festive refreshments provided by the PTA help us to create an appropriately celebratory feeling in the school hall. Thank you for doing this.
- **Year 11 Record of Achievement (ROA)** - As mentioned above, the students and their parents/carers really enjoy (and deserve) a chance to celebrate the end of an important chapter in their lives. Your support and refreshments are an important part of this.
- **Hollyfest** - This is such a unique selling point for Hollyfield - and the many hours, weeks and months that your team puts into it are part of that magic. From planning and marketing to box office, liaising with vendors, recruiting and managing a huge team of volunteers, helping the premises team with the set up, staffing the many stalls and activities on site on the day and coming in the next day to clear away... it is a mammoth task and we are always so grateful.

Next steps:

We would like to continue with the model we rolled out last year, where we open 'funding requests' to our staff ahead of each PTA meeting, discuss them as a leadership team, and pass those requests on to you. This really worked for us as a school in 2024-5 and we are very grateful to you all for your unwavering support.

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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HOLLYFIELD SCHOOL PTA

I report on the accounts of Hollyfield School PTA for the year ended 31 August 2025.

Responsibilities and Basis of Report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011.

I report in respect of my examination of the charity's accounts carried out under section 145 of the Charities Act 2011 and, in carrying out my examination, I have followed the applicable Directions given by the Charity Commission.

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which give me cause to believe that, in any material respect:

1. Accounting records were not kept in accordance with section 130 of the Charities Act 2011; or
2. The accounts do not accord with the accounting records; or
3. The accounts do not comply with the applicable requirements concerning the form and content of accounts.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name of Independent Examiner SCOTT GRAVES

Address:

8 LABURNUM GROVE, NEW MALDEN
KT3 3LQ

Date: 7 June 2026