



## MINUTES– Monday 29<sup>th</sup> April, 2024

Location: School Dining Hall

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Action Tracker: [Appendix 1](#)

Attendance list: [Appendix 2](#)

Summer Fair Planning: [Appendix 3](#)

1. Welcome by Dale Filipek.
2. Minutes of the last meeting approved (please send amendments ahead of meetings)
3. Action Tracker- relevant items are incorporated into the agenda today.
4. Community:

**For Info:**

**Summer term PTA Events**

*PTA Quiz*- Thursday May 23<sup>rd</sup>. Please push tickets to classes- £20 to include food and a welcome drink.

7:15pm start. School staff table, Year 5, 2 & 1 doing well!

*Mums Drinks*- Friday June 7<sup>th</sup> @The Hope, Richmond. (Dads drinks date/venue TBC later this term).

*Park Run Takeover*- Saturday June 15<sup>th</sup> @Old Deer Park. Please come and take part or cheer on other parents with your children!

*Hairstyles night*- date TBC, thank you Yasmin Martin for organising this.

5. Fundraising:

**For discussion:**

- i) Summer Fair Planning  
Please see Appendix 3
  - ii) Silent Auction & Raffle
- ACTION: Laura Schooling & Sara Khan to hand over last year's documents to Saba Hussain
  - ACTION: Reps to...
    - Please arrange a **raffle prize** per class- this should have been accounted for at the start of the year when you collated class funds and has traditionally been £5/family/class with the reps choosing an item.
    - Please ask your classes for **auction prize donations**. These tend to be special items and last year the parent community was extremely kind with donations including holidays, dinners at top restaurants as well as time/skills such as offers of babysitting and a photoshoot.
    - Raffle tickets- it is tradition at BHS that each family buys 10 tickets. Last year we didn't raise as much as usual. Please can reps help push ticket sales once the link is out.
    - Please ask your parents if anyone would like to help with the raffle and auction.

**AOB:**

2<sup>nd</sup> Hand uniform sale last week went well. Many thanks to our whole 2<sup>nd</sup> hand uniform team who have taken over - Sally, Arzu, Kate & Lewen.

Dale Filipek requested that the school places any activities that have been paid for by the PTA in an upcoming newsletter. ACTION: School to include in a future newsletter

Yasmin Martin raised awareness of the Kew Road Ha-ha (Habitats & Heritage) and the need for volunteers- please can any parents able to support, have a look at the website [here](#)

**Date of next meeting:** *Monday 10<sup>th</sup> June, 6.30pm for a 7pm start*

Appendix 1:

**ACTION TRACKER:**

<b>Monday 29<sup>th</sup> April Meeting</b>	<b>Responsibility</b>
Class reps to push all upcoming social/community events	Class Reps
Auction/Raffle: Please arrange a raffle prize Please ask your classes for auction and raffle prize donations; and if anyone would like to help with these. Please push ticket sales once the link is out- 10 tickets/family is BHS tradition.	Class Reps
Laura S/Sara K to handover raffle and auction documents/links	Sara K & Laura S

<b>Monday 4<sup>th</sup> March Meeting</b>	<b>Responsibility</b>	<b>Update</b>
AOB: Smartphone free childhood. Class Reps to share the link to the BHS group with their classes.	Class Reps	?

<b>Monday 22<sup>nd</sup> January Meeting</b>	<b>Responsibility</b>	<b>Update</b>
<b>ALL ACTIONS COMPLETE</b>	NA	NA

<b>Monday 13<sup>th</sup> November Meeting</b>	<b>Responsibility</b>	<b>Update</b>
School team to highlight in weekly newsletter when items are paid for by the PTA.	Office team	Ongoing
School SLT to investigate digital diary invites.	SLT	INCOMPLETE

<b>Monday 9<sup>th</sup> October Meeting</b>	<b>Responsibility</b>	<b>Update</b>
Logo for the PTA	Class reps	Tess will be helping us with this- PENDING
Communication- handbook, induction	PTA Exec team	In progress

Appendix 2:

**In attendance:**

*Staff:*

Mr Anstey  
Mrs Abensur  
Mrs Wrigley-Smith  
Miss Boumlaki  
Miss Fourie  
Mrs Pache  
Miss Da Silva

**Core Team:**

Dale Filipek  
Sara Khan (Also on behalf of Year 3)  
Mairi Fernandes-Ares

*Parents:*

Anna Smizgin (PK)  
Yasmin Martin (KG)  
Kate Dossa (Year 1)  
Amanda Shaffu (Year 1)  
Lewen Lu (Year 1)  
Alex Latti (Year 2)  
Eloise Isaac (Year 2)  
Camilla Bond (Year 4)

Sally Yarrow (Year 4)  
 Arzu Karagiannopoulos (Year 4)  
 Suzette Fitt (Year 4)

**Apologies:** Year 6/3/5 reps, Saba Hussain, Alana Krone

Appendix 3:  
**2024 Summer Fair Planning- Theme: Olympics**

	Parents	Where it will be	Notes	Wet Weather Plan
PreK	Bouncy Castle & 2 <sup>nd</sup> hand children’s books	Upper patch	<i>Bouncy castle to be booked. Safety elements discussed at 29/4 meeting. If PTA to reimburse, pls let us know costs asap.</i>	PK
KG	“Marvellous make-up”  E.g. Face painting/nails/tattoos/hair braiding/Clip on glitter pieces)	Hall	<i>Reps to look for box of items. This stall is a big money maker normally. Reps to speak to last year’s KG reps and Sanaz Gardner for advice. (Profit will be minus any expenses)</i>	N/A
Year 1	Arts & Crafts - ? flower wreaths Science Stall- strawberry DNA/daiquiris	?outside by bar	<i>Please check PTA cupboard; it was suggested that faux flower wreaths could be made as part of Olympics theme. (Profit will be minus any expenses.)</i>	N/A
Year 2	Guess the name; Cuddly toy stall/game where they win a cuddly toy	Upper Patch	<i>Gazebo needed</i>	Hall
Year 3	Car racetrack & “Open the lock” game.	KG	<i>Profit will be minus any expenses.</i>	N/A
Year 4	Games area- hook a duck, splat the rat, electric wire game, Coconut shy.	Lower patch of playground	<i>Pls check what games we have/let core team know if any need replacing. Check the shed in the car park</i>	
Year 5	Children’s Tombola	Tombola- Stage in the hall Year 5 children- Dining hall – Tuck shop	<i>Via Donations</i>	
Year 6	Bar & Bottle Tombola	Lower patch of playground	<i>Please order from Majestic using sale and return. Bottle Tombola via donations.</i>	

	To be manned by	Where it will be	Who will arrange
Entrance	Staff	Front door	SLT to arrange staff rota
Tuck shop/candy floss	Year 5 kids	Dining Hall	Dale/Year 5 reps Mairi to research candy floss machine
Smoothie/juice bar	Year 6 kids	Next to the bar	Year 6 Parents
Beat the goalie	Little Foxes FC	Car Park	Sara to arrange

Bug hunt/big games	Staff	By the pond	SLT to arrange staff rota
Photobooth	N/A	Atrium	PTA core team
Fire truck	N/A	Outside the big gate	Dale
Petting zoo/animal experience	External vendor	PreK playground	Mairi to look at costs
Karaoke/Guitar hero	Staff	Music room	Sara/Kate Dossa to organise; SLT to arrange staff rota
Seating area	N/A	Lower patch by slide	

**School Council Suggestions:**

Red Lollipop Game  
Coconut Shy  
Reaction Game  
Guess the teacher  
Origami  
Giant Jenga  
Darts  
Table tennis  
Throw a sponge at a teacher/parent

**Food:**

Crepes  
Hot dogs in pretzel buns  
Pizza (different types)  
Ice cream  
Candy floss  
Bubble tea/milkshakes

**Other arrangements:**

**Special guest to open the fair:** TBC

**Donations:**

Every family to bring a bottle (alcohol/perfume/non-alcoholic), toy/gift (children's tombola), books (children's), cuddly toys...anything else?

Car park- dates for collection, trolleys/tables. Volunteers needed for this.

**Entertainment:**

Music via playlist  
Karate demo; Dance Club- Mrs Brown; Chamber choir; Rock Band- Gary

**Cost:**

£3/adult, kids go free (tokens will be available in advance of the fair to be bought)

**Artwork for poster:** Mairi has reached out to Mrs Frey

**Food:**

BBQ, Homemade food items only please (cakes, savoury items); Ice pops; No plastic items.

**Licenses:**

Core team to arrange.

**Best costume prize-** to be arranged by PTA Core team.

**2<sup>nd</sup> Hand Uniform Stall**