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## BHS PTA MEETING AGENDA

MONDAY 18th November

### **Meeting Minutes:**

Attendance- see [Appendix 1](#)

Action Tracker- see [Appendix 2](#)

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### **Discussion points:**

#### **Special Funds**

Alana gave an overview of how Special Funds have been allocated as well as some suggestions on how these funds can evolve moving forward.

- STEM fund has underspent in previous years. Mrs Pache will look for a staff member volunteer to take ownership of STEM funding.
- Music Fund has been combined with Performing Arts Fund
- Student Council: This fund has underspent in previous years however the new student council will be working on how they plan to use the funds for 2024/2025
- Sustainability fund (renamed to Eco Fund): School currently considering which staff member should be point of contact for this fund.

#### **Additional ideas for spend of Special Funds:**

- Science Assembly: Mr Anstey currently considering options
  - Year 5/6 Entrepreneurs Scheme: to be launched once 11+ exams are over, for Year 5&6 children to submit a business case for an activity requiring PTA funds
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### **Review of PTS events/initiatives so far:**

#### **Halloween Party:**

Over 60 children from PK/KG/Y1/Y2 enjoyed a hugely successful Halloween Party. The feedback from the events has been incredibly positive and we'd like to extend thanks to Lewen Liu and Kate Dossa for incredible decorations and arrangements and extend a special thank you to Melody, Alana, Bella, Aanya, and Camilla in Y4, Miya Lu and Lara Dossa in Y2 and Kobe Fillipek in Y6 for being excellent helpers on the day.

#### **Mum/Dad's Drinks:**

Both events were well attended and enjoyed by all. Special thanks for Sara Khan and Dale Filipek for arrangements.

Discussions then moved to upcoming and future events. Summary of discussions as follows:

Event	Responsibility	Update and actions
<b>Thur. 21 Nov:</b> Wreath Making	Kate Dossa/ Sara Khan	<ul style="list-style-type: none"> <li>• PTA will take responsibility to clean up after and lock up school post event.</li> <li>• PTA to provide reusable glasses</li> </ul>
<b>Fri. 29 Nov</b> Breakfast with Santa/ Christmas Market	Dale Filipek	<ul style="list-style-type: none"> <li>• All payments will be card payments (no cash event)</li> <li>• Food to be served in cafeteria.</li> <li>• Info flier going out early next week to include a note for all children to be supervised by parents (07.30-08.30)</li> <li>• Entertainment: Y1 and Y2 songs @08.30. Possibly festive songs by whole school.</li> </ul>
<b>Fri. 13<sup>th</sup> Dec</b> All Christmas Social	Kate Dossa	<ul style="list-style-type: none"> <li>• 60 bookings so far.</li> <li>• Class reps to continue to encourage sign-ups.</li> </ul>
<b>On-going</b> Second hand uniform sale:	Arzu K.	<ul style="list-style-type: none"> <li>• The Second-hand uniform stall will be open termly at house cake sales.</li> <li>• Any additional donations/requests can be made via <a href="mailto:PTAuniform@broomfieldhouse.com">PTAuniform@broomfieldhouse.com</a></li> </ul>

### Future events and dates

#### Spring term:

- i) Chinese New Year Celebration- Sunday 2<sup>nd</sup> February
- ii) Parent Education Session- Digital Safety talk: Thur. 6<sup>th</sup> Feb time tbc
- iii) World Book Day- New & 2<sup>nd</sup> Hand Book Sale- Friday 7<sup>th</sup> March
- iv) Easter Egg hunt- Last day of term- Friday 28<sup>th</sup> March
- v) PTA Quiz & Auction- Thursday 27<sup>th</sup> March
- vi) Dad Drinks- Date TBC
- vii) Hairstyles Night- Date TBC
- viii) Senior Disco- Date TBC
- ix) Fancy dress sale: Emma Bickerstaff made the suggestion to create a second-hand dress up/costume sale, to take place ahead of World Book Day.

#### Summer term PTA events:

- i) BHS Triathlon Relay Challenge- Sunday June 8<sup>th</sup>- Eastbourne. PTA to make a request for additional swimmers in next newsletter.
- ii) Summer Fair- Saturday 28<sup>th</sup> June- Planning to start in Jan. Festival theme (as it's Glastonbury weekend).
  - o Mairi is looking into petting zoo;
  - o Dale is looking into the street closing;

- Sara has booked a DJ. Ideas for names welcome! “Broomfest”...”Broombury”.
- iii) Brush Party/Bingo/something else- Thursday 22<sup>nd</sup> May
- iv) Inter Class Mums Social – Date TBC
- v) Dad Drinks- Date TBC
- vi) Mums Weekend City Break- Date TBC
- vii) Park Run takeover- Date TBC
- viii) “Freeze Fridays” - Date TBC
- ix) Ice creams on last day of term- Date TBC

**Merchandise:**

Emma Bickerstaffe gave an update on the plans for BHS merchandise. Ideas so far and in progress:

1. Team Towel fundraiser: Mrs Frey is working to have the children create self-portraits to be ready for January to pre-order.
2. Broomfield Cultural Cookbook: Families to share a recipe and make this book which could also be used to mark 150 years at Broomfield in 2026.
3. Additional merchandise: School looking into BHS branded umbrellas.
4. Emma Bickerstaffe going to look into football boot bags, hoodies, picnic blanket. Samples will be made available prior to purchase.

**Inventory:**

We discussed the need for volunteers to organise PTA items: Emma and Mairi volunteered to create and maintain the PTA Inventory.

**Breakfast Club:**

Mrs Pache shared that the school is considering having a daily Breakfast Club for students of all years. To gauge appetite for this, the PTA agreed to carry out a parent poll. Timings to follow.

**Next PTA Meeting**

- Date of next PTA meeting- Spring Term- Week of 20<sup>th</sup> Jan, specific time TBC and communicated.
- Main items to discuss will be Summer Fair & Auction/Quiz

CLOSE OF MEETING

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[Appendix 1:](#)

Attendance List:

Apologies: Heena Sharma, Madeeha Ahsan, Sana Ahmed

Reps & Other attendees

PK- Francesca Baker

KG- Skye Gylkeson

Year 1- Hannah Lightfoot, Emma Bickerstaffe

Year 2- Yue Su, Amanda Shaffu

Year 3- Vivienne Liu, Helen Stotesworthy

Year 4- Yasmin Martin

Year 5- Suzette Fitt

Year 6- Sara Khan, Dale Filipek

**Teachers:**

Mrs Pache, Miss Sangtabi, Mrs Abensur, Mrs Fourie, Ms Boumlaki

**Core PTA Team:**

Dale Filipek, Alana Krone, Kate Dossa, Lewen Lu, Arzu Karagiannouplous, Mairi Fernandez-Ares, Sara Khan

[Appendix 2:](#)

**ACTION TRACKER:**

<b>Monday 18<sup>th</sup> November Meeting</b>	<b>Responsibility</b>
Mrs Pache to look into Pupil Council spending funds	Mrs Pache
Emma Bickerstaffe to bring merchandise samples to January PTA meeting	Emma Bickerstaffe
Summer Fair Planning- reps to bring ideas for stalls before next meeting	All Reps
PTA to send out text for poll re. Breakfast Club	Sara Khan/Mairi Fernandez-Ares
PTA Inventory- Volunteers needed	All Reps
School Newsletter- text to be send asking for call out for swimmers to take part in Triathlon Relay	Core PTA Team
Core PTA Team to arrange collection of books and fancy dress costumes from Jan/Feb ahead of Book Sale (Sara Khan organising) & Fancy Dress Costume sale (Emma Bickerstaffe to organise)	Sara Khan & Emma Bickerstaffe