



## BHS PTA MEETING MINUTES

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Attendance- see [Appendix 1](#)

Actions list- see [Appendix 2](#)

### Summer Term, Meeting 1: Monday 19<sup>th</sup> May

1. Welcome
2. Apologies- KG reps
3. **Community-** Sara

#### Summer Term

- i) **Senior Disco** this Thursday- volunteers needed for rota; thanks to those who have volunteered
- ii) **Year 5/6 Coffee-** Friday June 6<sup>th</sup>
- iii) **Summer Social-** Friday June 13<sup>th</sup>- Ham Polo Club. Ticket purchasing closed but reach out if you need any as we have a few.
- iv) **Summer Fair: Saturday 28<sup>th</sup> June-** BroomFest

- Update on decisions by core team:

Circus performer; Admission price- £5 adults, children free; Parent Band

- **Outline of the Fair**

Entertainment- Confirmed- Years 3&4 will sing; Year 6 Dance club will do a performance

Layout/Floor Plan- Wet plan to be confirmed but dry plan shown in the meeting

Stalls- For remaining questions please reach out to the Summer Fair team

Staff – to run stalls as last year – Admission Table on Entry; Bottle Tombola

Headwear competition?

Food- Same as last year plus donations/? Bake off Sale

?Head floral wreath competition

DJ booth- ? balcony- school to confirm

**Collections:** Pin on the fridge flyer- Mairi to complete and to be sent out in children's bags pre half term. Parents to help with collections of bottles.

**Rota:** To be finalised by core team and then sent to reps

- v) **PTA New/Current Reps Welcome Coffee-** Friday 4<sup>th</sup> July at 8.30am in the Dining Hall

Please can all class reps plan a handover not just for reps in their year but for the year below too.

#### 4. Merchandise

Tea towels- great success- to be distributed this week

Bottles; Towels; Picnic rugs- TBC  
Ideas: ? Coffee Mug; ? Torched beanie

5. **PTA Items Organisation/Inventory-** Emma B & Francesca B to do this soon. Delayed due to gas works.

## 6. 2025/2026 Academic Year

PTA Core team- new members will be joining- Yasmin Martin, Ben Rivera, Fran Baker  
Pre-Loved Uniform team- we would love some new members helping, as Kate & Lewen will unfortunately be leaving.

Welcome Picnic at the start of the year for all classes- **Sunday 31<sup>st</sup> August**

### Other Events in 2025/26:

**Autumn Term:** Macmillan Coffee, Halloween Disco (Years PK-Y2), Wreath Making, Christmas Market, Parents Social, Hairstyles Evening

**Spring Term:** Valentines Cookies, World Book Day, Auction & PTA Quiz

**Summer Term:** Senior Disco, Summer Social, Summer Fair

**Plus:** Dad Drinks, Mum Drinks, Class Coffees/Socials

## 7. Other items:

House T shirts- can PTA fund- price to be confirmed

## 8. Any other business

Parent Survey- please can parents fill this out!

Sports Day – can PTA arrange a coffee van?

Auction – raised over £4000!

9. **Date of next PTA meeting:** next meeting to be in the Autumn term, with new team, all welcome

**2<sup>nd</sup> Hand uniform Sale-** Friday 6<sup>th</sup> June- Pick up

**Induction morning-** 17<sup>th</sup> June – PTA to have pre-loved uniform stall and PTA team to attend if able.

**Running Club-** should carry on over Winter depending on numbers

Welcome Picnic at the start of the year for all classes- **Sunday 31<sup>st</sup> August**

### [Appendix 1:](#)

#### Attending:

PK: Helen Stotesworthy, Zahra Damji

KG: Apologies

Year 1: Hannah Lightfoot, Sana Ahmed, Mairi Fernandes-Ares

Year 2: Amanda Shaffu, Madeeha, Kate Dossa

Year 3: Anna Sazanova, Eloise Isaac

Year 4: Nicole Martin, Yasmin Martin, Andrew Martin

Year 5: Suzette, Alana Krone

Year 6: Dale, Sara Khan

**Teachers:** Mrs Zammit, Mrs Abensur, Mrs Pache, Mrs Ali, Mr Anstey, Miss Mickley

**Core Team:** Dale Filipek, Sara Khan, Mairi Fernandes-Ares, Kate Dossa, Alana Krone

## Appendix 2:

### **Actions:**

Action Item	Owner(s)	Deadline/Date	Status
Summer Fair - Find out about DJ lights	Core Team	TBD	Pending
Summer Fair - Discuss Ice Cream Van, Coffee Van,	Planning Team	TBD	Pending
Summer Fair - Ask DJ about taking requests for tokens	Dale	TBD	Pending
PTA Items Organisation/Inventory	Emma, Francesca	TBD	Pending
2025/2026 Academic Year - Share Welcome Picnic date- August 31 <sup>st</sup> 2025	Reps	ASAP	Pending
2025/2026 Academic Year - Core team recruitment	All	Ongoing	Ongoing
House T-Shirts - Obtain cost estimates (~£1600)	Mrs. Pache	TBD	Pending
Summer Social- School to let Core team know names of staff attending	Mrs Abensur	June 6th	Pending
Uniform team- more helpers needed for next year	Arzu/Sally	ASAP	Pending
Merchandise- decisions to be made re. next items!	Emma	TBD	Pending

### Notes:

#### **PTA Reps Message:**

1. **Parent Survey-** Only 22 responses so far, please fill it in by this Friday
2. **Summer Fair Collection Rota** to take bottles entry wristband sales & tokens- please get volunteers to help on these dates

Friday 6<sup>th</sup> June: Years 5 & 6

Friday 13<sup>th</sup> June: Years 3&4

Friday 20<sup>th</sup> June: Years PK & KG

Friday 27<sup>th</sup> June: Years 1&2

#### **3. Dates to note:**

2<sup>nd</sup> Hand uniform Sale- Friday 6<sup>th</sup> June

PTA New/Current Reps- Welcome Coffee- Friday 4<sup>th</sup> July, School Dining Room

Welcome Picnic at the start of the year for all classes- Sunday 31<sup>st</sup> August

4. Summer Fair Class Stalls:

Rota link: [https://docs.google.com/spreadsheets/d/1uMcvThTskYw-q\\_l6Yv9bzdMkTzMIwPsgfHA8qds0mM/edit?gid=267516713#gid=267516713](https://docs.google.com/spreadsheets/d/1uMcvThTskYw-q_l6Yv9bzdMkTzMIwPsgfHA8qds0mM/edit?gid=267516713#gid=267516713)

Each class has a rota for their stall; and in PK-Year 4- two parents needed for the food stall too

Please adjust as needed; contact the year above you for advice/previous reps where relevant. Please ask which families won't be attending asap.

Our advice is to allocate the rota slots to families once you know how is/isn't attending and let them swap between them if they can't make it.

**Tips:**

- Reps often put themselves at the start to set up and end to clear up. If you aren't doing this please leave clear instructions to the parents who are
- If you don't have enough parents you may want to adjust the time slots

**Stall Décor:**

Reps- you will receive:

*Red Tablecloths*

*Brown bunting- please add the name of your stall with black pen; we would like the signage to look cohesive*

Please make your stall look inviting! "Festival chic" is the vibe.