



**Hayes School Parent Teacher Friend Association
Meeting**

7pm Monday 20th April 2026

Charity Number 1125023

Held at Hayes School

MINUTES OF MEETING

Attendees:

Claire Thompson (Deputy Head of School), John Dilling (Staff/co-Chair), Justina Myers (co-Chair), Sian Harper (co-Secretary), Jane Cooper (Treasurer), Helen Franchi (co-Secretary), Lisa Harper, Lucy Tory, Roby Tory, Melissa Valapinee (Staff/finance/uniform shop), Dawn Warren (Staff/finance). Ling Sin Fai Lam – parent volunteer.

1. Welcome and Apologies

Apologies – Orla Penruddocke and Cathy Brookes

2. Matters Arising / Actions from Previous Meeting

Quiz Night (8 May 2026)

- Decision: Proceed despite low ticket sales.
- Break-even: ~3 tables; currently 2 sold with a possible third.
- Rationale: Cancelling may harm future events; proceeding may build momentum.
- Action: Introduce **individual tickets (£5)** to increase flexibility and attendance.
- Continued promotion required.

School Uniform Update

- Policy updated in line with government guidance:
 - Mandatory: blazer, PE top, tie.
 - Branded blouse discontinued → optional plain blue or white shirt.
 - Other items can be generic.
 - Branded PE kit remains optional.
- New supplier confirmed.
- Donations ongoing; new provider to supply collection bin.

Other Updates

- Sustainability: Recycling of glasses at events working well.

- PE bid: Goals sourced externally.
- Wi-Fi: Whole-school upgrade planned for Summer 2026.
- Newsletter: Spring edition issued.

3. School Updates

Exams & Academic

- Year 11 in exam season; 300+ attended Easter revision sessions.
- Year 10 work experience starting.
- Year 12 completed mock exams.

Trips & Activities

- 26 spring term trips (including international visits).
- Upcoming: Costa Rica & South Africa.
- Duke of Edinburgh expeditions running weekly.

Sixth Form

- Increased focus on personal development (relationships, health, substance awareness).

Trust & Community

- Leading Trust-wide initiatives:
 - Staff development
 - “Question Time” event (AI, climate, youth employment)

Arts & Achievement

- *Mary Poppins* production successful.
- All Year 9 tutor groups involved in “First Give.”
- Student reached regional finals of Jack Petchey “Speak Out.”

4. Finance Update

- Total raised (Spring term): **£1,279.73**
- Uniform shop:
 - £430.82 (spring term)
 - £336.24 (latest opening)
- Zeffy platform trial successful (fee-free) → recommended for school use.

Funding Applications

- Waitrose Green Token Scheme (Jane – ongoing)
- Tesco funding scheme (Jane – ongoing)
- Hayes Trust (Justina – uniform shop refurbishment)

Note: More funding requests from school departments encouraged.

5. Upcoming Events

- **Quiz Night (8 May)**
 - Bar: Rob & Lucy
 - PTA encouraged to attend rather than volunteer
- **Summer Cabaret (17 July)**
 - Large event; PTA support needed (bar and helpers)

6. Potential Events

- **Christmas Wreath-Making Event (Orla)**
 - Proposed for December (likely Friday evening)
 - Action: Confirm dates with school

7. Uniform Shop Update

Issues

- Located in a converted toilet; refurbishment needed.
- Risk of stock theft → need lockable storage.
- Loss of donation drop-off point (“Baby Rack” closure).
- Low stock levels.

Actions

- Seek refurbishment funding (Justina)
- Source lockable cabinets (Lisa)
- Request Year 11 uniform donations on results day (Claire)

8. Any Other Business (AOB)

Bar Pricing Update

- Wine/Beer: £4.00
- San Pellegrino: £2.00
- J2O: £1.50
- Soft drinks: £1.00

Other Points

- Explore borrowing reusable glasses.

- Volunteer incentive: reserved seating at events.
- Consider freezer for selling ice creams.

9. Actions & Responsibilities

Task	Owner	Priority	Deadline
Produce summer FoH Newsletter	Justina	High	6 July 2026
Submit alcohol licence (Quiz Night)	John	High	22 Apr 2026
Set up Zeffy for individual tickets	John	High	ASAP
Promote Quiz Night	Justina	High	8 May 2026
Apply for Waitrose scheme	Jane	Medium	Ongoing
Apply for Tesco funding	Jane	Medium	Ongoing
Coordinate PTA event support	Lucy	Medium	Ongoing
Gather funding requests (staff)	Chair/Finance	Medium	Next meeting
Source storage (uniform shop)	Lisa	Low	Ongoing
Plan wreath event	Orla	Low	Sept 2026

10. Risks & Mitigation

Risk	Impact	Mitigation	Owner
Low Quiz Night attendance	Financial/Reputational	Proceed + individual tickets + promotion	John
Stock theft	Financial	Secure storage	PTA
Marketing capacity	Operational	Covered short-term by Chair	Justina
Uniform shop condition	Reputational	Apply for funding	Justina

11. Key Commitments

- Summer 2026 upgrades:
 - Full Wi-Fi
 - Classroom computers
 - Servers

- Security gate system (PTA access provided)

12. Items to Monitor

- Quiz Night ticket sales
- Uniform donations (Year 11)
- Funding applications
- Stock levels

13. Next Meeting

- **AGM:** Monday 13 July, 7:00pm
- To include review of funding requests
- **ACTION** – Create agenda for July AGM – Claire/Jane