



Hayes School Parent Teacher Friend Association

Meeting

Monday 15th September 2025

Charity Number 1125023

Held at Hayes School

MINUTES OF MEETING

Attendees:

Rob Hitch (Head of School), 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, Cathy Brookes, Lucy Tory, Roby Tory, Orla Penruddocke, Melissa Valapinee (Staff/finance/uniform shop), Dawn Warren (Staff/finance).

1. Welcome and introductions

Justina introduced herself and John. Rob Hitch introduced himself as the new Head and thanked the PTA for setting up the new group.

2. Apologies for absence

None were received.

3. School Updates

A shared PTA email address will be set up for communication – Claire will organise this.

Claire shared the wonderful exam results, increase in top end grades at A level. GCSE – hitting targets, beating national averages at top end grades. Good number of enrolment into 6th form. Preparing for Open Day. Parent forums happening soon – Y11 and Y13. Y7 and Y12 meet the tutor evening. New student toilets are complete. Working on Careers Hub. New fire alarm install is underway. School have bought a new minibus. Need another one – possible bid. DT equipment and D of E may make bids.

4. Upcoming events

4th October Open Morning – adverts and refreshments

9th October – Year 7 Concert

6th November – Music Fest

8th November Hayes fireworks – joint event with Hayes Primary (promote and provide volunteers)

20th November - 6th Form Open Evening

17th December – Winter Concert

Claire will pass on dates and contacts – Tory has a copy of this document.

Can these go on school website?

5. Volunteer Management/DBS Checks

Carolina will be in touch regarding this. Claire will pass on our details to her.

6. Finance update/Process/Transparency

Justina asked about funds over the last few years which have been raised by the PTA for specific items. (2020 – donations set up on Parent Pay for specific collections). Food Bank, Teenage Wellbeing, DT. Dawn and Jane will investigate further into this.

Jane has created a spreadsheet regarding finances. 2021 to date – income and expenditure. Money from Parent Pay is not itemised yet. She will continue to update it each month. It is saved in the Google drive for people to view. She has also created some forms: an expense claim form to be completed. Can be emailed.

Justina will create an online Google claim form for those who would prefer to do it online. This will be saved in the Google drive.

We have a google drive for the committee. Justina will share this with everyone.

Please provide itemised receipts with claim forms. We need to agree amounts of purchases prior to spending. We will look into getting some bank cards for the PTA account.

Jane has also created a funding decision form – for funding requests from school. Will be looked at by committee and approved or declined by them (consider those which have most impact for most students). Provides paper trail for donations. Funding requests from teachers – these will go to the committee and be voted upon. Put these forward termly during set windows - at end of each term. They will be considered at the HPTFA meeting at the start of each term.

The school always purchases the items and then invoice the PTA as the school doesn't have to pay VAT.

Justina will purchase 2 Sum Up machines for the PTA – money will go straight into PTA account. (keep track by date used). We want to go cashless from now on so always say that card is preferred. However children may want to use cash for tuck shop etc. If cash is taken, it must be counted by 2 people and we need to have a PTA safe to store money after late night events.

Invoices to pay:

DT - £3,923.02 – will be paid from Friends of Hayes PTA account

7. Uniform shop – doing well but we have now run out of stock. The Baby Rack boutique (Hayes Station Approach) are happy to collect uniform donations for us. Will be taken in by Angela. Kids Fundraising shop will also collect uniform for us for free. (old paint shop on Station Approach). Sense will give us uniform that they don't sell after 3 weeks instead of sending it to be made into rags.

Justina would like to open the Uniform shop on more dates in the future. Will email school the dates she would like. She will meet with Greg Short (Maintenance Manager) to discuss possible new location for the shop.

Justina would like to also sell new uniform (can control mark-up) as well as preloved. The school has an arrangement with the company that provides sport kit so we cannot look into selling this but we can look into selling the main school uniform.

Claire – will check if there is an exclusive deal regarding sports kit that prevents us from selling it new.

Jane suggested that the uniform shop could also sell revision guides.

Justina will purchase a safe for the uniform shop.

8. Social Media

The school has some accounts run by staff. We have created social media sites for Friends of Hayes – facebook, Instagram, Whatsapp etc. We can send PTA emails/news.

Whatsapp – different groups for events, uniform.

School has agreed to have an area for the PTFA on their website and we can add pop-up messages on the website for events.

Cathy has agreed to design the HPTFA Newsletter and Justina will do the write up. This will be distributed termly.

Rob Hitch has agreed to ask for a donation to the HPTFA in the school newsletter but he won't ask for a specific amount.

Push subscribers on socials to attract more sponsorships.

9. Passive Fundraising

Stikins – Helen Franchi has registered the Friends of Hayes – our fundraising number is 36672. We need to share this with parents. (the PTFA earn 30% commission on purchases).

Easyfundraising – is set up

Match Fundraising – is set up

Parent Pay – can we have a generic donation button for PTA

Just Giving – can we set up a donation on this as well

10. Any Other Business

Drinks licence – how to manage bar, we need to look into this. You can get a ten licence where you apply in the 10 days before an event. Rob Tory – is looking into drinks licence.

Raffle tickets – we need a licence for this.

Lucy is going to be head of logistics for all events where we serve refreshments.

Justina will source volunteers.

Saturday 4th October: Open Day – we will be serving refreshments. 4 people have volunteered. Lucy Tory is heading this. She will go to Costco with John to purchase. She will use her credit card and put in a claim.

Teas, coffees, soft drinks, water, cookies, pastries. (1200 people max)

Set up early Saturday morning 08:30am /Friday afternoon 5pm

Budget and pricing – double up

Cash float used from uniform shop

4th October – Open Morning

9th October Y7 concert

6th November Music Fest

20th November 6th Form Open Evening

17th December Winter Concert

We need volunteers for the 5 upcoming events this term. Justina will post these onto the Whatsapp events group.

John suggested having some kind of Winter/Christmas event. Claire questioned being able to get staff to commit to another event.

We could use the 6TH form room as a bar for events. Keep it for now outside the hall. Look at changing this in the future maybe.

11. Date of next meeting

A date was agreed for the next meeting – Monday 12th January 7:00pm