



**Hayes School Parent Teacher Friend Association
Meeting**

7pm Monday 12th January 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, Cathy Brookes, Lucy Tory, Roby Tory, Orla Penruddocke, Melissa Valapinee (Staff/finance/uniform shop), Dawn Warren (Staff/finance).

1. Welcome and Apologies

Apologies – Greg Short (maintenance manager)

Welcome and Updates

Social media update – Instagram, WhatsApp and facebook group set up (good to get volunteers). Justina will add to the newsletter how much has been raised and what it was spent on. PTA is now featured on the Hayes School website with up-to-date information. Steph is the contact for uploading documents to the website.

Parent Pay successfully set up and generating donations; Easy Funding is being received but needs more promotion and better parental awareness (many parents have not updated their details from previous schools).

Match funding and JustGiving options are available but underutilized; need more marketing.

Minibus funding paused due to upcoming changes in regulations (ULEZ zones).

DBS – everyone needs to have one for school or be on the updates service. (Carolina HR in charge of this)

2. School Updates

Introduction of unified school values: Endeavor, Responsibility, Inclusivity, Kindness, with slogans like "Be kind, show up, own it, we're stronger together."

Initiatives focused on mission, values, pupil premium, teacher learning, attendance, rewards/recognition, and support for vulnerable students.

172 new Duke of Edinburgh participants (132 Bronze, 50 Silver).

Year 11 and 13 mock exams ongoing; strong results from Trust peer review with positive comments on student leadership, teaching quality, and behaviour.

33 external visits completed in the autumn term, including Berlin and Vienna trips.

13 Year 13 Oxbridge applicants, 8 scheduled interviews (a record for the school). Sixth form: 1,679 admission interests, 722 applications.

New partnership with local table tennis club for equipment and student lessons.

Premises upgrades: physics prep room nearing completion, Careers Hub soft-launched, new fire alarm system completed (with minor teething problems).

Ongoing tender for new uniform suppliers.

Claire handed out paper copy of full school updates with details of events and bids.

3. Upcoming events

List of upcoming events provided, with PTA opportunities for refreshments (Music Fest, school shows, spring concerts prioritized; Dance Fest and Destinations Evening to be handled by respective departments if likely to be better suited).

Experience from past events: open days/bigger concerts bring higher sales; smaller events may not be financially effective for refreshments.

Discussion about organising raffles for events (need for licensing, prize sourcing, volunteer leads).

Action – John will look into organising raffles.

Volunteer management: WhatsApp group of eager Year 7 parents; need to better utilize this resource for events and marketing, including a call for a marketing volunteer.

4. Finance Updates & Processes

A claim form has been created and is being used. A safe has been purchased.

Autumn term event profits and uniform shop takings detailed; overall healthy profit to date (£3,788.56 plus reserves).

Finance policy updated to include alcohol handling; event-by-event reporting for transparency.

Discussion about security concerns with SumUp machines and mobile phones; general consensus that committee members should handle payments, with standalone machines for volunteers; Wi-Fi connectivity issues persist and impact payment processing.

Cash float system discussed (current practice, risks, and possible reduction to £50 for efficiency); preference for cashless where possible, but some cash handling remains necessary.

Request to reduce reliance on small coin denominations for easier reconciliation and deposits.

Discussion on difficult cash deposits at the bank, resolved by requesting a PIN/depositor card.

Thanks to Lucy and Rob for detailed reports after events

Some money received from Hayes Primary School for tickets sold through Hayes for fireworks night.

Some expenditure detailed in report – safe, sumup machines, stock. Easy Fundraising money has also been received.

Action - Reduce the amount of small coins in the float. Just have £1 and 50ps. Make up two bags of £50 in safe.

5. Roles & Responsibilities

Clarifications made about overlapping roles, especially for members with dual positions in PTA and school staff; separation maintained to avoid conflicts of interest.

Agreement to define lead roles for events and core functions (uniform shop, refreshments, marketing), with each person responsible for their area and supported by volunteers; intention to delegate and avoid overlap or confusion.

Importance of balancing fundraising objectives with inclusivity, sustainability, and community support at events (e.g., providing GF snacks, supporting staff, considering environmental impact).

Collaboration and communication recognized as key; any unresolved issues to be addressed collectively and transparently.

It was agreed that Lucy and Rob Tory would be responsible for managing bar at school music events.

Action - We need to email requests to site team to have things set up. Make sure you send requests in good time.

Action – We need someone to help with marketing for events such as quiz night. We also need someone to do the social media. John will ask for volunteers from the Whatsapp group.

6. Events Lead

John – is happy to be event lead. But he needs someone else to email the site team. He has a team of volunteers ready from the Whatsapp group.

7. Uniform Shop & Donation Box

Continued challenges with drop-off logistics for uniform donations due to space limitations at reception.

Proposal to buy a lockable wheelie bin for outside drop-offs to streamline donation collections; agreed to proceed.

Uniform shop layout improvements discussed, including shelving and potential repurposing of business furniture to avoid new purchases; plans to request maintenance assistance.

Action - Justina – buy a wheelie bin to have on school site for uniform donations.

Uniform shop – Justina would like to add a shelf and some floor covering where toilets used to be.

Action - Justina will email Greg and ask for shelf and floor covering.

8. Funding Requests

Reviewed and voted on funding bids from school departments:

Approved: Wellbeing/inclusion (laptops and screens), young carers (bowling trip and art/craft supplies), biology (high-spec microscopes).

PE/sport and design tech requests discussed; agreed to request more information and cheaper alternatives, particularly for expensive items like football goals.

Action – Claire to ask P.E. dept for more information about funding request and possible cheaper alternatives.

Library funding request deferred due to need for wider refurb and organizational work first.

Plan to prioritize even allocation of funds and keep a running list of department awards for transparency.

Reserve of approx. £2,000 to be maintained for ongoing costs and emergencies.

9. Sustainability

Presented by Lisa.

Agreed to focus on reducing carbon footprint and single-use plastics at events; suggestions included reusable beakers, sourcing drinks in recyclable cans, and partnering with local producers for carbon-negative beverages.

Paper/plastic cups are not easily recyclable curbside; investigation into using Costa's scheme for cup recycling.

Sorting waste streams and possibly taking recycling offsite as necessary.

Ongoing discussion about balancing sustainability, cost, and event practicality.

Action – Lisa will look into various ways that we can improve sustainability and reduce waste from events.

10. Wi-Fi Connection

This has been causing problems with Sum up machines.

Action - Claire will raise this with the Trust when she meets with them.

11. Any Other Business (AOB)

Hayes Village Association – we will apply for a funding request from them

Action – Claire will complete and return Hayes Village Association funding request form

Action - Cathy and Justina will produce Spring Newsletter

Summer meeting date

Monday 20th April at 7pm