



FRIENDS OF HAYES SCHOOL: CHARITY NUMBER 1125023

Monday 14 September 2026: 7-8.30pm

MINUTES OF COMMITTEE MEETING

Attendees: Claire Thompson, Justina Lee Myers, Jane Cooper, Lisa Harper, Lucy Tory, Rob Tory, Orla Penruddocke, Melissa Valapinee, Dawn Warren, Ashley Irving, Ling Abbott.

1. Welcome and Apologies for absence:

Sian Harper, Cathy Brookes, James Grey and Amy Gouldsmith.

2. School Updates

Claire provided an update on school performance and activities. Key Stage 4 results achieved a record Attainment 8 score of 56.03 (highest ever), whilst Sixth Form vocational course pass rates increased to 72.4% (adding 30% to last year's pass rate). SLT members were pleased with continued year-on-year improvement.

The new Head Teacher, Rob, has introduced "Hayes Ascent" to reinforce school values and approach to attendance, behaviour and learning at recent staff PD Day. This has also been delivered to students. 15 new staff joined in September 2026 (usual staff turnover) and over 300 Y12 students enrolled in 6th form. Y12 student numbers will reduce over coming weeks, through natural wastage: students enrol in more than one school/move to other colleges. The student numbers indicate that Hayes remains popular, and it means the school gets good funding per student at commencement of academic year, helping to retain staff and all course subjects.

Members noted successful school activities to date including school photos, Y7 festival of sports, educational trips such as Munich and Cyclopark and planned parent forms/meet the tutor evenings. Safeguarding training completed for staff. The school has around 80 enrichment clubs and more than 500 students have signed up to a club so far. 180 Y12 students have expressed interest to become mentors.

On community news (outward facing) Kent Shopper reported Hayes as the most popular school in Bromley based on applications for 1st choice places. Students will be running Poppy Appeal and Foodbank this term. School will trial the Open Evenings on Thursday evenings this year instead of Saturday. First scheduled for 8th October from 5-8pm and another for sixth form on 19th November. The committee agreed a weekday open evening will likely reduce profit from refreshment takings.

The committee noted school facilities improvements over the summer holidays including work on IT servers, upgrade on wi-fi, new printers across school as well as new desktops in classes and laptops.

Lucy queried if the Y7 music concert was happening? Claire explained two new heads of music started in September and some drama teachers also teach music, so SLT have decided to revisit later in year. Lucy asked if dance showcase will be held? Claire confirmed not this term; this was usually held in January.

3. Upcoming School events

The committee noted Lucy and Rob will step down from coordinating refreshments at events at the end of the academic year and a successor is needed. Refreshments continue to be valued by staff and generate excellent income: of note circa £800 at last open day. Committee will continue to utilise school prefects for staff drink distribution. Next open evening on 8th October has 4 scheduled speeches. Volunteers needed.

Orla raised concern about volunteers' recruitment/numbers. Justina confirmed many on list but not all volunteer due to other commitments. Committee agreed to increase engagement and visibility by having a QR code displayed at Y7 and Y12 tutor evenings on Wednesday this week which will take user to the WhatsApp group and socials with Ling attending in person to talk to parents/carers about FOHS and hand out "who we are" style leaflets. Ling & Amy can also promote new Y7-8 parent social – date to be fixed for 30th September or 1st October depending on school hall availability. Melissa suggested hashtag of 1st of month for first social gathering.

Action: Lucy to send Claire poster with QR Code PTA promotional material for Y7 tutor evening on Wednesday. Ling to promote volunteering and new parent social event. Claire to check school hall availability for parent social. Ling will work with Amy in running event.

The committee agreed no alcohol licence needed for open evenings but need to be obtained for Music festival on 17th November, Winter concert on 16th December and Quiz on date TBC around Easter. No mince pies as they weren't popular last year.

Action: Rob to apply for alcohol licences. Melissa to set date with Claire for Quiz and book school hall.

The committee received update on Christmas Craft Event from Orla. 3 crafters booked for Thursday 3rd December. School hall is booked for event. Claire mentioned potential clash with staff social on Friday 4th December so may not get many staff signing up. The evening consists of (a) Sip & Paint with Aferdita. £40pp tickets with FOHS £10pp donation. Max 20 people. She will need water supply and pre-planned visit. (b) Dawn's wreath making. £60-65pp tickets with £10pp FOHS donation. Max 20 people. (c) Charlotte of Flying Colours Pottery will run bauble making. £20pp with £5pp FOHS donation. 30 people max.

Lucy will operate licenced bar, in particular mulled wine, to maximise profits. Ticketing platform with Zeffy is fee-free for charities, so better than Ticket tailor or Eventbrite. The committee confirmed it was important to advertise the licenced bar, as this opportunity was missed at last quiz where people BYO. Melissa suggested advertising externally such as with visitors/staff at local care homes if numbers are low. Orla also would like to run a small raffle at event. Ash will look to set up a summer raffle with advanced ticketing.

Action: Orla to create promotional material and work with Cathy if need help. Justina to support Orla with publicity via socials and volunteer coordination. Janet will assist set up of ticket sales in Zeffy. Ash to share with Orla list of local business contacts for raffle donations.

4. Finance Updates

Jane presented year-end financial report. Since the AGM, FOHS generated an additional £917.47 profit through uniform shop, summer cabaret, HPS PTA equipment/hall hire and other smaller donations via JustGiving and easy fundraising. The bank balance remains broadly unchanged from previous year closure. With £4k in the bank for FOHS event outlays, remaining balance available for school funding requests.

The committee noted a Waitrose community funding application has been submitted and awaiting review. Potential to start in October for 3 months at local Bromley store.

Governance updates included registration changes with the Charity Commission and banking mandates, with transfer from Steve Whittle to Claire. Sian and Ash need to be added as trust secretaries. Stripe verification process for online ticket payments has changed and needs further information.

Action: Dawn/Jane to complete Stripe verification asap for forthcoming events. Jane to register Ash and Sian as trustees.

5. Funding Requests

The committee reviewed and voted on the school's funding requests.

Approved:

Priority	Project	Amount
1	Maths headphone sets	£346.50
2	Bookbuzz reading scheme	£1,860
3	Duke of Edinburgh equipment replacement (basic package)	£1,298.77
4	Physics equipment (Options 1 and 2)	£1,444.24
5	Design & Technology safety cabinet	£1,469

All Priority 1, 2 and 4 requests were unanimously approved. The Duke of Edinburgh basic replacement package received majority support. The Design & Technology safety cabinet was approved following a majority vote.

Action: Justina to notify successful bidders and invoices to be sent to Finance and Jane will arrange payment

6. Uniform Shop Updates

Justina reported that a stock review of pre-loved uniform was required before further shop opening dates could be announced. Members noted ongoing concerns from parents regarding uniform availability with the new supplier, Trutex, and excessive postage costs for smaller items such as ties and badges. Demand for blazers and PE tops were high. Y7 cannot wear old style stripe PE tops. Justina suggested that a small amount of new stock could be bulk purchased from supplier and sold at student reception (e.g. ties and badges) or at FOHS uniform shop. Claire suggested Justina raise this with Rob to determine restrictions in commercial contract agreement with Trutex and school staff capacity. Justina would utilise HVA grant funding for new sturdier clothes rails in preloved shop.

Action: Justina to request pre-loved donations in next newsletter and socials. Justina to buy new clothes rails and plan next opening dates.

7. AOB

- A) Finance Policy changes. Committee unanimously approved amendments:
 - a. Reduction in event cash floats from £100 to £50
 - b. Cash reconciliation at event closure to be undertaken by one committee member and one volunteer (or suitable SLT representative).
- B) Justina to amend online expenses submission process so applicants receive confirmation copy of submission made.
- C) Locked filing cabinet and drawers recycle offered by Dawn no longer required for uniform shop.

Action: Justina to amend googlesheet settings to provide copy of submission to applicant.

Next FOHS meeting: 18 January 2027 at 7pm.