



BHS PTA MEETING MINUTES

Attendance- see [Appendix 1](#)

Actions list- see [Appendix 2](#)

Summer Term, Meeting 1: Monday 19th 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 6th
- iii) **Summer Social-** Friday June 13th- Ham Polo Club. Ticket purchasing closed but reach out if you need any as we have a few.
- iv) **Summer Fair: Saturday 28th 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 4th 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 31st 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**

2nd Hand uniform Sale- Friday 6th June- Pick up

Induction morning- 17th 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 31st 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 st 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 6th June: Years 5 & 6

Friday 13th June: Years 3&4

Friday 20th June: Years PK & KG

Friday 27th June: Years 1&2

3. **Dates to note:**

2nd Hand uniform Sale- Friday 6th June

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

Welcome Picnic at the start of the year for all classes- Sunday 31st August

4. Summer Fair Class Stalls:

Rota link: https://docs.google.com/spreadsheets/d/1uMcvThTskYw-q_I6Yv9bzdMkTzMIwPsgfHA8qds0mM/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.