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## BHS PTA MEETING MINUTES

# Broomfield House School PTA

### Minutes of the AGM & First Meeting

**Date:** Monday 15th September 2025

**Time:** 6.30pm arrival, 7.00pm start

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### Attendees

#### Teachers:

Mr Anstey, Mrs Wrigley-Smith, Ms Ali, Mrs Zammit, Mrs Thompson

#### Core PTA Members:

Sara Khan, Mairi Fernandez-Ares, Emma Bickerstaffe, Yasmin Martin, Francesca Baker, Alana Krone

#### Parents:

Helen Hartley, Sally Yarrow, Sofia Soares Barreto, Anna Sazonova, Alia Bamrah, Snezhana Nemtseva, Nora Habbal, Thais Gould, Amanda Shaffu, Marianna Marchioto, Zahra Damji, Anna Szmigin, Elena Timokhina, Angie Sahe-Lacheante, Mari Fukushima, Dale Filipek

#### Apologies:

Ben Rivera

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## 1. Welcome

Sara welcomed all attendees and thanked everyone for the strong turnout.

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## 2. Overview of 2024/25

- Dale Filipek (outgoing Chair) gave a brief review of the past year, expressing thanks to all who supported.
  - Handover to Sara Khan as new PTA Chair.
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### 3. Election of Officers

- **PTA Chair:** Sara Khan
  - **PTA Secretary:** Mairi Fernandez-Ares
  - **PTA Treasurer:** Vacant (Alana Krone stepping down – Sara thanked her for her valuable contribution)
  - **PTA Core Team:** Yasmin Martin, Emma Bickerstaffe, Francesca Baker, Ben Rivera
  - **Pre-Loved Uniform Team:** Sally Yarrow, Suzette Fitt, Ping Mehta (new)
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### 4. Treasurer's Update

- **Total raised 2024/25:** £17,286 (28% increase from previous year)
  - Key income sources:
    - Uniform: £4,490
    - Silent Auction: £4,141
    - Summer Fair: £3,851
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### 5. 150th Anniversary (2026) Initiatives

- PTA will support and enhance the school's official celebrations.
- Ideas suggested:
  - Special edition gin
  - Commemorative tea towel or alternative memento
  - Cookbook
- Sub-team to be formed to take forward planning.



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### 6. PTA Plans 2025/26

**PTA Vacancies:** Summer Fair Lead, Auction Lead, PTA Treasurer

**Upcoming Events (Autumn/Winter):**

- Mums' Social – Fri 26th Sept, The Hope Richmond
- Dads' Social – Fri 19th Sept, Kew Gardens Hotel
- Harvest Festival – School-led, with Y6 reps
- Halloween Disco (PK–Y2) – Sun 2nd Nov
- Sight & Hearing Assessment – Tues 7th Oct (booking via newsletter flyer)
- Pumpkin Carving Competition – 27th Oct–3rd Nov
- Christmas Market/Breakfast with Santa – Fri 5th Dec
- Wreath Making – Thurs 27th Nov
- All-School Christmas Social – Sat 29th Nov, Red Lion (Barnes)

**Merchandise Ideas:**

- Branded water bottles, picnic rugs, swim towels, anniversary tea towel
- Feedback noted:
  - Risk of mix-ups if all bottles/towels identical → could be initialled
  - Suggestion for BHS tote bag
- Emma to progress offline.

**Business as Usual:**

- PTA Handbook (2025–26) to be updated – volunteer required
- Birthday cupcakes ordering & book donations for birthdays to continue



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- Clubs and parent groups (Cycling, Broomsbury, Athletic Club, Dads WhatsApp) ongoing

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### 7. Any Other Business

- Christmas cards: Sales declining → Mrs Frey requested a survey for feedback and alternative ideas.

This was followed by Reps Induction at Kew Gardens Hotel.

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### 8. Next Meeting

Monday 17th November, 6.30pm for 7.00pm start

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### Actions for Class Reps:

1. **Christmas Market:** Class reps to gather parent feedback – do parents want a simplified event?
2. **Merchandise:** Emma to explore with school water bottles, towels, totes (including personalisation options).
3. **PTA Handbook:** Volunteer needed to update the 2025–26 edition.
4. **Christmas Cards:** Reps to survey parents on interest and gather alternative fundraising ideas.
5. **150th Anniversary:** Sub-team to be set up to develop ideas.
6. **Leads required for Summer Fair Lead, Auction Lead, PTA Treasurer:** Reps to share within their classes to gauge interest in anyone willing to take on a lead role. No experience required - just enthusiasm.