



## BHS PTA MEETING MINUTES

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**Date:** Monday 19 September

**Time:** 6:30pm arrival, 7:00pm start

**Location:** BHS

**Welcome:** Sara Khan welcomed attendees and opened the meeting.

**Attendees: Parents / Class Representatives:**

Amanda Shaffu (Y2), Anna Sazonova (Y2 & Y4), Hannah Longley (PK & Y2), Snezhana Nemtseva (Y1 Rep), Mershel Tan (Y1), Suzette Fitt (Y6), Mari Fukushima (Y5), Zahra Damji (KG), Anna Smizgin (KG & Y2)

**Core PTA Team:**

Sara Khan (Y2 & Y5) – Chairperson  
Mairi Fernandez-Ares (Y2) – Secretary  
Daniel Reah (KG) – Treasurer  
Francesca Baker (KG) – Core PTA  
Ben Rivera (KG) – Core PTA  
Yasmin Martin (Y2 & Y5) – Core PTA

**Staff Attendees:**

Mrs Frey, Mrs Roberts, Mr Anstey, Miss Mickley, Miss Curran

**Apologies:**

Y4 & Y5 Representatives, Emma Bickerstaffe (Y2)

**Introduction – Caroline Roberts**

Sara Khan welcomed Caroline Roberts, who has joined BHS as **Head of Marketing & Admissions**. Caroline introduced the **Parent Ambassador** initiative. Parents interested in supporting engagement with prospective families (including those relocating from abroad) are encouraged reach out at [croberts@broomfieldhouse.com](mailto:croberts@broomfieldhouse.com).

Sara is also working on a BHS PTA “Little Black Book” (recommendations of local businesses and activities) to support this initiative and overall connection. **Action:**



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Please can the reps collate volunteers to contribute to this (small business owners could particularly benefit)

### Finances

Daniel Reah provided a recap of recently PTA-funded pupil experiences. Details are included in the **Appendix on page 5**.

### 150th Anniversary Plans

**Gala Dinner** - Mr Anstey shared an overview of the 150th Anniversary Gala arrangements:

- **Date:** 10 July 2026
- **Venue:** Hampton House
- **Time:** 7:00pm – Midnight
- Black tie event with fizz reception, three-course meal, dancing
- Menu to reflect BHS heritage
- Tickets will be sold, with a portion of proceeds supporting the **Dukes Foundation** (bursaries across Dukes schools)
- There was discussion around ticket pricing, which the school will consider.
- Sponsorship options are being explored and remain in progress.

### BHS Big Birthday Bash / Summer Fair Replacement

Sara Khan and Emma Bickerstaffe discussed the idea of hosting a larger off-site celebration in place of the traditional Summer Fair.

**Cookbook Project:** Emma Bickerstaffe will be sending out a Google Form to collect recipes from the BHS community. Families will be asked to include allergy and intolerance information. More details will be shared in the newsletter.

**Broomfield 150 Challenge:** Sara Khan introduced a non-competitive challenge for children, aimed at raising funds for chosen charities.

### Upcoming Spring Term Events

1. **Omniya Event** - Cancelled due to low attendance.
2. **PTA Reps Social:** Proposed date: Thursday 12 February, Venue TBC



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### 3. World Book Day Sale:

- Morning coffee sale: 8:30–9:30am
- Volunteers needed for setup, stall, and book collection (atrium)
- **Action: Reps to ask for volunteers**
- Som Holliday (Y1) to run story time in the hall

### 4. PTA Quiz Night

- **Date:** 25 March 2026
- **Venue:** Kew Gardens Hotel (Includes supper)
  - **Action: Core team and reps to organise teams per year**
  - **Action: Sara to share sign-up Google Sheet**
- 5. **Auction:** Ben Rivera and Yasmin Martin to discuss next steps.
  - **Action: Reps to gauge interest in potential auction items (e.g. holidays, golf trips, school initiatives, Headmaster/Teacher for the Day)**

### 6. Year 5/6 Coffee Morning

- Liaison with Year 6 reps
- Venue to be booked once numbers are confirmed

### 7. Easter Egg Hunt

- **Date:** Friday 27 March
- **Action: Volunteers needed (a couple per year group) to help run the event**

## Summer Term Events

### 1. Senior School Disco

- **Date:** Thursday 12 February 2026
- **Action: Y3–Y6 reps to assist with organisation**

### 2. Pyjama Day / Sleepover (Year 6)

- To raise awareness for homelessness
- **Action: School to confirm a date**

### 3. Wine Tasting Event

- Potential event for 20–30 people, end of April
- Sara to explore options

### 4. Reps Coffee: To take place on the last day of term

## Any Other Business

- **Arrangements to be made for** First Aid training for parents (minimum group size: 16)



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- **Uniform Sale:** Date to be confirmed (Action: Caroline Roberts)
- **Merchandise Sale:** To align with uniform sale
- Reminder to return BHS reusable bags to the PTA team
- **Art Aprons:** Caroline Roberts has arranged collation of aprons and will distribute them to pupils to use at school. Caroline will inform Dolphin House that Art Aprons are not essential as part of the school uniform list.

**Meeting closed** followed by an optional informal catch-up at the Kew Gardens Hotel.



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### PTA FUNDED PUPIL EXPERIENCES: AUTUMN 2025 & SPRING 2026



Halloween Party- Lower School



Breakfast With Santa Event  
& Christmas Gift

Pupil Council "Plants-giving"



Whole School First Aid Training

Whole School Birthday Cupcakes



✨ Coming up.....



**Whole School Art Workshop-**  
**organised by Mrs Frey**

Sumi-e (Japanese ink painting) workshop during the week of  
9th-13th February

**Years 4-6 Forest School Experience-**  
**organised by Mrs Carver-Williams**



As requested by our Year 4-6 Pupil Council Reps



**Whole School  
Easter Egg Hunt**

As is BHS tradition- on the last day of Spring Term!

**OUR PTA MISSION:**  
**COMMUNITY | CONNECTION | FUNDRAISING**

**Contact us:**

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