

Minutes of the committee meeting held on Tuesday 20th September 2016

Present: Viv Westrop (Co-Chair), Ebony Drewett (co chair), Sarah Beecher (Vice Chair & Y5 class rep) Karen Lamb (Treasurer and Y2 class rep), Lizell Williams (Secretary), Jack Keeler (Friend & Chair of Governors), Sarah Symonds (Head Teacher), Jackie Chatfield (Y4 Class Rep), Sharon Iles (Y3 class rep), Amy Bevan (Y2 class rep), Pippa and David Gardner (Reception parents), Emma Warnes (Reception parent), Denise Rootes (Reception parent), Marie Stack (Reception Class Rep)

Apologies: Lisa Moss, Jody Middleton (Y3 class rep), Ciara Attwell (Y1 class rep)

1. Minutes

The minutes of the last meeting were approved.

2. Matters Arising

3. Bingo – Friday 23rd September 8pm,

Gill Hynes will be the caller, same set up at previous event. £10 in advance, £12 on the night, BYO drinks and nibbles. Tickets are on sale in the playground from Viv Westrop, Ebony Drewett, Sarah Beecher, Karen Lamb (Treasurer), Lizell Williams (Secretary). Cash prizes will depend on the overall number of supporters on the night. Daubers will be on sale!

Barn Dance – is postponed until the Spring 2017. Whilst the Village Hall was available, Viv was unable to secure a 'caller'. The basic costings would be £50 per hour for the hall (a letter to the Parish Council requesting use of the venue as a registered charity will most likely secure a reduction in fees), £200-£250 for the caller/s. Still propose some form of catering is provided eg: cheese board / auction of puddings and a Cash Bar. Proposed entrance fees for this family friendly event: £10 per adult and £5 per child.

Cake Sale – confirmed for Friday 21st October 2016, a Halloween theme. Donations of cake or biscuits eg: cake pops, cupcakes, choc rice crispy treats; homemade or shop bought will be gratefully received on the morning of the cake sale in the KS2 Quiet Area. A cake stall will be set up in the playground after school. Plan to sell 4 items for £1. Volunteers to help collect or sell the cakes is appreciated.

Fireworks – confirmed for Sunday 6th November 2016 5pm

- Jackie & Stuart have started preparing, Fireworks have been purchased from our regular supplier Pains Fireworks at cost of £1924 (about £80 more expensive than the previous year)
- Ticket Prices: Advance - £5 per adult, £3 per child / On the Gate - £7 per adult, £5 per child Children 3 years and under will be admitted free of charge
- Formal Training could not be attended by interested parties due to dates conflicting with Summer Holidays, however the 4 parents (Alex O'Donnell, Daniel Williams, Dave Mappedoram and Dave Mills) will be asked to take on the role of Marshalls to support the Fireworks Team
- Tickets will be available from: School office, Oldfields Newsagent and from the committee or class reps in the playground (a reminder will be sent when tickets go on sale)
- Jackie asked if anyone had contacts for producing the events advertising (posters, flyers and tickets (600)). Previous supplier charged around £150. David has a contact and Lizell will look PTA Print Shop who have a number of templates online and support charities.

- Jack Keeler will be the Safety Officer as in previous years.
- To do list for Jackie & Stuart:
 Draft letters to residents of Brooklands and Kings Road
 Stuart to look in shed for equipment & conduct risk assessment
 Contact Maidstone council
 Review insurance
 Wealden Advertiser – 3 weeks
 Parish Magazine & Website, Facebook
 Purchase food – ask Sarah Jo Vane about sausages, Viv to source rolls, check stock of sauces, napkins, cups.
 Source wood / pallets for bonfire
 Banner
 Miss Symonds has found a bundle of adult High Vis Jackets in the school storerooms.
- Make a Guy Competition – Sharon and Pippa volunteered to co-ordinate this fun activity; there is no charge to participate. A letter will be placed in book bags before the of term inviting pupils to make a Guy during the half term. They are to bring their Guy on the morning of Thursday 3rd November. If the weather is mild, the guys will be displayed outdoors. If the weather is wet alternative arrangements will be made in the hall or foyer. Each pupil will be given a counter and an opportunity to vote for their favourite Guy. The winner will be announced and a small prize awarded the morning Celebration Assembly on Friday 4th November. All the Guys will be added to the Fireworks Bonfire.
- Volunteers required pre, post and during the event:
Prior to event: distributing flyers in the village/local area, distribute resident letters on Brooklands & Kings Road, source wood/pallets
On the day of the event: set up bonfire
On the night of the event: selling hot dogs & glow sticks, marshalling on the night, sell/check tickets at the gate,
Post event: assist with clear up after the event
 Miss Symonds will liaise with teachers.
 Wider advertising - Lizell will liase with Ward and Partners regarding their boards

Non Uniform Day – Friday 9th December 2016

For the benefit of new parents/carers: children are permitted to wear their own choice of clothing in exchange for a bottle of something drinkable. The beverages donated are used on the Bottle Tombola Stall at the Christmas Bazaar which is always very popular. Bottles are collected by the committee and parent helpers in the playground at drop off in the morning.

Christmas Bazaar - date changed to Saturday 10th December 2016

Date changed as it clashed with the village Victorian Christmas Market running from 1pm to 7pm

Carried over from previous meeting: Need to start thinking about Father Christmas, his grotto & gifts, Raffle prizes, Parent & Staff helpers, liquor licence, internal/external stall holders, Great ideas in the PTA magazine & pininterest Christmas specific games/stall ideas, will require some arty parent helpers. Activities proposed: pine cone decorating, wreath making, Creating a 'Buggy Park' under a gazebo will reduce congestion in the hall.

Ladies Party Night at the Krishna – Saturday 10th December 2016, 8pm

£20 per person includes 3 course meal and disco til late. £5 from each ticket will be given to the PTFA. Limited to 75, first come first serve (30 tickets have already been sold). No formal seating plan.

School Discos - Karen Lamb is in favour of 2 further discos this year as they are well supported fundraisers and the children have so much fun. Proposing Friday 21st October and Friday 16th December (which is also School Christmas Jumper Day). Suggested that the December disco is held during the school day. TA Lee Peters is our regular DJ so will need to check his availability, it was noted the equipment used is solely owned by Mr Peters. Proposed timings: KS1 6-7pm and KS2 7.30-8.30pm

4. **Other Seasonal Fundraisers**

Christmas Cards – Viv to check submission dates, will forward email to Lizell. Miss Symonds confirmed the Teachers will arrange the artwork once dates are provided. Idea is to get the artwork and orders taken earlier this year to allow for international posting (first week of December)

Calendar – Sarah B and Lizell to draft and send letter out to the current advertisers, offering them first refusal on the advertising spaces in 2017. Sarah mentioned between the newly appointed printer and the templates she has refined, the task should be more streamline this year. Volunteers are required to distribute to all the homes and stores in the village before the end of the year. If you know of any business who may like an advertising space, please pass their details over to your class rep or committee member.

5. **May Fayre 2017**

Jack noted that the contact person was incorrectly noted in previous minutes, apologies. Jack feels the school ran this event very successfully in the past and is an excellent fundraiser; Miss Symonds supports his comments. Working with external stallholders, the Church (tea tent/bar) and Scouts (hog roast) will ease the pressure of filling and manning stalls. The committee still have overall operating concerns. Jack will attempt to contact Joyce Vidler to arrange a meeting to discuss the event further.

6. **Invicta Singers** - Saturday 3rd December 2016, 7pm

Karen was approached by the Rotary who are hosting this evening event at the village hall. Duncan Payne has offered the PTFA the opportunity to run the bar and keep the proceeds. Sarah B and Karen are willing and are keen for any other willing volunteers. Tickets will be sold at £10 per person to include 1 drink (£2.50 will be allocated to the bar). The event is expected to be very popular. Thanks to new parent Emma for volunteering to help. Miss Symonds is happy to advertise the event within the school.

7. **Easyfundraising.org.uk**

Despite flyers and reminders distributed to all parents and carers we only have 28 supporters. However, these supporters have raised £264 in just a few months of online shopping.

Parents have said they don't know how to set it up or know which stores participate.

It is very simple to set up!

First step is to Register using your PC via the website easyfundraising.org.uk or downloading the free App on your tablet or phone.

Each time you shop online log into your easyfundraising account or click on the app, search or select the store you wish to shop from and you will be directed to that store's own website. There are no hidden fees or extra costs involved by shopping in this way. Once you have completed your shop, a percentage of the total value you spent will be sent to the PTFA.

To make life even easier: when registering using your PC you can set up a Donation Reminder. If you are browsing a website, a banner will pop up notifying you that the online store you are browsing is part of the fundraising scheme and gives you the option to Activate a Donation or Not. Should you make a purchase, a donation will automatically trigger without having to log onto easyfundraising.

Over 2700 stores and sites to choose from including Amazon (including prime customers), Ebay, Argos, ToysRUs, John Lewis, Clarks, Tesco, Waitrose, P&O Ferries.

Karen and Lizell will aim to distribute more guidelines and an introduction video shortly.

8. Update & Requests from Miss Symonds

PTFA Storeroom: Staff rooms have been relocated, storage solutions are still under consideration. PTFA cupboard stock was moved by Miss Symonds and Lizell during the summer holidays, the storeroom is dry and secure. Some of the food stuffs and crockery are being stored in the staff room for hygiene reasons. Committee can obtain keys from the School Office.

PTFA communication: It was suggested that any news or information the PTFA wish to share is forwarded on a Thursday to Tracey Jefferson for it to be added to the weekly Headcorn Headlines which is distributed on a Friday. Lizell has been doing this in recent months and will continue to do so.

Agreed to move the PTFA noticeboard from the side of the shed in the playground to the gates where it felt parents and pupils are more likely to read while they gather in the morning and afternoon. Miss Symonds to arrange.

Agreed to look at updating the current PTFA logo.

School Bids:

Purchased

The trolley chairs in blue x30 (£500) have been received and look fabulous.

Requests

Visual Overhead Projectors are in high demand, teachers and TAs share one unit which is used to display works, text, art, 3D in classroom based lessons. Aim to obtain one for each class room. The cost ranges from £90 - £120 up to £600 each.

School Camera

3 TAs have been delegated specific areas to oversee and co-ordinate: IT, Sports and PR. Currently they borrow an old camera. Capturing the pupils efforts and achievements on camera or film will enhance the development of these 3 areas within the school. Seek to purchase a Canon DSLR Camera for around £339.

Cold Storage Curtains

Miss Gelder is keen to continue outside learning with the Year 1 group and would like to install these curtains in order to give the pupils free movement from their classroom to the outdoors as the weather changes. Cost estimated £100-£150

Replacement of games and equipment for EYS

This is an ongoing requirement. There are many items like the chariots that are popular and are well used. Equally, parts or pieces of games get misplaced. Mrs Day is requesting a new sand tray with co-ordinating coloured sand which is used in phonics and maths development. A request for low level storage has been submitted as the current furniture is too heavy and bulky requiring regular assistance by a teacher or TA. Adjusting the storage facility will give the pupils a greater sense of independence. Cost estimated at £800.

Meeting Area / 'Oasis Club'

Creating an indoor play area where pupils can read, colour, craft or simply take time out from a busy outdoor play area. Many pupils either need an area to relax/calm down or prefer a quiet area during their break time. The concept is to create a cosy sanctuary with bean bag style seating, mindfulness colouring books, arts and craft. A membership card would be issued to access the area. Cost estimated £250.

Kiln Room

Mrs Romano has attended training and is keen to start a Pottery Club. The room is ready for use once it has been certified and a full Health and Safety Assessment completed. It is understood there are parents who have experience and interest in pottery who may like to offer assistance. Mrs Romano already has many ideas she'd like to incorporate into the club eg: a tree survey as part of the site inspection for the school renovation revealed we have many different species, therefore create 3D versions of the trees on a plaque to be displayed around the school for pupils to use a recognition aid as well as decorative purpose. She has requested for glazes to be purchased. Cost Estimated £100.

Playground Equipment

During office and storage clear out, unopened equipment was found. KS1 require a dry store/shed to safely secure and store their play equipment in their playground. Again this will reinforce independence. Cost Estimated £250-£300.

Other Projects:

Swimming Pool

The floor and mural are still on the 'to do' list. The access ladder into the pool broke so an urgent replacement was necessary due to the school swimming gala. As the swimming pool is above ground, the school are looking at the option of having a flap-style / drop side platform built around to pool to better improve safety measures ie: should a swimmer require assistance there is an area for the swimmer to be placed, given immediate medical attention and recover.

Woodland Area

Following from the success in Miss Gelder's outdoor learning with the Year 1's last year, it has been proposed that we make much more use of our large outdoor space by creating a woodland area and incorporate 'forest school' initiatives eg: survival skills

9. Any Other Business

Open Afternoon on Friday 14th October 2016 from 1pm to 3pm. Miss Symonds asked for the PTFA to serve tea/coffee to parents, carers and visitors.

Jack suggested a Project List is on the next October Agenda.

Parent/Carer feedback:

Confusion over the discontinuation of Parentmail as parents liked the App and are unsure how to use the replacement system Tucasi. Miss Symonds advised that the Parentmail system wasn't user friendly for the admin team who had numerous problems to manage on a daily basis. Tucasi is apparently more widely used by schools and once the School Office have finalised its implementation more details will follow. Parents are thanked for their patience during this time.

Parents have asked to be contacted if their child is receiving an award in the Celebration Assembly as many parents can't attend on a regular basis but would try make arrangements to be present on their child's 'special' day.

Miss Symonds to distribute gifts of wine to teacher helper at the Summer Disco.

Sharon commented there is still interest in Adult School Disco.

Interest was expressed in a Quiz Night in 2017.

Build update from Jack:

Kier are the appointed contractors who have come highly recommended, the site team work mainly on the redevelopment of schools. A site meeting is taking place on Friday 23rd September. The schedule is already 2 months behind however it has been agreed that the builders will be on site from Monday 17th October 2016 to cut trees and erect fencing. It has been a struggle for the School to negotiate their wish list in the build but are pleased that standing firm has achieved favourable results. Pupil and Staff safety will be made a priority.

Date of next meeting: Tuesday 20th October 2016, 2pm in the Hub

All parents and carers are welcome to attend