

HEADCORN SCHOOL PTFA

Minutes of the meeting held on Tuesday 13th June 2017



Present: Sarah Beecher (Vice Chair), Lizell Williams (Secretary), Karen Lamb (Treasurer), Miss Symonds (Head Teacher), Jack Keeler (Chair of Governors), Marie (Maz) Stack (Reception Class Rep) and David Gardener (Reception parent)

Apologies: Ebony Drewett and Jackie Chatfield (Co-Chairs)

1. Minutes

The minutes of the May meeting were approved.

2. Matters Arising:

Quiz night: Jackie had been looking at this event for 17th June / 1st / 15th July. Committee members present decided to postpone the event, making it the first event of the new academic year; proposing Saturday 30th September 2017 from 8pm. Discussed possibility of holding event at the Village Hall subject to cost and capacity, Sarah B to assess the capacity of the school hall. Marie (Maz) offered to liaise with family members who've hosted such events in the past.

Fireworks & Training: Viv had advised that 2 training spaces are available possibly a 3rd space but this may incur a fee.

Lizell has called Pains to glean further details to be shared with parents who've expressed an interest in supporting the display team. Alex O'Donnell (currently Y2 parent) has confirmed that he is available. Lizell advised that the PTFA will cover fuel costs for the journey and proposes that a 'car pool' is arranged.

DIY fireworks training, Saturday 9th September, 9am - 1pm
at Pains Head Office, Whiteparish, Salisbury, SP5 2SD (around 2 h 30/45 mins from Headcorn)
The session covers: Preparing and setting the site, Fallout areas, Spectator lines, Lighting fireworks, General health and safety

This information has been forwarded to Jackie and Viv via email. In terms of training, thought needs to be given to a succession plan as many of the trained volunteers are in the upper years and will start to leave the school.

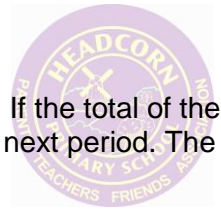
Lizell has secured sponsorship for the printing of flyers & distribution by Ward & Partners flyer distribution, approximately 2500 can be hand delivered across Sutton Valance and Headcorn from Mid-October.

David agreed to create a poster, advised to liaise with Jackie for content / wording. Lizell suggested the poster (pdf) and digital version are created no later than 10th September 2017, to ensure we meet submission deadline for October Edition of Parish Magazine and allow Ward & Partners time to plan printing & distribution. (we missed out on this opportunity last year due to delays in artwork).

Non Event Fundraising Initiative / Mine4Sure.com (ref: HEA1377) Lizell has finalised the set -up of the parent discount (5-15%) and PTFA commission scheme (15%).

Flyers and Samples will go out to all 2017/18 families at the New Parents Evening on the 14th June. Lizell will display a poster with samples on the playground noticeboard and have flyers distributed in book bags by end of the month. David will upload the link and flyer onto the PTFA website.

A Partnership Agreement is to be signed & returned by the Co-Chairs, this agreement does not commit the PTFA to anything but is a legal requirement for the company valid for 1 year and automatically renewed.



Lizell will supply the PTFA bank account details for bi-annual payments (January and May. If the total of the orders does not reach £40 at the end of each period, the value will be carried over into the next period. The repayment will be equal to 15% of the amount of orders paid up to £700).

Ongoing Storeroom Tidy - Lizell disposed of the two broken gazebos from the PTFA shed creating a lot of space in this storage area. Sarah B and Lizell assessed the contents on the Air Raid Shelter in order to make use of the Boot Fair Mini Skip. Unfortunately, the items were far too large and bulky to move. Only a few items stored in this room belong to the PTFA: BBQ, a few crates of unbroken crockery and the Smasher Stall. Only 1 large bin of broken crockery (left over from May Fair / Summer Fete 2016) to be disposed of. Miss Symonds and Jack are aware that an onsite skip is necessary.

David Gardner and Sarah Beecher will be representing the PTFA at the **New Parents Evening** on Wednesday 14th June 2017. Lizell has provided the School Office with New Parents Newsletter, Easyfundraising flyer and Mine4Sure samples (as stated above)

3. Post Event Brief:

Beetle Drive, Friday 19th May 2017

Unfortunately, this unexpectedly coincided with the whole school trip to the Big Cat Sanctuary for the Walk for Wildlife fundraiser. Despite this, we had around 40 participants mainly families in KS2 with younger siblings. Played 9 rounds of Beetle Drive and a round of Heads and Tails. Ebony and Viv ran the tuck shop, Karen co-ordinated the rounds. Duration of 2 hours including clear up so not a late night for the younger participants. A successful family event with minimal outlay. Raised a total of £176.

Boot Fair, Sunday 4th June 2017

We had a fantastic morning in the sunshine at our **Boot Fair** on Sunday 4th June raising £983.89! We had around 70 boots and lots of generous visitors who certainly kept us entertained as they passed through the gates. Thank you parents who crawled out bed extra early to help out! Lizell urged the Committee to consider putting in an application for 2018 as it's a great earner, organisation and tasks on the day aren't onerous. Committee Members present agreed, taking note to request dates mid-June to mid-July (allowing enough time between May Fair and Boot Fair as well as avoid the peak of football tournament season and holidays). Lizell will submit accordingly.

4. Forthcoming Event:

Summer / End of Year Discos (KS1 & KS2) – Friday 21st July: Miss Symonds expressed concerns that both the children and teachers are exhausted by this time of the year and the Year 6s find the final goodbyes exceptionally hard. Karen will follow up with Ebony.

5. Other Events Proposed

Halloween Cake Sale after school & Evening Discos (KS1 & KS2) – Friday 20th October: Karen will liaise with Ebony.

Christmas bazaar – Saturday 9th December 2017: Appears that a date has not yet been confirmed for the Headcorn Victorian Day/Evening. Committee members present agreed to set a date for the bazaar as well as extend the duration to 3 hours (1pm to 4pm). Karen and Sarah will lead the organisation of this event once again.

80's Disco: Agreed to revisit running this event in early 2018.

6. Purchase Requests from Miss Symonds

The verbal request to purchase a second set of stacking chairs was agreed on by the Committee, the final cost to be advised.

A parents has generously donated to the School an Igloo Coop and Run this week.



The Committee agreed that Miss Symonds can start to use the money raised from the May Fair.

Jack announced that the swimming pool area has been greatly improved; Russel Tildman has repaired the cracks, painted the floor and walls and stained the wood work. Due to the significant cost of replacing the pool ladder, an alternative safe option has been installed. Karen has ring fenced money for this facility. Naomi Henderson will provide details of the expenditure.

Due to the success of the Y3/4 Lockers, Miss Symonds would like to raise funds to provide this facility to more year groups.

7. Any other business

On the back of positive feedback from families and pupils last year and in the absence of a Summer Fair this year **Sports Day will be followed by a Family Picnic on the school field, Tuesday 18th July**. Karen will make contact with the Ice Cream Van who attended the May Fair.

Calendar 2018 – Sarah B suggested collation of the calendar needs to commence in September. Maz has offered to research an alternative printer and associated costs (A3, colour, gloss, card, x 1500). David offered to assist with artwork. Sarah B will co-ordinate administration and liaise with advertisers. Suggestion was made to get a printer in place first and then contact prospective advertisers with format and sizing required and applicable fees.

Christmas Cards – Karen confirmed that APFS paid our commission from 2016 purchases. Sarah B will look into an alternative provider (Chameleon Create) as per their follow up email. Maz has offered to co-ordinate this initiative and will liaise with Viv Westrop who managed this in previous years. Lizell suggested not to delay the decision on a provider; many parents lost faith last year with the unexpected delays therefore an earlier artwork collection date and delivery date would be ideal. (2016 collection date was 18th November)

A **Christmas Disco** will be held on the last day of the term, Wednesday 20th December 2017 during the school day.

Friends of Smarden have requested the use of our Smasher Stall for their Summer Fete. Some Committee members are concerned that there aren't any DIY instructions as the parents who built the frame were also involved in erecting, dismantling and storing the structure. Lizell will liaise with James Taylor for comment. There is a possibility that we can come to a **reciprocal agreement** as Smarden have a festive display item that would be perfect for the Christmas Bazaar.

**Date of next meeting: 11th July 2017 at 8pm in the Hub.
Everyone welcome!**