

## HEADCORN SCHOOL PTFA



### Minutes of the meeting held on Tuesday 11<sup>th</sup> July 2017

Present: Ebony Drewett and Jackie Chatfield (Co-Chairs), Lizell Williams (Secretary), Miss Symonds (Head Teacher), Jack Keeler (Chair of Governors), Georgina Collins (parent), Denise Roots (Reception parent) and David Gardener (Reception parent)

Apologies: Sarah Beecher (Vice Chair), Karen Lamb (Treasurer), Marie (Maz) Stack (Reception Class Rep)

#### 1. Minutes

The minutes of the June meeting were approved.

#### 2. Matters Arising:

**Quiz night – Saturday 30<sup>th</sup> September 2017, 8pm:** Sarah Jo Vane is happy to arrange the quiz for this event. Karen will contact the village hall to enquire about cost and availability. Georgina recalls the Football Club hosting a similar event, around 16-20 tables, £25 p/hr for the Andred Hall. Suggest teams of up to 8, £10 per person to include the cheeseboard was discussed or £5 per person with BYO drinks and snacks, yet to be decided. Agreed that the fundraising event should link in with a specific project, Miss Symonds to confirm. Posters (David) to be created and digital copy sent to Parish Magazine by the 10<sup>th</sup> August for the October issue of Parish Magazine.

#### **Fireworks & Training:**

DIY fireworks training, Saturday 9<sup>th</sup> 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

David Gardner and Alex O'Donnell have agreed to attend the training session. Ebony will liaise with Viv to ensure spaces are booked and will follow up on confirmation from one more parent.

The **matter of succession** planning was discussed; we are losing trained and experienced parents on the Display Team as their children move onto Secondary School. Jackie will assess the numbers required to be trained and initiate a handover plan.

David agreed to create a poster and tickets artwork, Jackie agreed to provide him with content / wording. Lizell suggested the poster (pdf) and digital version are created no later than 10<sup>th</sup> September 2017, to ensure we meet submission deadline for October Edition of Parish Magazine and allow Ward & Partners time to plan printing & distribution (sponsorship agreed: approximately 2500 can be hand delivered across Sutton Valance and Headcorn from Mid-October)

The Fire Service appear to have a new risk assessment process in place for large events, Lizell will provide Jackie with the details of the department she was advised to contact when co-ordinating the risk assessment for the May Fair Event; liaise with TFS/ Kent Fire and Rescue 28 days prior to the event.

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

Flyers and Samples went out to New Parents Evening on the 14<sup>th</sup> June. A poster with samples is on display on the playground noticeboard and flyers were distributed via book bags at the end of June. We've had a few orders raising over £11. David will upload the link and flyer onto the PTFA website.

Lizell signed and returned the Partnership Agreement and provided PTFA bank account details.



**Sports Day followed by a Family Picnic on the school field, Tuesday 18<sup>th</sup> July until 1pm.** Karen contact Jolly Rodger and Tonibelle, neither are available on the day. Therefore, decided to continue with the ice pole tradition. Viv will purchase around 210 plus extra for staff.

**Ongoing Storeroom Tidy** – Jack agreed to move the excess crockery from Mr Curteis's area to the shed by the end of the week. Ebony will co-ordinate the sorting of the Christmas Stock around October/November.

**Calendar 2018** – Following on from last month's meeting, Marie obtained a quote of £150 plus postage for the printing of the calendar, her contact advised that the 2016 price of £141 was very competitive and is unable to match this supplier. Jackie will make contact with a printer she's used in the past for further comparison, she'll liaise with Sarah B on the specifications. 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** – The committee agreed to continue the long running relationship with APFS despite the unfortunate technical hitch that delayed our delivery last year. Marie has agreed processing dates and opted for online ordering. Miss Symonds agreed that the artwork will be completed by the children in October for collection before the October half term break, ready for parents to place online orders from after half term. Marie will continue to co-ordinate this activity.

**Reciprocal agreement with Friends of Smarden**, based on the concerns raised by the committee on the moving, construction and dismantling of the Smasher by a 3<sup>rd</sup> party and the H&S implications, Lizell did not proceed further with their request to use the Smasher frame for their Summer Fete in July.

### **3. Forthcoming Events:**

**Summer / End of Year Discos (KS1 & KS2) – Friday 21<sup>st</sup> July**, 6-7pm and 7.30 to 8.30pm. Miss Symonds asked for there to be sufficient PTFA cover/volunteers as it's unknown how many staff will be available (may be around 10), she and Mr Drury will be in attendance. Karen has KS1 covered. Viv will be purchasing sweets and ice poles for tuck shop. Usual entrance fee of £1.50 per child paid at the door. Lizell will continue to promote via Headlines and Facebook page.

### **4. Other Events Proposed**

**Halloween Cake Sale after school & Evening Discos (KS1 & KS2) – Friday 20<sup>th</sup> October**

**Christmas bazaar** – Saturday 9<sup>th</sup> December 2017, 1pm to 4pm. Karen and Sarah will lead the co-ordination of this event. Ebony and Viv are happy to decorate the Grotto again this year. Ebony will liaise with Father Christmas as the DBS application process needs to start early. Lizell will co-ordinate the Father Christmas visits and presents, taking into account additional pupils in 2017/2018 Reception intake and much needed rest breaks.

**Christmas Disco** - Wednesday 20<sup>th</sup> December 2017 during the school day.

### **5. Purchase Requests from Miss Symonds**

Miss Symonds is reluctant to spend money on certain areas until the build has progressed further. Around £1,500 has been invested in the chickens to ensure their 'home' is secure from unwanted visitors.

The second set of stacking chairs (approx. 40) agreed at last month have been purchased and received.

Jack advised that Naomi Henderson, Business Manager, has sent Karen a bill for £3,735.85 (net of VAT) outlining the purchases and costs for the PTFA to include: feeders and water dispensers for the chickens, maintenance and painting to pool area (boiler service, valve replacement), sports day stickers to name a few items.

### **6. Any other business**



Over £8k has been raised in January to June 2017, brief summary:

#### February

Cake Sale	£60
Discos	£332
Bingo	£420

#### March

Easter Hunt	£304
Cake Sale	£64.34

#### May

May Fair	£5674
Beetle Drive	£176 (tickets and tuck shop)

#### June

Boot Fair	£983.89
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#### Spend during this period:

Roles of Responsibility Jumpers	£400
Reading / Picture books	£700
Lockers	£1481
Living Eggs Project	£312

Denise Roots has followed up on the delayed **Employer Matched Giving application**. All charity payments are now made via The Charities Trust. Denise secured £250 for our 2016 Fireworks event. She hopes these funds will be transferred soon now that she has been provided with the PTFA bank account details.

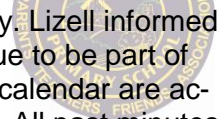
Lizell submitted a **Boot Fair 2018 application** by email on 28<sup>th</sup> June 2017. Dates requested include Sundays 10<sup>th</sup> / 17<sup>th</sup> June / 1<sup>st</sup> / 8<sup>th</sup> 15<sup>th</sup> July 2018. Trevor Matthews has acknowledged the application. He will make contact again end of January / February with the outcome.

Lizell advised that our application to **Waitrose Community Matters Scheme** had been successful. The PTFA are 1 of 3 good causes shoppers can choose to support in store at the Tenterden branch from 1<sup>st</sup> to 31<sup>st</sup> July 2017. A cheque will be made available, for collection in person only, mid to end of August. She has not had a chance to complete the **Bags of Help Application with Tesco's**, will need to meet with Miss Symonds regarding a specific project plan. Will also need to start thinking of the vision/project & target for **May Fair 2018** as the Planning Committee will kick start planning in October.

Ebony has been in discussion with Mr Peters regarding the possibility of hosting a **Headcorn Tournament**, similar to the Lenham Tournament (for football or cricket). It's felt this sort of event would attract lots of support from 'the Dads' and be a great fundraiser. Proposing June 2018. Consideration needs to be given to the events already in the pipeline eg: May Fair & Boot Fair.

The Committee discussed the need to continue with **engaging current and New Parents**, the success of the fundraising events relies on the willingness of volunteers and participants. We have started to see a growing interest from parents and carers to become involved so we need to embrace their ideas and enthusiasm. **Linking events with a specific Need or Fundraising Target** increases a sense of ownership and achievement for both pupils and parents. Collating a constitution and roles of responsibility would formalise the structure and vision of the PTFA.

The **venue and timings of future meetings** was discussed; decided to try hold the first meeting in the new academic year at the White Horse Pub. It is felt that many parents may feel more at ease in a more informal setting off school premises. Ebony will co-ordinate.



Jackie thanked Lizell for her contribution to the PTFA over the past 18 months as Secretary. Lizell informed the Committee in June of her decision to resign from her position. She will however continue to be part of the May Fair Planning Committee in 2018. Lizell will ensure any templates and the events calendar are accessible on the PTFA email account with a summary of tasks/deadlines before September. All past minutes can be viewed via the PTFA page on the School's website. Moving forward it may be worth implementing online-shared files as this worked effectively for the May Fair Planning.

**Date of next meeting: Tuesday 26<sup>th</sup> September 2017 at 8pm venue To Be Confirmed.  
Everyone welcome!**