**HEADCORN SCHOOL PTFA**

**Minutes of the postponed AGM held on Tuesday 20th March 2018**

Present: Sarah Symonds (Head Teacher), Jack Keeler (Chair of Governors), Jackie Chatfield (Co-Chair), Sarah Beecher (Vice-Chair/Secretary), Karen Lamb (Treasurer), Vicky Nesbitt (Class Rep), Amanda Robertson (Staff), David Gardner (Parent Governor), Marie-Louise Stack (Class Rep), Emma Warnes (Class Rep), Fiona Bates (Parent), Lizell Williams (parent)

1. **Apologies**

Ebony Drewett (Co-Chair), Nikki Keggin (Class Rep).

1. **Minutes of last AGM meeting**

The minutes of the 2017 AGM were approved.

1. **Matters Arising**

None.

1. **Chair's report**

Jackie Chatfield read out the Chair's report (annexed) for the year 2017 and thanked everybody for their continued support.

1. **Treasurer's report**

Karen Lamb read out the Treasurer's report (annexed) for the year 2017. Miss Symonds asked Karen to find out how much money was currently held in the PTFA account and Karen confirmed she would speak to the bank.

1. **Appointment of independent auditor**

Jackie Chatfield confirmed that Kathryn Toovey, a former Headcorn School parent would be happy to audit the accounts one last time as she has done in previous years. A new independent auditor will be required to audit the 2018 financial records.

1. **Election of Committee members**

The current board comprising Jackie Chatfield (Co-Chair), Ebony Drewett (Co-Chair), Sarah Beecher (Vice Chair/Secretary) and Karen Lamb (Treasurer) all stood down and the following were appointed.

Chair – Lizell Williams.

Vice chair – (it was agreed that a vice chair could be appointed after the meeting and Nikki Keggin has agreed to take on the role).

Secretary – Marie-Louise Stack.

Treasurer – Karen Lamb.

Class Reps – all current class reps confirmed they were happy to continue their roles:

Year R – Jen Davey, Suzannah Brown, Vikki Nesbitt, Nikki Keggin

Year 1 – Emma Warnes, Marie-Louise Stack

Year 2 – Ebony Drewett, Ciara Attwell

Year 3 – Karen Lamb, Amy Beavan

Year 4 – Sharon Iles, Becky Lee

Year 5 – Colleen Wolfe, Jackie Chatfield

Year 6 – Sarah Beecher

Matters for the AGM are concluded. General PTFA meeting matters are addressed.

1. **Minutes of the last meeting**

The minutes of the October meeting were approved.

1. **Matters arising:**

See below for discussion on Easter Egg Hunt, May Fair and Boot Fair.

1. **Easter – discos/cake sale and Easter egg hunt – Tuesday 27th March 2018**

It was agreed that this would take place on the Tuesday so as not to interfere with any after school clubs on the last day of term. Lizell Williams said she had secured 220 free Easter eggs from Mark Leppard at Sainsbury's and that she would put together the quiz sheets for the children. Lizell said she would organise collection of cake from the playground on the day and helpers for the Easter egg hunt. The charge for the egg hunt would be £2 per child or £5 for a family of three children. It was discussed whether to hold a disco to tie in with the Hayling Island sleepover at the school on Friday 4th May. It was decided not to hold one then because of it being so near to the May Fair. A suggested date for the school disco is Friday 18th May.

1. **May Fair 2018 – 7th May 2018**

Lizell confirmed that all stalls have been sold. Marie-Louise Stack has sold all the adverts for the May Fair flier and has managed to secure more pages than last year. A live band has been organised, together with a stage. It was suggested there might also be a May Fair King and Queen competition. Emma Warnes to host a gin tasting at her home in advance of the fair to see what people would like. Jan and Mel from the school kitchen have offered to cook the burgers and sausages on the day. A hog roast has been booked and the project team are going to ask around local catering colleges for helpers.

Last year's May Fair purchases have included approximately £1300 to date on the chicken development. £1140 on more welly racks for the whole school. £100 on spare wellies of various sizes. Approximately £500 on wet weather gear for various age ranges. £250 on specific chicken crew overalls and other gear. Approximately £1300 on wooden picnic tables of varying shapes and sizes across the site and approximately £600 on seating benches for key areas across the site.

1. **Boot Fair – Sunday 10th June - Lizell Williams**

Lizell has booked the above date with Headcorn Aerodrome. The financial outlay for the day will be the cost of a skip and a portaloo. Helpers will be required in the early morning on the day to take money and to supervise the parking. Helpers will also be required in the afternoon to pick up any rubbish on the airfield. Awaiting quotes but expected fees based on 2017 is £271 which includes portaloo, skip and airfield admin.

1. **Bids – Miss Symonds**

Miss Symonds advised that she'd held off putting in any bids in recent months until the building works were completed. Now that the work is completed, she would like to put in bids for lockers for years 2 and 6, more signage around the school buildings and repaint the playground. Miss Symonds also suggested it would be a nice idea to create some breakout rooms and a wellbeing space for the children. She said they desperately need to buy more storage for books in the new building. Miss Symonds said that the Oasis Club was proving to be very popular with the children and that she would like to have 3 Oasis Clubs in total. The school would like to be able to buy its own lighting and accessories for events such as the school disco.

1. **Any other business**

Miss Symonds raised concerns about the class Facebook pages not being secure and that it could lead to people leaving negative comments about the school on the pages. It was agreed that all class reps would change the settings on their respective pages so that all posts would need approval by admin. Lizell Williams said she would organise a class reps meeting at some stage to discuss Facebook pages and other matters.

1. **Date of next meeting**

The next meeting will be held on Tuesday 24 April at 8.00 pm in the school.

**AGM**

**Tuesday 20th March 2018**

**Headcorn School PTFA – Chair's Report**

2017 has been the largest fundraising year to date with the PTFA organising a total of 14 events, raising a grand total of £13,000:

* 3 x cake sales
* Easter egg hunt
* 1 x bingo evening
* 1 x quiz night
* 1 x beetle drive
* 3 x discos (Halloween and Christmas)
* May Fair
* Boot fair
* Christmas fair
* Krishna ladies night

The biggest fundraiser by far this year was the May fair and a special shout out to Marie-Louise Stack, Emma Warnes, Lizell Williams, David Gardner and Karen Lamb for taking on such a big event. Huge thanks also, to the parents/carers and staff who gave up their time on the day to help fill the 90-man hours the day required. We even had parent/carer helpers whose children hadn't started at Headcorn School yet so a big thank you to everybody involved. A great day was had by all and the May Fair project team are already underway planning this year's event.

A big thank you to Lizell Williams for organising the Boot Fair held at Headcorn Aerodrome in the summer which raised a whopping £987.

The Fireworks Night was a huge success again this year, raising a profit of £1060, so a big thank you to Jackie and her team of fire-starters

Other shout outs go to Sarah-Jo Vane for organising the very much enjoyed quiz night. Sarah-Jo no longer has children at the school but was quite happy to give up her time and give everyone a great evening. Viv Westropp and Lauren Hewitt who no longer have children at Headcorn School but still helped out at various events in last year. Mr Curteis who is always on hand for every event we host and to Mr Peters for our much-loved school discos. Thank you also to Miss Symonds and Jack Keeler for giving up so much of their spare time for these events.

School purchases in 2017 totalled £7876 (refer to Treasurer's report for a more detailed breakdown). We strive to ensure that monies raised in an academic year are spent in that academic year, where possible, and where appropriate, so that the pupils currently attending the school reap the benefits. Bids are always encouraged from teachers and staff and we will always endeavour to fulfil those bids.

Finally, after much deliberation, we have decided to step down as co-chairs for the PTFA, along with our Secretary/Vice Chair Sarah Beecher. We have supported the committee, in various roles, for over 9 years and as such, feel this is the right time to step aside and let a team with fresh ideas take on the reigns. With the school increasing in size, this is an exciting time for the PTFA and a great opportunity for others to expand and develop the programme of fundraising events we currently offer. The roles of Chair/s and Secretary are very rewarding, especially when you get to see how the money is spent and how all of the children at Headcorn School are benefiting. Karen Lamb will still be staying on as Treasurer so will be able to guide the new PTFA board through the various procedures.

We wish to thank everybody who has played their part and supported the PTFA during our tenure, from selling tickets to managing an event. We wish the new board every success for the future and look forward to seeing the great work they do.

Jackie and Ebony.

