

HEADCORN SCHOOL PTFA



Minutes of the meeting held on Tuesday 26th September 2017

Present: Ebony Drewett and Jackie Chatfield (Co-Chairs), Karen Lamb (Treasurer), Sarah Beecher (Vice-Chair) Denise Roots (Yr 1 parent), David Gardner (Yr1 parent), Emma Warnes (Yr 1 parent), Marie-Louise Stack (Yr 1 parent), Amy Beavan (Yr 3 and Yr R parent), Vicky Nesbitt (Yr R parent), Suzannah Brown (Yr R parent), Jen Davey (Yr R parent)

Apologies: Sarah Symonds (Headmistress), Jack Keeler (Chair of Governors)

Welcome: Vicky Nesbitt, Suzannah Brown and Jen Davey

1. Minutes

The minutes of the July meeting were approved.

2. Matters Arising:

Quiz night – Saturday 30th September 2017, 8pm: The quiz night was a resounding success, making a healthy profit of £624. A great night was enjoyed by all and thanks to everyone who attended, parents and staff. Thanks also the lovely pudding/cake donations.

Halloween Disco/Cake Sale – Friday 20th October 2017: Ebony to check Mr Peters' availability and to ask for teacher helpers. At the last disco, 200 bags of sweets were sold and it was suggested that due to the higher numbers of children expected to attend this term, more sweets, crisps and ice poles be purchased. Sarah Beecher will do a Bookers trip. Karen Lamb will organise helpers for the KS1 disco and Ebony Drewett will organise helpers for the KS2 disco. Start times are the usual, KS1 6-7pm and KS2 7.30-8.30pm. £1.50 will be payable on the door and a note will be sent out to parents reminding them that siblings who do not attend the school will be unable to attend.

It was decided that we will have the usual end of term cake sale, Halloween themed. Helpers are required in the morning to carry cakes through to the school from the playground. Ebony Drewett and Sarah Beecher will set up the cake stall in the playground in the afternoon.

Fireworks night – Sunday 5th November: It was agreed, subject to a final risk assessment on the 7th October, that the school fireworks will take place on the evening of Sunday 5th November. School gates will open at 5pm. Tickets will be available to purchase in advance at a cost of £5 for adults and £3 for children, or on the night at a cost of £7 for adults and £5 for children (under 4s will be free of charge). Jackie's usual printing contact is charging £120 cash for printing the tickets. Tickets will be available for sale from 17th October either through the school office or at Oldfields Newsagents who have kindly agreed to sell them in the past for us.

It was agreed that three new helmets could be purchased for the display team.

Helpers will be needed on the day to cook the sausages in school and to serve refreshments at the event. Jackie Chatfield/Sarah Beecher/Ebony Drewett/Karen Lamb to organise.



There will also be the obligatory Guy Fawkes competition and Amy Beavan and Sarah Beecher have agreed to help organise.

Fireworks & Training: Jackie Chatfield explained that Headcorn School PTFA organise the event which is classed as a village event, not just a school event. Jackie has coordinated the fireworks event at Headcorn School for the last few years and it will be her final year as a Headcorn School parent next year, so is looking for someone to take on the project as a whole (with her assistance), in order that Headcorn School can continue to run the village event in future years.

The matter of succession planning was discussed again as 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. Susannah Brown said she would ask her husband whether he would be interested in being trained up.

David Gardner and Alex O'Donnell attended the DIY fireworks training, Saturday 9th September, 9am - 1pm at Pains Head Office, Whiteparish, Salisbury, SP5 2SD.

Christmas Bazaar – Saturday 9th December, 1pm-4pm

It was discussed whether we should increase the time to three hours this year as two hours always seems rushed. It was agreed we would extend the time to three hours, so is now booked in from 1pm-4pm. Each class will organise their own stall as in previous years, a total of eight class stalls. Yr 6 will run the bottle tombola, Yr 2 will run the jar tombola and it was suggested that the two Yr R classes run the popular teddy tombola. Other class reps to confirm what stalls they will be running. Karen Lamb will liaise with Lizell Williams about external stallholders.

It was also decided to run the present room again this year. Class reps will organise helpers for their respective stalls and for the present room. Karen Lamb and Sarah Beecher have agreed to run the café again this year.

Ebony Drewett to ask Sophie Kinzett whether her dad can be Santa Claus again this year. If not, Jen Davey has said she can ask her dad who usually acts as Santa at Kingswood Christmas trees. DBS checks will need to be done for any respective Santa. Karen Lamb to ask Lizell Williams whether she can coordinate the Santa bookings as in previous years. Karen Lamb also to check with Susan Hall whether she can assist with the bookings on the day. Amy Beavan has agreed to be Santa's elf. Ebony Drewett and Viv Westrop will decorate the grotto again this year.

Christmas raffle

It was agreed we will run a raffle again this year at a cost of £0.50 per ticket, £2.50 per book. Tickets will be sent home as usual in book bags and two dates will be chosen for selling raffle tickets in the high street. Suzannah Brown will ask the high street shops for prizes and there will also be a winning £100 first prize. Karen Lamb to ask permission from Sainsburys to sell the tickets outside on Saturday 2nd December as we have done in previous years. Sarah Beecher and Karen Lamb will organise rota for the high street. Emma Warnes and David Gardner have kindly volunteered to do a slot.

Christmas Cards

Marie-Louise Stack has spoken with APFS and has confirmed with them that all artwork will be scanned over to them over the October half-term and Christmas cards/wrapping paper will be available to order (online only) after the half-term holiday. They have confirmed that Christmas cards/wrapping paper will be returned to the school by 16th November in order that parents can meet the Christmas post deadlines.



Karen to get 300 A4 plastic wallets so that all children's artwork and order forms can be kept together.
Karen also to provide PTFA bank details to Marie-Louise Stack.

Calendar 2018

It was discussed and agreed that we would charge £45 per square again for advertising space in the calendar. There are a maximum of advertising 32 spaces available. Sarah Beecher will organise selling the advertising space and will liaise with David Gardner about putting the calendar together. It was decided to use Marie-Louise Stack's printer contact who quoted £150 to produce the calendar. Marie-Louise Stack to check with printer contact about timelines.

Mulled wine – Headcorn Christmas Fair – Saturday 25th November

The Rotary Club have kindly offered to provide mulled wine for Headcorn School PTFA to sell alongside the raffle. Bowjangles kindly volunteered the use of their kitchen last year. Sarah Hancock from the hardware shop has also said we can also sell raffle tickets and mulled wine outside their shop that day and need to check whether we can have use of their kitchen. Volunteers will be required on the day, Jackie Chatfield and Ebony Drewett to organise.

3. Purchase Requests from Miss Symonds

No purchase requests received from Miss Symonds.

4. Any other business

London Beach hotel – Charity Xmas lunch

London Beach hotel are offering charity lunches throughout December where the cost of the food all comes back to the chosen charity. Due to various activities throughout December such as the Nativity and church services, it was agreed that Thursday 7th December would be the best date. Colleen Wolfe to organise.

May Fair 2018

The May Fair planning committee (Lizell Williams, Emma Warnes, Marie-Louise Stack, David Gardner, Karen Lamb, Sarah Beecher) have already started making steps to organise a planning meeting for the event.

**Date of next meeting: Tuesday 17th October 2017, 8pm at the White Horse
Everyone welcome!**