



HEADCORN SCHOOL PTFA

Minutes of PTFA Meeting, 22nd May 2018

Present: Sarah Symonds (Head Teacher), Jack Keeler (Chair of Governors), Lizell Williams (Chair), Nikki Keggins (Co-Chair), Marie-Louise Stack (Secretary), David Gardner (Parent Governor), Emma Warnes (Class Rep)

1. Apologies

Karen Lamb (Treasurer), Sarah Beecher (Class Rep), Zanna Brown (Class Rep), Jen Davey (Class Rep), Vikki Nesbitt (Class Rep)

2. Minutes of last meeting

The minutes of the last meeting and AGM on 24th April were approved. Lizell will arrange for these to be uploaded onto school website.

3. Matters Arising

(From March minutes) Most classes have confirmed that they have changed the settings on their class Facebook pages to enable the Reps to approve all posts. Year 5 yet to confirm – Lizell following up on this.

Mr Curteis gift, Lizell has purchased a gift on behalf of the parents and PTFA. So far she has managed to purchase Kent Cricket tickets, a cap & cushion, a Shepherd Naeme experience – there should be money to buy more too. She will bring the gift to the ceremony on Thursday and present on behalf of the parents & PTFA.

4. Previous event update

May Fair – Monday 7th May 2018

May Fair was a huge success raising £7,120.13 for the school. The May Fair Committee were very pleased with this result. They are currently completing the closing actions – thank you's to all supporters and helpers. There will be a Thank You in the June edition of the Parish Mag. Lizell has also sent out a short survey to all stallholders. Feedback has been mostly positive, a few items to be considered for next year. The committee will be holding a full debrief meeting on 12th June.

Miss Symonds has already started a list of items of suggested purchases from the money raised to ensure that the school and pupils start to see the benefit of this before the end of the academic year.

Disco's – Friday 18th May 2018

£382 raised for the school. All stocks of refreshments had to be replenished so this is a fab result! Miss Symonds asked that ice pops are not sold at future events as they cause a very sticky hall floor and mean the cleaning up process takes a lot longer. We should also ensure we have sufficient helpers to stay to tidy up at the end of the Disco's.



5. Forthcoming events:

Boot Fair - Sunday 10th June

All arrangements are in hand. More volunteers are needed so we can collect more money on the gate throughout the morning. Post out on Class Rep pages.

Other events discussed:

Bingo Night - Karen would like to do this before the end of the year if possible, if not this will be done in September, a nice ice breaker for new parents. Karen to lead on this and let us know what helps she needs.

Create music event – Friday 20th July - Miss Symonds asked if the PTFA could run a bar at this event. Good opportunity to use leftover stock from the May Fair. Emma will take a lead on this and let us know what help she requires. We could try to get hay bales again for people to sit on.

Leavers Production – 28th & 29th June - the teachers run a bar at this, could also use up May Fair stock at this event too.

Possibility of a pamper and gin night – to use leftover stock of gin from the May Fair, if any left after the above.

6. Non-event fundraising

Waitrose – holding fire on this for now until Miss Symonds has something specific.

Update since meeting – Lizell has submitted an application to partner with Sainsbury's Local in the village. She will keep us posted if we have been short listed.

7. Charity Commission and Constitution

Trustees will be Lizell Williams, Karen Lamb and Marie-Louise Stack. Karen is currently sorting log ins to the Charity Commission online system so we can update the records appropriately and access a copy of our Constitution.

8. General Data Protection Regulation (GDPR) update

On 25th May new Data Protection laws become enforceable. The PTFA have to ensure they have the correct procedures and policies in place. It is applicable to all organisations however large or small. Due to the changeover of Committee members and the May Fair the PTFA are have been delayed in putting anything in place. This will be completed over the next month. There will be some actions for Class Reps which will be sent out over the next week. Maz to take a lead on this and start the actions with the Class Reps.

9. MS Office 365

David has looked into the PTFA using this for emails and as a centralised place to save documents. It is possible to set up different areas with different permissions and for each person to have a different email address. The Basic package is free for non-profit making organisations. It will assist in compliance with GDPR. All agreed this is what is required. David will start setting this up for the PTFA.



10. Air Raid Shelter

Lizell got a quote from a local rubbish clearance supplier. The weight of the items (ie: 3 years worth of crockery from the Smasher Stalls) in the shelter mean that this will be quite expensive (eg: £120 per ton is the fee charged to trade to dispose items). The quote was for a figure around £1500 but an exact figure cannot be given until it is actually cleared. Miss Symonds there may be some items that can be used around the school, especially the 25 x tyres (cost to dispose these responsibly is £10 each) and sand. The use of a skip on site was discussed as a cheaper alternative however there are concerns over pupil safety, risk of damage to tarmac in KS2 playground and new staff parking area. This is on hold for now as it's a lot of money to spend on waste clearance.

11. Purchases and Bids

Miss Symonds has definite bids for iPads and refreshing school library books.

Creative week

Miss Symonds said that before the end of term they are having a creative week which also involves several Stay & Play sessions for parents. One of the activities planned is outside organisation coming into school to set up a Junk Orchestra. Miss Symonds has asked if the PTFA would pay for this. It was agreed that this cost would be covered by the PTFA as all children would benefit from this activity.

Spending for 2018-2019

Miss Symonds suggested that each class get an amount of money to spend from the PTFA so we can ensure the funds are fairly distributed and all children benefit from the money raised. Teachers would then submit bids to the PTFA of the items they wish to spend their allowance on. It was agreed that this was a good idea, to be discussed further ahead of September.

Miss Symonds has purchased two urns for use at events. £90 each. It was agreed the PTFA would pay for one of these.

Lizell would like to purchase two outside PTFA Noticeboards – about £150 each.

12. Any other business

Class Reps Meeting

We plan to hold a Class Reps meeting in September to discuss roles and fundraising ideas for the year. It will be a good way to get to know the class reps and for them to get to know the committee. Miss Symonds also suggested it would be good to have some formal Terms of Reference for the PTFA, stating why we exist, what we do and what we spend any funds on. Alongside this a 'Job Description' of the class rep role would be useful to ensure there are no mix ups or confusion around this.

ThaiSo Catering have offered to work in partnership with the PTFA at future events. We are considering holding a Thai evening in the village hall, selling tickets to all. To be explored further in September.

School Mini Bus – a parent asked if we could raise the possibility of purchasing a mini bus for the school to transport pupils to various sporting and non-sporting events. This was discussed with Miss Symonds and Jack Keeler. It was decided that following assessment of purchasing in the past and current priorities of the school this is not an essential item at the moment.

Swimming Pool



There have been some issues with the pool and this week there has been a specialist in to look at the pool. There seems to be a blockage which could involve a large amount of money to repair. We should know the outcome of investigations in the next few days. Miss Symonds will keep everyone informed. She suggested that the school need to look at the ongoing maintenance of the pool to ensure it is being maintained correctly in the future. She will keep us informed of the cost of this.

Fireworks & Bonfire night - Sunday 4th November 2018

New Events Team: There will be a new team running the event this year with the assistance of the existing team to handover. Lizell has suggested a meeting on Monday 25th June at 8pm in the White Horse for everyone to come together to discuss and an opportunity for Q&As. There have been expressions of interest from a few families so this is encouraging.

Firework training: is booked for 15th September to take place at Pains Head Office. There is one parent attending this and another spot is available for a second parent.

Item to consider for 2018: The distance to potential new housing behind the school will need to be taken in to consideration in the planning.

New Parent Meeting (for Reception parents) is on 19th June at 7pm

The PTFA to talk to the parents.

Alcohol Licence

The question was raised if the PTFA want to buy a personal licence or continue to buy per event. Might be better value for money. Questions were asked - can this be transferred or does one person have to be at every event. Is training required? Emma to look into this.

Members of the PTFA to be DBS checked. This can be done through the school and is £9 per person.

First Aiders

Some members of the PTFA need to be trained up especially for events such as the May Fair. Need to look at prices. Miss Symonds advised the price of their First Aid trainer. He will also come to your venue. 12 hour course £75. Lizell to liase with Naomi Henderson, Business Manager.

13. Date of the next meeting

Monday 9th July 2018 at 8pm in White Horse Pub all welcome.