



HEADCORN SCHOOL PTFA

Minutes of PTFA Meeting, Monday 24th September 2018

Present:

Lizell Williams (Chair), Nikki Keggin (Co-Chair), Karen Lamb (Treasurer), Marie-Louise Stack (Secretary), Jack Keeler (Chair of Governors), Sarah Symonds, (Headteacher), Emma Warnes, Jen Davey, Vikki Nesbitt, Rob Henderson, Nicola Melliard, Zanna Brown, Philippa Lazenby, Jennifer Carter, Bianca Carey-Spencer, Lynn Goose, Sarah Hill, Laura (Reception parent), Emma Corkan

Apologies:

David Gardner (Parent Governor), Sharon Iles, Amy Berry, Gemma Nanda, Sarah Hancock

As this was the first meeting of the year introductions took place. LW gave an overview of the PTFA and what the aims of the PTFA are. She explained that the PTFA is a separate entity to the school, it is run as a charity. The committee members are trustees of the charity. The committee are always looking at new ways of raising money and are always interested in the skills and ideas the parents/carers have to offer.

SS went on to say that the PTFA play an important role in the future of the school, assisting in the school improvement plan. Events such as the kite building, the ribbon lily mural and inflatable fitness challenge were all paid for by the PTFA at the end of the last academic year. The PTFA play a vital role in topping up the resource of the school. SS's role is to build a vision so that parents/carers feel inspired to help raise the funds. As money is raised it should be spent to ensure the children and families see the benefit.

1. Minutes of last meeting

The minutes of the last meeting on 9th July 2018 were approved.

2. Matters Arising

Office 365 solution – to take of online storage, communication etc - action is ongoing, currently being tested to ensure this is a viable solution for us.

Bingo – this is being postponed due to the work being completed in the school hall

Non-event fundraising – ongoing, commission for name labels and stamps sold, communicated to all parents at the end of the academic year

3. Previous event update

End of term discos in July – raised £371 profit

4. Forthcoming events:

End of term Cake Sale



On Friday 19th October. Cakes to be collected from the Early Years drop off area and KS2 playground. Volunteers required to collect cakes/set up/sell cakes. LW to promote and request volunteers

Fireworks

JD & VN have been busy organising the event behind the scenes. As it is their first year they have decided to keep it as it has always been.

They are in a position where they need to start paying people, Fireworks, St.Johns ambulance, Wealden Advertiser and the printers. KL just needs the details and she'll make the necessary arrangements.

VN has been liaising with Maidstone Council. They raised a concern about parking. Parking has never been an issue as most people walk. VN will contact the Village Hall committee to see if it's possible to have the village hall parking available for the evening.

DG is currently completing the risk assessment.

ZB is happy to put the posters up in the local shops.

VN will get the banner updated.

The Crepe/Waffle man who has links to the school has offered to come to add a different element of food to the event. If access was possible, it was agreed that this was ok. VN to liase with him to complete a site visit and to book him.

Volunteers are required for cooking & marshalling. SS said she would ask teachers to help on the door. The guy competition would be running as normal with the flyer going out before half term to give children the opportunity to create their guy in half term.

Tickets will be in Oldfields as normal and available on scopay for school parents/carers – when purchased these will be distributed into bookbags.

EW also offered the card machine to JD & VN for taking payments.

Christmas Activities

Calendar 2019 – every year the PTFA produce a calendar. LW is looking for volunteers to take this on by contacting local businesses to see if they wish to advertise this year. The calendar makes about £1000 for the PTFA.

Christmas Cards – the children have been completing artwork which is due to be collected on 3rd Oct. This will then be scanned and returned to go into bookbags with the ordering information around 12th Oct. Parents then have 2 weeks to place their orders. It is hoped that cards will be distributed back to parents by Fri 16th November.

Christmas baubles – each year the reception children are offered the opportunity to buy a bauble with their name on it for the entrance hall Christmas tree. The baubles are bought out each year and hung on



the tree in the school hall and when the children leave they take the bauble with them. LW currently looking into deals for these baubles.

Christmas crackers – Each child will receive a cracker with their Christmas meal on Friday 14th December. Require around 300. SS asked these are child friendly as last year many of the prizes were inappropriate.

Christmas trees – discussion over investing in artificial or continue with fresh trees; the latter was decided based on initial outlay, lack of storage and aesthetics of real trees. PTFA will fund 2 trees once again, LW to source mid November for delivery 29th/30th November.

Headcorn Christmas Fair, Saturday 1st December, 12-5pm

The PTFA host a stall at this village event. We usually offer mulled wine and sell our Christmas raffle tickets. Due to the change to the bazaar this year (see below) it has been decided that we will not do a Christmas raffle so other ideas were discussed. Selling winter pimps and pre-packaged reindeer food were put forward as ideas. Volunteers will be required to man the stall.

PTFA School Christmas Bazaar – historically this has been on a Saturday afternoon where there is a grotto, present room, bottle tombola, café and each class do a stall alongside some external stalls. It was discussed whether this would be better as an after-school event that is just open to parents/carers and not the general public. We could still have much of the same 'events' taking place. We could also get the teachers involved as it'll be straight after school and LW offered that the teachers get to keep 50% of their class stall profits. There were concerns that children would be tired but not less tired than if they were attending after school clubs/classes. The date of Friday 7th December was put in the diary, straight after school, 3.30pm-5.30pm. LW will distribute a list of stall ideas/suggestions to Class Reps.

Ladies Krishna Night – Saturday 8th December

Tickets will be £20, includes a meal and a disco. Tickets will be going on sale soon, first come first served. They usually sell quickly. Ebony organises the event and sells the tickets, MS will assist in the Early Years area.

Santa letters direct – can sign up to this as a PTFA and get commission for every parent that places an order. LW will set this up and promote this to all parents/carers.

Children's Christmas Party – Wednesday 19th December

During the school day the children have a festive party with discos and games. The PTFA run a tuck shop. Volunteers are required.

5. GDPR update

The PTFA's Data Protection Policy has been written and approved by the committee. This will now be distributed to class reps and made available on the school website and PTFA website.

6. Treasurer's update

KL liaising with Naomi about outstanding invoices & reimbursement to the school. Emergency fund kept to side for the swimming pool, about £7k. KL and Naomi agreed in advance of the meeting the PTFA would receive invoices (for confirmed bids & purchases) 6x a year. KL will review expenses and advise SS of the account status.



7. Purchase and Bids

Many purchases have been held off due to the building work

- Playground painting (both need doing desperately)
- Extra visualisers for the additional classrooms (used in lessons by the teachers to show work)
- Storage for outside learning and equipment (high expenditure as need somewhere watertight and secure)
- New reading and reference books

The PTFA have also agreed that we will give each class teacher £200 to spend on their classroom, additional resources, to split between their topics for the year or whatever they feel will benefit the children in their class. This will be announced and distributed on World Teacher Day on Friday 5th October. MS to purchase the cards and create the mock cheques!

Any other business

KL requires additional signatories – LW and ZB volunteered. KL to get the relevant forms.

BCS offered to be the fourth Class Rep for Reception making 2 Class Reps per class.

LW has made some updates to the school website PTFA page. Still to make updates to the PTFA website.

LW advised the PTFA were unsuccessful in securing Sainsbury's Charity of the Year.

8. Date of the next meeting

Monday 29th October 2018 at 8pm in the School all welcome.