



HEADCORN SCHOOL PTFA

Minutes of PTFA Meeting, Monday 26th November 2018

Present:

Lizell Williams (Chair), Karen Lamb (Treasurer), Marie-Louise Stack (Secretary), Sarah Symonds, (Headteacher), Vikki Nesbitt, Zanna Brown, Amy James-Lee, Gemma Nanda, Vicky Martin and Gemma Sheppard.

Apologies:

Jack Keeler (Chair of Governors), Nikki Keggin (Co-Chair), Emma Warnes, Becky Lee, Bianca Carey-Spencer, Jen Davey, Rob Henderson, Jackie Chatfield and Aimee Aldrich.

1. Minutes of last meeting

The minutes of the last meeting on 24th September 2018 were approved.

2. Matters Arising

Office 365 solution – to take of online storage, communication etc - ongoing

GDPR – The DPP has been added to the PTFA website. MS to speak to Mr Peters about moving it on the school website. SS will also ask him to do this.

3. Previous event update

Fireworks

Approx. £1600 profit made from the event, fantastic result. VN and JD were really pleased with how the event ran on the night. There are some learning points for next year but they will have a debrief meeting and discuss these items. The waffle stall seemed to do well and added a good mix of food on offer. More people could probably be let through the gate as there was still room for more. Discuss for next year. VN and JD will calculate figures of child and adult tickets sold.

4. Forthcoming events:

Christmas Activities

School Christmas Bazaar

This will be held on Friday 7th December, straight after school, 3.30pm-5.30pm.

Teachers and TAs will help on the day, 50% of profits will go to the class teacher.

Father Christmas has been confirmed for the grotto. LW is sourcing additional decorations from parents.

The layout was reviewed.

A list of children to be sent to the hall will be provided to SS.

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

The PTFA host a stall at this village event.



We will be offering mulled wine and non-alcoholic winter punch.
We will also sell pre-packed reindeer food (RSPCA recipe).
A few volunteer slots still be filled.

2019 Calendar

Every year the PTFA produce a calendar. The calendar makes about £1000 for the PTFA.
Two quotes have been received for printing, thank you to the parents who came forward with their contacts.
A printer was agreed. MS will get in touch with them to confirm we will be using them and pass contact details to LW.

Christmas Cards

£383 profit made which has been paid by Bacs.
The process ran smoothly this year with no complaints or issues.

Christmas Baubles

Thank you to ZB who has been busy writing out the baubles for the trees. The trees will be delivered this week and the baubles will be hung.

5. Treasurer's update

No financial update.

6. Charity Constitution

The current constitution is from 1993. The way the PTFA is run has changed significantly since then, it needs to be re-written to reflect the new way of working. LW will send out to committee members to review before the AGM in January 2019.

7. Purchases and Bids

SS has had a quote to have the playgrounds repainted, she showed the plans for this work. This is a significant amount of money, but it is important for sports activities and play times that the lines are re-drawn. All children in the school will benefit from this. It was agreed that this work will be completed prior to Christmas and all funds raised over the next few months will go towards this project retrospectively.

8. Any other business

Bingo

KL to circulate a date for February 2019.

End of term discos – Friday 15th Feb 2019

KL has offered to run these and speak to Mr Peters about the music.

MS to email KL booking forms for both.

First Aid fundraiser



A year R grandparent has offered to run short paediatric first aid workshops for parents to attend, covering subjects such as CPR (adults, children & babies), using a defib, basic first aid and time for Q&A. It was agreed by all that this was a fantastic idea and opportunity. LW to continue to liaise.

VM asked SS if there is likely to be a summer play scheme run at the school this year. SS has suggested that VM gets in touch with the Parish Council who have run these out of the school premises in the past.

9. Date of the next meeting – the AGM

There will be no meeting in December. The AGM will take place on Tuesday 29th January at 8pm in the School Hall. More information to be sent out in advance of the meeting.