



HEADCORN SCHOOL PTFA

Minutes of PTFA Meeting, Monday 29th October 2018

Present:

Lizell Williams (Chair), Karen Lamb (Treasurer), Marie-Louise Stack (Secretary), Jack Keeler (Chair of Governors), David Gardner, Jen Davey, Vikki Nesbitt, Bianca Carey-Spencer, Emma Corkan and Angela Bleckman

Apologies:

Sarah Symonds, (Headteacher), Nikki Keggins (Co-Chair), Emma Warnes, Zanna Brown, Philippa Lazenby and Becky Lee.

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 - DG will have an update at the next meeting

GDPR – The DPP to be added to the PTFA website. MS to speak to Mr Peters about the school website.

3. Previous event update

End of term Halloween cake sale - £168.15 a good profit

The pricing structure was changed for this sale which worked well. We also sold pre-boxed Bake my Day cakes at a profit (12 boxes of 4), these were very popular. A new queuing system was trialled, this probably needs to be revisited for the next cake sale.

Year 5 were on school trip so missed out on some sales.

Leftovers were taken to the local nursing home who were very grateful.

It was suggested there are two stalls, one for Early Years & Year 1 and one on KS2 playground. LW had considered this but the decision was made by SS to host the sale in KS2 due to concerns over congestion at the Early Years/Y1 pick up zone. More volunteers would be required to man to separate sale areas.

4. Forthcoming events:

Fireworks

More volunteers have come forward for preparing and selling food.

There are five marshals. Teaching staff will be on the gate.

Oldfields have sold about £180 worth of tickets so far.

Scopay has taken about £500. The last day tickets can be purchased on Scopay is Wed 31st Oct.

MS to ask the office to send an email reminding of deadlines to all.

Continue promoting sale of tickets on Headlines, FB and NextDoor.



JK will allow access on the day.
Lighting & generator, final plans to be agreed.
Risk assessment completed by DG and submitted to NH.
VN to get the card payment machine from EW.

Christmas Activities

Reviewed the spreadsheet. A lot of work/preparation that goes on to make these activities a success, if anyone can offer time or has ideas please speak to LW.

School Christmas Bazaar

This will be held on Friday 7th December, straight after school, 3.30pm-5.30pm.
Teachers will help on the day, 50% of profits will go to the class teacher.
Class reps to feed any general ideas they have through to LW.
Some easy ideas were discussed i.e. an Elf Hunt.
Classes have come forward with the stalls they will run.
The bottle stall will be run by year 6. Non-uniform day on 7th Dec for bottle donations.
There are more children to get through the grotto this year. Discussed having sessions with groups of children.
Face painting – we will invite a face painter to attend. MS to speak to her contact who also offers balloon modelling.

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

The PTFA host a stall at this village event.
We will be offering mulled wine and winter pimmis.
We will also sell pre-packed reindeer food (RSPCA recipe).
KL to apply for alcohol licence
We require volunteers for the afternoon, request to be made in book bags.

2019 Calendar

Every year the PTFA produce a calendar. The calendar makes about £1000 for the PTFA.
EC has volunteered to help with the calendar this year and has been contacting advertisers.
MS to send the May Fair spreadsheet too, may have some local businesses interested in the calendar also.
MS to contact last year's printer to make arrangements for this year.

Christmas Cards

Order deadline 31st Oct. Sales were slow but picked up after the reminder email today.
The distribution date is still hoped to be Fri 16th November.

Christmas Baubles

Each year the reception children and all new-comers (including teachers) are offered the opportunity to buy a bauble with their name on it for the entrance hall Christmas tree.
LW has got a good deal with a new supplier.
We require a couple of volunteers to write the baubles.
Christmas trees to be ordered late Nov.

Christmas Crackers

Each child will receive a cracker with their Christmas meal on Friday 14th December.
LW got a good deal on eBay. 300 crackers for less than £50.



Santa Letters direct

New for 2018. The PTFA receive funds with everyone ordering using the code. To be advertised in the PTFA Christmas Newsletter.

Ladies Krishna Night – Saturday 8th December

Is now sold out, there is a waiting list for tickets.

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.

5. Treasurer's update

Teachers are thrilled with their £200 gift, given out as part of World Teachers' Day.

No other financial update. About £1200 left in bank account after all other money has been allocated. We have got to start building up the funds for this academic year.

6. Purchase and Bids

SS could not attend the meeting but there are no further bids at this time.

7. Any other business

Bingo

The internal work to the school hall is now complete. KL to circulate a date for January 2019.

End of term discos – Friday 15th Feb 2019

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

Rotary Club - Invicta Singers

Asked us to run a bar on Sat 8th Dec but there was a clash with Krishna night. We will be kept in mind for future events.

Bike rack/scooter park for Early Years/Year 1

There is still work to do in this area. JK to keep this in mind when the plans are drawn up.

8. Date of the next meeting

Monday 26th November 2018 at 8pm in the School all welcome.