



**HEADCORN SCHOOL PTFA**

**Minutes of PTFA AGM, Tuesday 29<sup>th</sup> January 2019  
Meeting commenced 20:15**

**Present:**

Lizell Williams (Chair), Karen Lamb (Treasurer), Marie-Louise Stack (Secretary), Sarah Symonds, (Headteacher), Amanda Robertson (Teacher), David Gardner (parent & Governor), Jen Davey (parent), Vikki Nesbitt (parent), Bianca Carey-Spencer (Year R class rep), Zanna Brown (Year 1 class rep), Nicola Melliard (parent).

**Apologies:**

Jack Keeler (Chair of Governors), Nikki Keggin (Vice Chair), Emma Warnes (Year 2 class rep), Angela Bleckman (Year 1 class rep), Philippa Lazenby (Year R class rep) and Gemma Nanda (Year R class rep).

**1. Minutes of AGM 20<sup>th</sup> March 2018**

The minutes of the last meeting were reviewed.

**2. Matters Arising**

From the list of bids details were provided by SS as to what was actually purchased and in use around the school. No other matters arising.

**3. Chairs Report for 2018**

LW read out the Chair's report (annexed) for the year 2018.

MS thanked LW for the dedication and passion she has brought to the role of Chair and the PTFA. The other members of the meeting agreed that LW puts a great deal of personal effort and time into the PTFA and thanked her for this.

**4. Treasurers Report for the year ending 31/12/2018**

Karen reviewed the report (annexed) for 2018. In summary over £16k was raised in 2018 through hosting 9 events and several non-event fundraising initiatives (eg: Christmas cards sales, calendar, Easyfundraising). The PTFA supported purchases and projects in the school to the value of £27k.

SS requested some re-occurring annual expenditure until the school is a full two form school, each year they will require welly racks and lockers for the additional class. The chickens are also a re-occurring expenditure.

**5. Appointment of an Independent Examiner of Accounts**

A Reception parent who is ACCA and AAT qualified has offered to take on this role. It was agreed unanimously that this should happen. Thank you to Ellie Kirk for coming forward. Accounts are to be audited between March – September 2019.



## 6. Election of Officers and Trustees of the Committee

LW, NK, KL and MS stepped down from their roles on the committee. NK did not wish to be re-elected to her role of Vice Chair. LW, KL & MS wished to be considered for their respective roles for 2019 and were unanimously elected by those at the meeting.

### **For 2019:**

Chair – Lizell Williams

Treasurer – Karen Lamb

Secretary – Marie Stack

Vice Chair remains a vacancy; if a parent or carer are keen to take on this role please contact Lizell: [info@headcornschoolptfa.org.uk](mailto:info@headcornschoolptfa.org.uk).

## 7. Any other business

### **Review of the PTFA Charity Constitution**

The existing constitution is dated 1993 so LW put forward that it is updated to a more modern version. The PTFA subscribe to an independent organisation called Parentkind who offer support and insurance to PTFAs. They have a template constitution that can be used to replace the old version. It was agreed unanimously that the constitution should be updated and the Parentkind template should be used.

The process is that the PTFA submit an updated constitution to the Charity Commission, they approve the change and then it is adopted by the PTFA.

LW will progress this.

No other business raised for discussion.

Thank you to everyone who attended.

AGM closed at 20:46.



## **Annex 1: Chair's Report**

### **AGM** **Tuesday 29<sup>th</sup> January 2019**

#### **Headcorn School PTFA – Chair's Report**

Effective 20<sup>th</sup> March 2018, 3 new members were elected and 1 re-elected.

Taking on the roles of Chair and Secretary so close the run up to the May Fair was a challenge, aware that 1<sup>st</sup> quarter of 2018 had very little fundraising activity and we lost 6-8 weeks of future fundraising planning due to May Fair commitments.

As Chair, I feel that apart from raising funds we should recognise the increasing population of the school, changing needs and the knock-on effect these have to events and fundraising initiatives. Secondly, the PTFA's need to engage and connect with our parents in order to maximise income and share the workload.

The past 10 months have been a learning curve, some of the challenges along the way included:

- parents' resistance to get involved
- resistance to change
- risks associated with change

We overcame these challenges and exceeded the fundraising targets by

- regular scheduled and advertised meetings
- forward planning and communicating the plan
- being specific regarding the assistance required
- conducting post event reviews
- being open to receive feedback and constructive criticism
- working towards 'nothing ventured, nothing gained' attitude

#### **2017 vs 2018**

- 2017 we held 13 events plus non-event initiatives, raising £13k, school purchases £7K+
- 2018 we held 9 events and non-event initiatives, raising £16k+, school purchases £27k+

Our Treasurer, Karen Lamb, will go through the figures in finer detail.

Behind the scenes in 2018:

**1. Reviewed and trialled new ways of running events:** Asking ourselves: does that concept still work? is it still cost effective to run? do we still have the skills? the storage capacity? what impact does the increased number of pupils have?

- October Cake Sale: we trialled a new queuing system
- Fireworks & Bonfire Night: offered a sweet alternative (waffle and crepes), on a commission basis.
- Christmas Bazaar: hosted after school on a Friday.



2. **Best deals, monitored stock levels and kept expenses low:** Balanced the attractive savings of bulk buying with potential financial loss if items are not stored correctly or expiring. Making use of any left-over stock, unclaimed prizes or donated items before making purchases.
3. **Being resourceful by securing donations and sponsorship:** We approached local supermarkets and businesses with a specific request and outlined our fundraising goal. Their support kept our running costs low and in exchange we promoted their goodwill and generosity.
4. **Worked towards engaging parents and the local community:** New Parents (September 2018 Intake) each received an issue of the ParentKind Magazine and welcome newsletter at New Parents Evening. Every child received gingerbread men biscuits (or dairy free buttons) with a welcome note shortly after starting at Headcorn in September.

Gave parents the opportunity to participate by distributing task lists with return slips.

Used a social media platform for Class Reps to share, comment & cast votes on ideas.

Connected with the local community through short articles in the Parish Magazine.

Thanks goes to:

Marie Stack (Secretary), David Gardner and Emma Warnes who worked tirelessly, dedicating 4 months with me to plan and host the Headcorn May Fair. And who again supported me on the day of the Boot Fair.

Year 1, parents Jen Davey and Vikki Nesbitt, who jointly co-ordinated the Headcorn Fireworks and Bonfire. To David Gardner who took the lead in the setting up and lighting of the fireworks with new comer Arron Davey, supported by Alex O'Donnell.

Marie Stack for putting in place and administering the GDPR policy for the PTFA.

David Gardner for setting up the PTFA's dedicated website and email account with a logo, providing the charity with its own brand/identity, reinforcing its link with the school.

Karen Lamb, Treasurer, and Naomi Henderson, School Business Manager, for managing our funds, monitoring purchases and expenditure.

Class Reps who play a vital in creating the link between the PTFA and our families.

The PTFA's success is also owed to the passion from our Head Teacher, Sarah Symonds, and Chair of Govenors, Jack Keeler. We are very lucky to be granted use of school facilities to promote and host our events as well as the assistance provided the teachers, school office and premises team. Not every PTA has the school support and shared vision like we do.

Fundraising is a team effort.

Nikki Keggins, Vice Chair, has taken the decision to stand down from her role in an official capacity; we thank Nikki for her creative flair and fresh outlook she has provided the team.

All other committee members will step down but have expressed willingness to be considered for re-election along-side other nominees.

PTFA AGM Tues 29<sup>th</sup> Jan 2019



As we move into 2019, I hope the Headcorn School PTFA can continue to maintain these strong bonds, entice more parent participation, work in partnership with more local businesses and explore more creative ways to raise the funds needed to support projects.



## Annex 2: Treasurers Report

## TREASURERS REPORT 2018

## MONIES RAISED BY EVENTS IN 2018 COMPARED WITH 2017

Events	2018	2017
Cake Sales	167.65	124.2
Village Calendar	2187	471.6
Easter Bunny Hunt	502.56	363.36
May Fair	7349.51	5775.21
Headcorn Christmas Fair	180.2	229.87
Rotary Bar at Barn Dance	38.51	
Kids discos	885.06	1167.63
Easy Fundraising	250.9	344.75
Fireworks	1736.13	1060.69
Beetle drive		114.03
Xmas Cards	383	-712
Krishna	330	198.5
bingo		401.85
Quiz night		623.86
boot fair	1093.78	987.91
Bazaar	1306.29	1660.69
Xmas Baubles	7.07	-4.5
Create	285.19	
Events Total	16702.85	12807.65

PURCHASES IN 2018	
CHICKENS	1034.5
OUTDOOR LEARNING	10441.28
SWIMMING POOL	1661.83
CURRICULUM	7166.89
OTHER SCHOOL EXPENDITURE	6533.7
INDIVIDUAL CLASS DONATIONS	200
MISCELLANEOUS	926.15
TOTAL EXPENDITURE	27964.35

TOTAL FUNDS 31/12/17	31895.87
INCOME	16702.85
PURCHASES	27964.35
MONIES RING FENCED FOR SWIMMING POOL MAINT	7000
CASH FOR FLOATS	200
CLASS DONATIONS NOT SPENT 200 X 8	1600
FUNDS AVAILABLE 31/12/18	11834.37