



HEADCORN SCHOOL PTFA

Minutes of PTFA Meeting, Tuesday 26th February 2019

Present:

Lizell Williams (Chair), Marie-Louise Stack (Secretary), Jack Keeler (Chair of Governors), Sarah Symonds (Headteacher), Zanna Brown (Year 1 class rep).

Apologies:

Karen Lamb (Treasurer), Jen Davey (parent), Vikki Nesbitt (parent), Bianca Carey-Spencer (Year R class rep), Emma Warnes (Year 2 class rep), Angela Bleckman (Year 1 class rep).

1. Minutes of last meeting

The minutes of the last meeting on 29th January 2019 were approved.

2. Matters Arising

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

School website updates – Ongoing. LW has emailed to ask for PTFA wording to be updated. MS will email LP about adding the last set of minutes, school lottery jpeg or flyer and adding to twitter

3. Charity Constitution update (following AGM in Jan)

The Constitution has been posted to the Charity Commission. There is no update at the moment, await a response.

4. Previous event update

Discos & Non uniform day (Fri 15th Feb)

Following the event we have had positive feedback from children, parents and teachers re the new format. We raised over £500, which is an increase on previous discos.

There was a lot of admin with the pre-sale of tickets, LW to investigate the use of scopay and what the charge is for this.

5. Forthcoming events:

Film Night

Initial date proposed was Friday 15th March

There was discussion about whether this would be a suitable event for the younger children. Decided to trial it with KS2 only at this time. SS to discuss with the children to see what the interest in the event is. It may be that this is held as an Easter event rather than in March. To be decided and communicated.



March Gift Shop – Friday 29th March

A gift shop will take place at the end of March on the Friday before mother's day, it will take place during the school day. Proposed cost is £1 per item. Miss Symonds will ask years 5 & 6 to help with the wrapping and writing labels.

A stock check of the items we have needs to be completed and a request for additional donations to be made. MS will look in to this.

Easter bunny hunt

It was decided because there is lots of other activity taking place before Easter and because of the lack of sponsorship from Sainsbury's this year that this would not go ahead.

May Fair – Monday 6th May

Organisation is well under way. Exciting outcomes from the presentations to parents in recent assemblies. LW has also had positive results from her request for sponsors for the programme.

6. School Lottery Launch

The lottery was launched over the last couple of days. Some positive discussion and reactions to this! Communication of this has mainly taken place through Facebook class pages at the moment. MS to also arrange posters, bookbag flyer, a paragraph for Headcorn Headlines and ask the office to send an email the week before the first draw on Saturday 23rd March. The wider community can also sign up to this so MS to continue to promote this through the Headcorn FB pages. JK also asked for information to send to the Governors.

7. Open air cinema proposal

The PTFA has been offered the opportunity to work with Open Air Cinema and CAP Enterprises to run an open air film event. We would be charged an 'appearance fee' by Open Air Cinema (OAC) but this would be covered by sponsorship from CAP Enterprises or a grant. OAC bring all the equipment, power etc and provide the appropriate licences. They sell and keep the ticket money BUT the PTFA would be able to raise funds through refreshments including bar, BBQ, popcorn, candy floss, face painting, advertising on the screen prior to the film, bouncy castle, SMS raffle etc. Some of these may be external stall holders who pay for their stall. It is thought that there could be up to 700 attendees, so there is huge potential. This would be open to the public as well as the school community.

This event was discussed and decided it is something we would like to go ahead with.

Two dates in September were offered, LW would return to OAC with our preferred date of Saturday 21st September.

8. Fireworks update

JD and VN are liaising with local developers, seems positive at the moment. They have also discussed sponsorship and may be able to help with this.



9. Head Teacher bid requests

None presented but SS would like to put bids in for Welly Racks and Lockers for the new classroom. She would also like to put in a bid for another set of iPad mini's – she will complete the relevant paperwork.

10. Next meeting

Wednesday 27th March 2019 meet at School Office or Keeler gate (TBC).
Trialling an earlier start time of 7.30pm.



Annex 1 – Proposed events for 2019

February 2019

- The BINGO evening has been postponed, hope to run later in the year.
- Pupils discos planned for Friday 15th February: proposing changing the format.

Non-Uniform Day at £1pp only, pupils attending the disco in the afternoon / evening pay £2.50 (non-uniform date and disco)

KS1: straight after school until 4.30pm, £2.50 paid in the morning, no tuck shop, includes drink & biscuit/healthy snack and glow stick or similar, party games.

KS2 5.30pm – 6.30pm with competitions but more 'disco' than KS1, includes drink & biscuit/healthy/hot chips snack (Miss S to discuss with pupils) and neon face art / festival glitter tattoo

Avoids late nights, eliminates cash handling, reduces sugar consumption and reduces risk of choking hazard.

March 2019

- Agreed: Class reps are in favour of a Film Friday hosted after school. Cost is around £71 for an umbrella licence for the year. Pupils given the chance to vote from a choice of 3. Can't charge to watch the film but can charge for refreshments, rather than run a tuck shop suggest a package price (goodie bag with snack & drink)
- ~~— Other suggestion was a family Beetle Drive.~~
- Agreed: Gift Shop celebrate all mothers/grandmothers/aunts/sisters, £1 per gift, in the playground after school

April 2019

- ~~— Tradition is Easter Hunt and Cake Sale on the field after school~~
- ~~— Sponsored Hop or Skip (obstacle course using the newly marked playgrounds) ideally during school day or PE session supported by parent volunteers~~
- Agreed: Find the Escaped Bunnies, ask local shops to 'host' a bunny in their window, sell quiz sheets, participants are entered into a prize draw. Hosted during the School Holidays.

May 2019 **MAY FAIR BANK HOLIDAY MONDAY 6th MAY**

June 2019 – Agreed - Do we do something for Father's Day?

July 2019 - Boot Fair at Headcorn Aerodrome, Sunday 14th July 2019 – **confirmed**

November 2019

- Headcorn Fireworks & Bonfire – Jen and Vikki will start liaising Developer and review the future of this event

December 2019

- Christmas Bazaar – do we host this again? Make a great fundraising effort at the Village Christmas Fair? Do we host a present room during the school day? Host Tea with Santa for KS1 families or opt to host an event at a time when families have more time and fewer financial obligations?



Other Ideas from Parents:

Family first aid sessions – agreed at November 2018 meeting, LW follow up in 1st quarter of 2019

Get to know each other (perfect for R/KS1 parents), speed dating style event with drinks & nibbles; it was agreed that is a need for more 'grown-up' events giving parents the opportunity to mingle.

Open Air Cinema – early discussions, LW explore further

DG raised once again the idea of a Camp Out on the school, lots of interest expressed by those present at the meeting.

MS suggested a School Lottery – it was agreed this was a good idea and she will progress

[Anything with a strike through was discussed and dismissed]