



HEADCORN SCHOOL PTFA

Minutes of PTFA Meeting, Wednesday 22nd May 2019

Present:

Lizell Williams (Chair), Marie-Louise Stack (Secretary), Karen Lamb (Treasurer), Jack Keeler (Chair of Governors), Jen Davey (parent) and Zanna Brown (Year 1 class rep).

Apologies:

Sarah Symonds (Headteacher), Bianca Carey-Spencer (Year R class rep), Vikki Nesbitt (parent), David Gardner (Governor & parent) and Emma Warnes (Year 2 class rep).

1. Minutes of last meeting

The minutes of the last meeting on 27th March 2019 were approved.

2. Matters Arising

Office 365 solution – to take of online storage, communication etc – MS to speak to DG – is this something she can progress.

School website updates – Ongoing. JK to speak to SS to see if someone in the school office can make these updates for us. *Update since meeting – all website changes to be sent to TJ in the office.*

Charity Constitution update – LW has chased this and it was not received. Can be updated online but all individual clauses must be updated, this could be time consuming as we are proposing to change the majority of the current constitution. LW to consider re-posting registered delivery.

3. Forthcoming events:

Film Night – Friday 29th March

This was for KS2 children, had really good feedback. 64 children attended. Profit was £130.70, however for future events this would be more as the film licence fee was taken out of the revenue this time. Food costs were minimal £22.30. Will definitely do another one in the winter term. Require more helpers and make it a pre-bookable event.

March Gift shop – Friday 29th March

£239.25 profit was made, very pleased with that. Seemed to be well received by all. Great team of helpers to set up and during the event. LW suggested the children buy a token in advance next time to ensure we have enough gifts without having loads of stock left over.

May Fair – Monday 6th May

£6935 profit made. Extremely pleased with the result. Fantastic feedback from all. We had an amazing team of volunteers who ensured the day was organised in advance and ran successfully. All thank you's have gone out to those who donated, sponsored or contributed to the event. We also thank all advertisers and stallholders. Thank you posters have been put up around the village to inform the local community of what



the money will be spent on and this has also been shared on social media. A debrief/wash up meeting is planned on Wed 12th June to discuss any feedback or suggestions for 2020.

4. Future events

Boot Fair – Sunday 14th July

This is a good and relatively easy fund raiser. LW has booked the skip, she will book a toilet and ensure the KCC paperwork is complete and the admin fee is paid to the Airfield. MS will ensure the Wealden Advert goes in on Friday 12th July. We require 6 volunteers in the morning from 6am ish. LW, MS and KL volunteered in the meeting. There are time slots later in the morning to collect money from visitors and later in the day (about 3pm) to ensure the field is litter free.

Sports Day – Monday 15th July

LW has already purchased the ice poles. There was discussion around offering oranges and watermelon again but some concern about this being fresh for the KS2 children in the afternoon. Tea & coffee is normally offered as parents arrive in the morning. KL & ZB have offered to run the refreshments. Hot drinks will be cleared away as the events begin, just leaving water and squash out. There will be no hot drinks offered in the afternoon.

Open Air Cinema

Unfortunately, the company offering their equipment have doubled booked the original date. This is very disappointing as we had started to advertise the date. The PTFA have been offered alternative dates and have agreed to try to secure Saturday 14th September. The film choice was also discussed, and it was agreed that The Greatest Showman was a good choice if it is available as it will appeal to a wide audience and even if people have seen it before they will enjoy seeing it on the big screen and singing the songs! LW to follow this up with all concerned.

5. New ideas

Father's Day

Options were discussed, and it was agreed a breakfast might be a good idea, if the school agreed. It would be a donut/pastry plus hot drink and juice for the children. A set price (£2.50) for one male adult and their children. This would be a pre-booked event, with money taken in advance. LW will discuss with school.

Update since the meeting: breakfast is not practical because of the school breakfast club so the committee have discussed selling a pre-booked breakfast bags, details to be sent out after half term.

Frozen Fridays

LW has purchased a stock of ice poles, these are in her freezer. When the weather looks hot on a Friday after half term the PTFA will set up a 'pop up' ice pole stall in each pick up area. The ice poles work out to be 4.6p each and will be sold at 30p each.

Teddy Bear's Picnic/Summer Discos

The summer disco has been added to the school calendar for Monday 22nd July. This may just be a KS2 disco. It was discussed whether the KS1 children would be too tired to participate, an alternative date was also discussed but the school calendar is very busy with Sports Day, Year 6 leavers production and other events. An alternative event for KS1 was also discussed, a teddy bears picnic type event and party games for an hour after school rather than a disco. LW to discuss best way forward with SS.



6. New parent event – London Beach Lunch

MS has been in touch with London Beach Hotel about holding a new parent event in October. The date of Friday 18th October has been reserved, MS is to get back in touch with them to book and provide a deposit. This will be an informal lunch offered to reception parents initially to welcome them to the school and then other KS1 parents. Preschool children will be welcome. Parents will be charged for the lunch but it is reasonably priced. London Beach work with a charity partner who will give back directly to the PTFA and money that is taken. MS will explore the options for the lunch and book the date. She will arrange the payment of the deposit with KL. MS will draft a letter to go out to parents at the new parent meeting, money will be taken in advance.

7. Tesco Bags for Life Proposal

LW to have a meeting with NH and SS to discuss a suitable project in 2020. It seems the swimming pool may be this project as there is lots of work required for this. During initial discussions it was raised by NH that new steps were required for the pool, a quote has been received for about £1500. Although this company have now ceased trading the committee agreed that the expenditure should be made as soon as possible, there is money set aside for the pool maintenance. LW to discuss with NH.

8. Head Teacher bid requests

None presented at this meeting

9. Any other business

Fireworks

JD has had further correspondence with the Chartway developer site manager. He has concerns about the fall out zone but is happy to try to come up with a solution. JK, DG and JD to meet with him to discuss.

Krishna Summer Party Night

BCS popped in to say thank you for the Krishna for the donation of the May Fair raffle prize and the owner discussed the possibility of offering a summer party night the same as is normally done in December. This is a very kind offer and worth pursuing. MS to follow this up and look at possible dates.

10. Next meeting

Wednesday 19th June 2019 meet at School Office or Keeler gate (TBC).
Earlier start time of 7.30pm.