

Wednesday 30th October 2019



HEADCORN SCHOOL PTFA

Minutes of EGM Meeting, Wednesday 30th October 2019

Present:

Lizell Williams (Chair), Marie-Louise Stack (Secretary), Karen Clayton (Treasurer), Sarah Symonds (Headteacher), Jack Keeler (Chair of Governors), Vikki Nesbitt (Year 2 parent), Jen Davey (Year R&2 parent)

Apologies:

Zanna Brown (Year 2 class rep), Louise Mayhew (Year R class rep) and Emily O'Donnell (Year R class rep).

Meeting commenced at 19:36

In the AGM in January 2019 it was agreed that a new Constitution would be adopted to bring the PTFA up to date. This has since been agreed with the Charities Commission. The EGM has been called to formally adopt the new Constitution. A copy of this has been communicated prior to the meeting for review and a copy was circulated at the meeting. Parentkind – version Jan 2018.

This was agreed by all at the meeting.

Jack Keeler, Chair of Governors was asked to sign the Constitution along with Lizell Williams, Chair of the PTFA.

The date was set for the next AGM, Tuesday 21st January 2020 at 19:30 in School Hall.

In this meeting the 2019 committee (Lizell, Marie and Karen) will be stepping down and will be not be putting themselves forward for re-election. We have been on the committee for between 2-5 years and proud to have been part of modernising the PTFA, creating a brand/identity within the school, local businesses & resident community, trialled new initiatives and raised lots of money to invest in our children's learning environment. This is a great opportunity for a new team with a fresh approach, skills and contacts to work closely with the school and take the lead on fundraising.

There are four roles:

- Chair
- Vice Chair
- Treasurer
- Secretary

There is an opportunity for additional roles, for example Disco Coordinator, Cake Sale Coordinator etc, where parents/carers take on smaller specific roles. A thorough handover will be given to the new committee, the current committee are happy to assist and advise where needed in the transition period.

Over the coming weeks we will be promoting these roles to the parent community and happy to chat to anyone who is keen to get involved.

Close of EGM 19:49



Commencement of normal PTFA Meeting

1. Minutes from last meeting

Tuesday 24th September – minutes approved

2. Matters arising

Amazon Smile – this has been set up now and communicated via Facebook. LW to include in Christmas newsletter.

Teacher appreciation gifts – these were handed out to teachers in assembly and gratefully received.

Christmas trees – trees for the reception and hall will be purchased from Cacklehill Lakes. They will deliver them on 2nd Dec and LW will decorate them.

Christmas crackers – an order has been placed for 300 crackers, £81. Extras may be required but LW will buy an additional box from a local shop.

3. Review past events

Krispy Kreme donut sale – Thurs 17th Oct

This seemed to be well received, the donuts all sold out. We are able to put it on with minimal fuss. £194 profit was made.

Bake my Day bake off – Sat 12th Oct

Bake my Day very kindly donated any proceeds from their bake off. They had 17 entries, it was £5 per child so £85 donated to the PTFA. A big thank you to Bake my Day!

London Beach Parent Lunch – Friday 18th October

Everyone had a lovely lunch. We had 29 parents join us from across the school. The hotel donated back £362 to the PTFA.

Christmas Cards 2019 - ordering deadline Mon 28th Oct

Online orders have now closed. The PTFA have made £412 from the project this year which is a great amount. Orders are expected to be delivered back to the school around 12th Nov.

4. Forthcoming events:

Fireworks – Sunday 3rd November

Gates will open at 4.45pm, display will be at 5.30pm.

All is on track for a successful event. JD and VN have enough volunteers. Final ticket sales via the school and Oldfields and then on the gate on the day. The weather is looking ok for the Sunday so don't envisage any issues.



Headcorn Football Club – Christmas Fair, Sat 30th Nov

The PTFA will host a stall at the fair. It will be Elfridges style stall where children can choose a gift to wrap for a parent, family member or friend. LW will ask for donations of unused/unwanted gifts for the stall, she will also ask for volunteers to man the stall on the day.

2020 Calendar

All slots have been sold. LW is getting copies of the artwork and will pass this to DG to be completed early Dec. We will distribute 1500 as normal. LW will ask for volunteers. £1293 profit made from the calendar this year, a fantastic amount!

Ladies Night at the Krishna – Saturday 7th December

ED is organising this again. Tickets will go on sale in Nov. This is usually a popular event and tickets usually sell quickly so if parents would like to come they need to purchase quickly. They are sold first come first served. KC to speak to ED about getting the tickets made for the event.

Christmas Baubles

We have enough green baubles for teachers. Purple baubles for children have been ordered. There are 74 new children. 48p will be made per bauble sold. LW will send out an order form in bookbags to all new parents.

Christmas events

Although the PTFA are not running any specific Christmas events LW will issue a newsletter in bookbags with reminders about Easyfundraising, Amazon Smile and School Lottery. She will also ask for volunteers that are required to distribute calendars and on 30th Nov.

5. Head Teacher bid requests

SS asked for a few items to be considered:

Postage stamps for the children's birthday cards that she hand writes and send out to each child in the school. The PTFA felt this was an important tradition and the children enjoy receiving their card in the post so agreed to fund the £183 postage stamps for the year.

Additional lockers are required as there have been some additional new starters. These were pre-agreed, as were the welly wracks, upkeep of the swimming pool and looking after the chickens. SS to go ahead and order as needed.

Book Bus – will be coming to school on 27th Nov. SS requested an amount to spend on books for year groups across the school. This has been something that has been needed for a while. The PTFA felt this was important as will benefit all children across the school.

Speed stacking set – the current set has broken or missing parts. A new set is £415. SS explained how much this is used within the school and across the year groups. It was agreed the PTFA would fund a new set of these.

6. Any other business

No AOB

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7. Next meeting

Next month's meeting will be the last of 2019 to be held in the White Horse pub on Wed 20th Nov at 7.30pm.

Date for diary: AGM date set for Tuesday 21st January 2020 at 7.30pm in School Hall.