



HEADCORN SCHOOL PTFA

Minutes of PTFA Meeting, Wednesday 20th November 2019

Present:

Lizell Williams (Chair), Marie-Louise Stack (Secretary), Karen Clayton (Treasurer), Sarah Symonds (Headteacher), Vikki Nesbitt (Year 2 parent), Jen Davey (Year R&2 parent), Zanna Brown (Year 2 class rep), Emily O'Donnell (Year R class rep), Laura Whent (Year R parent), Becky Lee (Year 6 class rep), David Mauch (Year R parent)

Apologies:

Jack Keeler (Chair of Governors), Angela Bleckman (Year 2 class rep)

1. Minutes from last meeting

Wednesday 30th October – minutes approved. Will be uploaded to PTFA page on school website.

2. Matters arising

Christmas trees – Trees have been ordered. A 5ft and 8/9ft. They are £105 including delivery for both trees from Cackle Hill. LW has asked that the premises team can put them into place when they arrive on 2nd Dec. They should also know where the lights, stand extension lead and baubles are. New pupil baubles will be ready for Mrs Fisher to add to the tree. LW will gather a team of parents to assist with the decorating the tree in the main hall. SS is going to bring in her tree stand to use.

Christmas crackers – Crackers for Christmas dinner have been delivered, they are being stored at school. LW has checked the stock and no extras are needed.

Christmas baubles - 51 baubles have been ordered, we were expecting more but we may end up with late orders after the trees go up. As above these will be ready by 2nd Dec.

3. Review past events

Fireworks – Sunday 3rd November

Successful event. A few things were changed from last year, for example the time of gates opening. The food & drink were in a different location which worked well. These changes were improvements. Ticket sales were lower than last year (approx. 860) this year approx. 710, probably because of the weather, although it wasn't bad on the Sunday. The event made a profit of £1300 – a fantastic amount!

LW asked JD and VN to go through the store cupboard and shed to package up the lights and other bits. The overalls may need washing and there are high vis jackets to return to the school.

4. Forthcoming events:

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. Still in need of donations and volunteers. LW to send out communications.



2020 Calendar

Hoping this will go to the printers on 6th Dec so it is back in good time to distribute in school holidays. LW has had quite a few volunteers, need a few more.

Ladies Night at the Krishna – Saturday 7th December

Ticket sales have been slow, some people are going to a party night another day and others who normally come cannot make it. Agreed to open it out to friends. MS to communicate this on class reps.

5. Discussion points

Year 6 – Leavers gift/PTFA contribution

The PTFA support Year 6 leavers, £10 given per child. There are 32 children. BL to communicate that this is coming from the PTFA. They are organising year books and graduoke. The money from the PTFA will go towards one of these but they haven't decided which yet.

Bovis Partnership

Following an initial discussion about the May Fair, LW has been contacted by Bovis to say they would like to support the PTFA in any upcoming events. LW will ensure the contact details will be passed to the new committee in January.

2020 Boot Fair application

We need to apply by Dec if we wish to hold a Boot Fair at the airfield next year. LW is happy to manage a boot fair in 2020 even after she steps down as Chair in January. Preferred dates agreed are 1) 17th May and 2) 3rd May so she will make an application based on these.

6. Head Teacher bid requests

The school would like to purchase storage for the resources they use for outside education out of the May Fair fund. This includes items such as tyres, wood etc. This was agreed.

SS discussed some book and reading options including storyteller magazine, First News and 3 chapter stories. All agreed by the committee.

Other items discussed in previous meeting have been ordered and some received. SS will send pictures to LW so we can promote the items the PTFA have paid for.

7. Any other business

Family Fun Day idea

VN and JD proposed a Family Fun day on Days Green. In very early stages of planning/thinking about it but would like to offer inflatable course, food & drink and maybe a few stalls. LW suggested looking at Parentkind website as there are sure to be case studies and information on there.

Headcorn Half Marathon

This run is held in Feb. JD and VN are going to contact the organiser to see if it acceptable for them to have runners who are sponsored to raise funds for the PTFA. They propose that the PTFA would pay for the runners place but they would then raise money for the PTFA. Following their discussions JD and VN will



promote this to the parents and friends of the school to see if there is any interest.

North Downs walk run by The Rotary Club

This is held in June and is a fairly easy fundraiser. 50% of money raised by participants can go to a charity of the walkers choice. The PTFA and school could promote this. The Brownies currently do the walk and use this to raise funds for their group. Any Brownies would need to still raise money for Brownies but any other children across the school could raise money for the PTFA.

Dinner and Dance idea

EO put forward the idea of a dinner/dance where couples could attend. She was looking at holding this event at a venue that could be decorated. Smarden Village Hall was suggested as a good venue which is reasonably priced. EO to investigate options, initial thoughts on dates would be end of the academic year.

Dads and Kids Camping

EO put forward the idea of a camp out on the school field. This is something that used to be done, would be nice to re-introduce it. It would be an event that the Dads could get involved with. Would need to consider the hire of toilets as we would not have access to the school. The idea is to be thought about further. LW suggested looking on the Parentkind website as there will be case studies on there. It was also suggested that other local schools have done this and it may be worth speaking to them.

Unused Raffle Prizes

LW had a couple of unused raffle prizes, with the agreement of all these were given to the Football Club for their upcoming Christmas Fair.

Lights and Glitter curtain

A Year 5 parent has offered to donate lights and glitter curtain for discos. There were concerns from a Health & Safety perspective about the lights, but everyone was keen to accept the glitter curtain. LW to liaise with the parent and arrange for this to be stored at school with the disco equipment.

Film Night

LW raised that the licence expires in March. This was £71 for the year. It would be worthwhile for the new committee to organise a film night before the licence expires as it is already paid for. Minuted for reference.

8. Next meeting

The AGM will be held on Tuesday 21st January 2020 at 7.30pm in School Hall.