



HEADCORN SCHOOL PTFA

Minutes of PTFA Meeting, Tuesday 24th September 2019

Present:

Lizell Williams (Chair), Marie-Louise Stack (Secretary), Karen Clayton (Treasurer), Jack Keeler (Chair of Governors), Vikki Nesbitt (Year 2 parent), Jen Davey (Year R&2 parent), Emma Warnes (Year 3 class rep), Nicola Melliard (Year 1 class rep), Zanna Brown (Year 2 class rep), Angela Bleckman (Year 2 class rep).

Also welcomed other parents: Christian, David, Linda, Ellie and Verena
And new Reception class reps: Emily, Nicola, Aini and Louise

Apologies:

Sarah Symonds (Headteacher), Susie King (Year 1 parent) and Emma Corkan (Year 1 parent).

1. Minutes of last meeting

The minutes of the last meeting on 10th July 2019 were approved.

2. Matters Arising

Charity Constitution update – At the AGM in January 2019 it was agreed a new constitution would be adopted. This has been sent to the Charity Commission but needs to be formally adopted at either an AGM or an EGM. LW suggested that the next meeting in October is an EGM to allow for this to be adopted. 21 days notice must be given of an EGM. Everyone in agreement. LW to communicate the meeting and distribute a copy of the new Constitution prior to the meeting.

Fantasy Football – delayed – the parent is keen to do this next football season.

Headcorn Christmas Fair – the committee, made up of representatives from the Parish Council and High Street shops, who have organised this in previous years have announced that this will not go ahead under their management this year. The PTFA currently have no plans to run a Bazaar at the school as it is already a busy time of year with lots of commitments on parent's time.

3. Past events:

Boot Fair at the Airfield – July 2019

This was the third year the PTFA have done this. A profit of £750 was made. We will need to apply in December if we wish to do another one next year. Certain dates to avoid i.e. the Stardust dance show and the Rotary South Downs walk.

Krishna Ladies Night – July 2019

A lovely evening was had by all. Tickets did not sell as well as in December but this was due to holidays and other commitments. We made a profit of £185. MS has sent her thanks to Liz at the Krishna.



Discussion around a summer ball/party that male parents and carers could also come to. The London Beach Hotel offer excellent options for this and donate all ticket money back to the charity organising the event. It was agreed this was a good idea but it would need someone to come forward to organise this event.

Summer Discos – July 2019

KS1 and KS2 discos took place at the end of term. This year's discos have raised £1044 profit. There was discussion about whether it was better to have the discos straight after school for the younger children but the older children want it later, especially for the leavers disco in July. The start of these discos were delayed due to the new signing in procedure but this will be ironed out for next time. It was better in the KS2 disco.

Open Air Cinema – September 2019

It was a fab evening for those who attended, feedback was great. LW organised the event as unfortunately there were no other offers of help, although others did help with certain elements. EW organised the well-stocked PTFA bar which ran on the night with the help of some parents. The PTFA also offered face painting which was done by some artistic parents. Special thanks to those parents and Miss Symonds who helped during the day and on the night to ensure the event ran smoothly. The other vendors were external stalls who donated a percentage of their takings to the PTFA. 250 tickets were sold to the event, ticket sales went direct to the Open Air Cinema. There was some discussion about whether there should be an option for older members of the community who are not 'online' to purchase tickets, this would be considered in future. Overall the PTFA made a profit of £245.

Biscuits for new children/parents – September

All new children to the school received two mini gingerbread men with a little welcome message. These were distributed last Friday and received well by the parents (and children!).

4. Forthcoming events:

London Beach Parent Lunch – Friday 18th October

Flyers and booking forms have gone out in bookbags in Reception and KS1. KS2 have had communications via class reps. Quite a few places sold so far, hoping for more. MS will continue to promote across the school. The hotel will donate 100% of the cost of the lunch back to the PTFA.

Christmas Cards 2019

Last year the Christmas cards made the PTFA over £350. The children and teachers have already been completing artwork for the Christmas card designs this year. The artwork will be sent out in bookbags before half term, ordering deadline will be Mon 28th Oct. Cards should be back at the school by mid-Nov for distribution via bookbags in good time for the Christmas post.

Fireworks – Sunday 3rd November

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

The team are using a new fireworks company this year, they will design the display. There had been an issue with rockets because of the new housing development being so close to the school field but the team have been able to move the firing zone to enable these to still be part of the display. There will be a spotter on this side of fence and at the development to ensure there are no stray fireworks. As the firing zone has had to be moved it does mean there will not be the normal bonfire this year as there is no room to have this safely. Maximum capacity will be 950 on the risk assessment. Some ticket sales will be online, currently weighing up using scopy and other online options. Tickets will also be sold in Oldfields. Last year 500



tickets were sold prior to the event and 370 on the door. MS to set up an event on the PTFA facebook page. Volunteers are still required, anyone who volunteers will be given two free tickets to the event. All enquiries to fireworks@headcornschoolptfa.org.uk

2020 Calendar

LW has started going out to local businesses who have purchased space in previous years. This will be opened out to other businesses when the existing ones have had a chance to respond. It is £45 a space, there are 1500 calendars printed and distributed in the village. The PTFA make about £1000 profit from the calendar. LW will be looking for people to distribute calendars over the Christmas break.

Ladies Night at the Krishna – Saturday 7th December

ED is organising this again. Tickets will go on sale Oct/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.

Christmas Baubles

Reception children and any other new children across the school are offered to purchase a bauble to hang in the main reception on the PTFA Christmas tree. These are usually £1 each but prices may need to increase to cover costs.

The PTFA purchase the main reception tree plus a bigger one for the school hall and the crackers for the school Christmas dinner.

Christmas events

The PTFA do not plan to hold any additional Christmas events, there is such a lot going on at that time of the year with nativities and other festive events that it is felt that we are doing enough fund raising through other avenues.

May Fair 2020

It was agreed in the review meeting for this year's fair that we would not run a fair in 2020. This is because of the change of bank holiday date and the VE day celebrations. This decision is supported by the School.

5. Head Teacher bid requests

See below

PTFA Bids & May Fair Funding at this point! Sept 2019 – Sarah Symonds

2019 – 2020 Class Gifts: 10 classes £100 or £200 depending on what could be afforded over the year.

2018 – 2019 Class Gifts of £200 – what this was spent on

Year R – Learning Furniture / Toys (*Waterfall Channel (£192.75) yet to arrive so has not been invoiced for as yet*)

Year 1 – Making Butterflies Experience / Forest School: Outdoor Shelter Making workshop

Year 2 – Forest School / SATs Detective Party

Year 3 – Stone Age History Day

Year 4 – Roman History Day

Year 5 – Watercolour Paints Set

Year 6 – Subsidising Police HQ visit / Leavers play costumes

Y1 Lockers (IKEA) £625

8xKalax units + 32 grey and 32 black Drona boxes

Kallax Units and Drona drawers so each child has a box to store coats, PE kits, bags, lunchboxes



6 Bean Bag Beds (minus dog!) for Oasis £270

Various colours £45 each, can fit 2-3 children



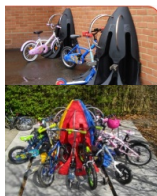
Y2B Welly Storage Unit £300



Travel Grant Top Up £92

We were awarded a travel grant this year (have been rejected for a few years now) but we didn't quite get what we needed to buy 2 Minipods which would be ideal so would need a top up of £92

We would like two Minipods installed to take scooters and bikes. One will be by the EYFS gate and the other in two halves bolted along the air-raid shelter wall.



May Fair Project – Quiet Area / Sensory Garden

We are drawing up a plan regarding this area but are aware that it has to be EASILY MAINTAINED and ACCESSIBLE and SUITABLE FOR ALL AGES. (We may need to use some of the money raised to bring in an authority on this kind of development so it is long lasting and effective for how we want to use it.)

We would like to:

Develop pond activity area

Provide sensory experiences eg aromas – mint, lavender, textures = rough, spikey, smooth

Provide different features with different sounds eg water features, windchimes, etc

Provide reading spaces, quiet activity spaces, gentle activities to do eg walk the spiral footpaths (different under foot eg gravel, slate, bark chipping etc) , stepping stones, log seating, etc



6. Any other business

So far in 2019 the PTFA have raised £9300.

Non-event fundraising

School Lottery

We have been doing this since the beginning of this year. MS has been advertising the lottery to parents across the school. Some prepaid tickets have now expired. We still have 87 active tickets sold which gives the PTFA a projected annual fund of £1809.

Easy Fundraising

Good time of year to encourage parents to use this when they do their festive shopping. So easy to use and free money for the PTFA.

AmazonSmile

Need to set this up as we are not currently on the list of charities. KC to investigate and set this up. When this is complete we will communicate to parents and the community.

Krispy Kreme donut sale

It was suggested we could hold a donut sale as an alternative to a cake sale. KK sell the donuts to charities at a discounted rate. The donuts can be collected from the Ashford Outlet. Everyone liked this idea, maybe do this before Oct half term.

Teacher appreciation gifts

As mentioned in Bids above, last year the PTFA gave each class teacher £200 on World Teacher Day to say thank you from the PTFA so they can spend this on whatever resources or materials or theme or topic they wish. Last year lots of things were purchased for the benefit of each class, examples include; watercolour sets, forest school days, butterfly experience, themed topic days, Police HQ visit, Year 6 costumes for leavers production. It was agreed the same would be done this year and each class teacher would again receive £200 from the PTFA.

Bar Stock

There is some leftover bar stock in the PTFA cupboard and no planned events to use this. EW has offered to buy this back so it doesn't go to waste. It was agreed in the meeting that this was fine. LW and EW to sort this out.

Mr C cards and donations

Any cards for Mr C and donations for his chosen charity to be given to the school office.

7. Next meeting

Will be an EGM. Date to be agreed and communicated.