

Tuesday 21st January 2020



HEADCORN SCHOOL PTFA

Minutes of PTFA Annual General Meeting, Tuesday 21st January 2020 Meeting commenced 19:35

Present:

Lizell Williams (existing Chair, Marie-Louise Stack (existing Secretary), Karen Clayton (existing Treasurer), Jack Keeler (Chair of Governors), Vikki Nesbitt (Year 2 parent), Jen Davey (Year R&2 parent), David Edgar (Year R parent), Emily O'Donnell (Year R class rep), Becky Henderson (Y1 parent), Vicky Berry (Year 1 parent), Bianca Carey-Spencer (Year 1 class rep) Nicola Melliard (Year 1 class rep), Nicola Stevens (R & Y6 parent)

Apologies:

Sarah Symonds (Headteacher), Angela Bleckman (Year 2 class rep), Zanna Brown (Year 2 class rep), Ebony Drewett (Year 4 class rep), Philippa Lazenby (Year 1 class rep)

1. Minutes from the Annual General Meeting held on 29th January 2019

LW welcomed everyone to the meeting and thanked them for attending. Minutes from the 2019 AGM had been circulated and were approved last year.

2. Matters arising from those minutes

Charity Constitution - the updated Constitution was approved and adopted at the EMG on 30th October 2019.

3. Chair's Report for 2019

LW read out the Chair's report (annexed) for the year 2019.

Within this report LW confirmed that she would not be putting herself forward again as Chair for 2020, KC (Treasurer) and MS (Secretary) have also decided to step down.

JK thanked LW for her leadership in her time as Chair. She has introduced many new events into the PTFA calendar and hopefully given the new committee a taste of these so they can build on the successes and take the ideas forward. The items the school have been able to purchase from the funds raised have a positive impact on the children and their school environment every day. SS would have liked to have been at the meeting to thank LW and sends her apologies.

4. Treasurer's Report for the year ending 31/12/19

Karen reviewed the report (annexed) for 2019. In summary the income for 2019 was just under £23k with a profit of £14,660. The PTFA supported purchases and projects in the school to the value of £14,583.

5. Appointment of Independent Examiner of Accounts

Tuesday 21st January 2020



Although the income is slightly below £25k for the year 2019, EK (a Year 1 & R parent) is happy to take on this role in the future if required.

6. Election of Officers and Trustees of the Committee

The nominations were read by MS.

Only one person came forward for each role.

Votes made for roles:

Chair and Vice Chair – Jen Davey and Vikki Nesbitt

Secretary – Becky Henderson

Treasurer – David Edgar

The new committee were congratulated!

VN thanked the outgoing committee for leaving a thriving PTFA for them to takeover and build on. She also thanked them in advance for their support in the handover and answering of the questions to come!

7. Special Business

There was no further business for the AGM.

AGM concluded at 20:00

8. Normal PTFA Meeting commenced:

Review of last meeting minutes – 20th Nov 2019

Correction re the expiry date of the film licence, it is actually 6th Feb rather than March. LW to arrange not renewing this for now as it will not be used until the autumn months.

Update on events taken place since the last meeting:

Christmas trees – large tree in the hall was sold on Facebook for £10, otherwise it would have gone to waste.

LW will ensure she is aware of the storage arrangements for the leftover crackers and baubles for when she hands over to JD & VN.

Fireworks equipment still to be sorted through and packed away.

PTFA secret present gift stall at Football Club's Christmas Fair made £125 profit.

2020 Calendar was distributed over the festive period, this made £1300 profit.

Ladies Krishna Night was not as popular in previous years, due to a clash in dates for some people. Unfortunately, this meant that there was no DJ and the night was not as lively as it has been before. The new committee may want to rethink this for future events or speak to Liz about changing the format.



Bovis sponsorship – VN contacted them but has not heard anything back.

Glitter curtain and lights - LW to sort ahead of the next disco.

9. Activities planned and new ideas for 2020

New committee are keen to plan an event before the end of this term – considered a disco but maybe a cake sale would be more manageable. Proposed date: Friday 14th February for a cake sale. JD & VN will confirm with school and coordinate volunteers.

Boot Fair application – LW has been offered 2 dates from the airfield
Sunday 3rd May and Sunday 14th June.

Several people had clashes on 14th June so LW will confirm Sunday 3rd May. She is happy to organise this event.

Further events will be discussed at next meeting.

10. Other business

May Fair 2020 – agreed to make contact with stallholders and other key contacts to inform them that there is no fair this year. LW to draft an email communication and distribute to stallholders. MS will communicate on social media and with any other key contacts.

VE Day celebration – Friday 8th May

VB from Bake my Day attended the meeting to announce that the Church, Bake my Day and some others in the village are organising a family day on Parsonage Meadow on the bank holiday. It will have a 1940's theme and they hope it will include an old-fashioned sports day, dog show, bake off and other events. They are offering a limited number of stalls to the local charities and organisations, so the school are being offered to take part. The stall/fundraising can take any form so the new committee will put some thought into it.

Swimming Pool – NH has emailed advising essential works in the pool area necessary before the 2020 swim term starts; to include replacement of the existing roofing structure and upgrade the surrounding area of the pool estimating £4,000. A new pool cover will also be required by the end of the year. It was agreed this work should go ahead. Further funds for general maintenance and running costs (£500) and Teacher & Lifesaving Training (£800) was approved. The replacement of the steps is still outstanding, but NH is still investigating a solution to this. KC confirmed funds are set aside for swimming pool maintenance.

There was discussion about the quote of £45k to cover the entire pool, it is already 20 years old so is this worthwhile. NH is putting together a project group to analyse the future life of the pool, covering it fully versus removing it and using an alternative solution to provide swimming lessons.

Parentkind – membership has been auto-renewed. This covers the insurance for the PTFA, advice and is a useful font of knowledge.

Next meeting is planned on Wednesday 4th March at 7.30pm in White Horse.



Annex 1: Chair's Report

AGM **Tuesday 21st January 2019**

Headcorn School PTFA – Chair's Report

Effective 29th January 2019, 3 members were re-elected. The position of Vice Chair remained vacant.

First order of business was to set about updating our Constitution. The Constitution adopted on 14th October 1993 was finally amended to the ParentKind Model on 30th October 2019 approved by the Charity Commission.

We followed a similar action plan to 2018 by continuing to:

- communicate regularly to parents via various media,
- hold regular meetings,
- forward plan,
- keep expenses low,
- monitor stock levels and
- conduct post event reviews.

2018 vs 2019

- 2018 we held 9 events and non-event initiatives, raising £16k+, school purchases £27k+
- 2019 we held 13 events and non-event initiatives, raising £14k+ school purchases £14k+ , with a healthy £22k still in the bank to fund May Fair 2019 sensory/garden project & swimming pool maintenance. More info to follow.

Weather played a part in the year on year shortfall on some of our bigger events such as The May Fair, Boot Fair and Fireworks.

In addition to supporting the purchase of books, equipment, storage facilities both outdoors and in classrooms, Christmas Trees/Crackers, Y6 leavers gift, stamps for personal birthday cards, chicken husbandry and pool maintenance; we are thrilled to have been in a position to offer each class teacher £200 to spend on their class once again.

The Treasurers Report will provide the figures in finer detail.

2019 was about resilience; creatively managing changes and factors outside of our control by seeking new ways to connect with our family community and raise funds to support the school and pupil 'wishlist'.

The changing dynamics of growing school community, wrap around care facility and limited space required us to put more thought and planning in the types of events we can host, where and when. EYFS/KS1 is currently double the size of KS2.

Over the year we experienced a reoccurring theme, securing commitment from volunteers and



participants well enough in advance for effective event planning and stock control proved challenging. The old saying 'it all comes together in the end' didn't help stress levels!

Change necessitated the need and desire to continue trialling new ideas with varying degrees of success; whilst implementation was more time consuming it had the added value of the Wow Factor.

New events/initiatives included

- **Trialled pre-payment for inhouse events** such as disco and film night to aid us in reducing waste of stock and fall in line with School's H&S and safeguarding policies.
- **Trialled 'all-inclusive' tickets for inhouse events**; we provided healthier snacks eg: 'allergy friendly' cookies / hot chips / hot dogs / popcorn with water / squash replacing the Tuck Shop of sweets and crisps, eliminating cash handling and tears over lost purses on the night.
- Hosted our first combined **Non Uniform Day/Glow Disco straight after school** for KS1 and KS2 later in the evening. The neon glow paint and bio glitter and hot chips cooked and served by Mr Drury and Miss Symonds went down a storm!
- **Film Friday for KS2** children was a good night despite having to change the selected film. It was a steep learning curve but the kids enjoyed themselves and parents had a couple quiet hours at home on a Friday night! Duration of the event was key! For these events to be more lucrative in the future we need to host at least 2 film nights in the year or open event to other year groups.
- **Mother's Day Shop** was very popular across all year groups. The children loved the activity of popping in a choosing something special during the school day. This event was driven by all the lovely donations and stock left over from the Christmas Bazaar, reducing waste and clearing our limited storage space.
- **Father's Day Breakfast Bags** were less popular but still turned a profit.
- **Summer Ladies Night at the Krishna & Re-Introduced a New Parents Welcome Tea London Beach Hotel** (both events were open to all parents/carers in all year groups). These fundraisers were a great way to get the parent community together, easy to organise with either a portion or full ticket cost donated back to the PTFA .
- **Open Air Cinema** had huge potential however the overheads for such an event despite sponsorship & goodwill from business partners, combined with only a few volunteers limited extra revenue opportunities on the night. However, it certainly was a Magical Night Under the Stars with oodles of Feel Good Factor.
- **Replaced cake sales with a Freeze Friday ice pole sale and a Krispy Creme Sale.** Both were popular. Ice poles easy to store and sell from cool boxes, excess stock used for Sports Day. We took advantage of the novelty of Krispy Kreme coming to the Ashford area! Sold out in minutes! Added bonus: disclosure of food allergens readily available. Concerns were addressed over sugar content but we felt these were rare treats at a fraction of the in-store retail price!
- Enrolled with **Amazon Smile** success is untracked at this time as donations are only issued 4x a year for donations generated in the previous quarters.
- **Your School Lottery** has proved a fantastic generator of funds; administered solely electronically and ticks over in the background providing the community an opportunity to win big!

The busy School diary and increase in pupil numbers lead to the difficult decision not to host a great revenue generating event such as the Christmas Bazaar. The Annual Headcorn Village Fair did not take place however we did make use of surplus stock and donations by hosting a gift table 'Elfridges' at the Headcorn Football Clubs.

Tuesday 21st January 2020



With a small team of 3, our time was stretched and we missed opportunities to organise more 'grown up events' such as Bingo or Quiz Night or re-introduce mixed Nights Out.

Over all we are delighted with the funds raised and the investments made in pupil facilities.

Special words of Thanks go to:

Marie Stack (Secretary) for administering the Your School Lottery, taking the lead on the May Fair Planning Team, Summer Ladies Night and New Parents Tea.

Emma, David, Jack, new comers to the May Fair Team: Bianca, Nicola, Zanna, Fay, Jen and Vikki who worked tirelessly with Marie, Karen and I to plan and host another fabulous Headcorn May Fair.

Jen Davey and Vikki Nesbitt, who jointly co-ordinated the Headcorn Fireworks for their 2nd year. To David Gardner & Arron Davey supported by Alex O'Donnell & new Reception parent David on the firing team.

Karen Lamb, Treasurer, and Naomi Henderson, School Business Manager, for managing our funds, monitoring purchases and expenditure.

Parents & owners of Bake My Day, Vicky Berry & Richard Fletcher, for supporting our events, loaning their popcorn machine and hosting a Kids Bake Off and donating the proceeds to the Headcorn School PTFA.

Parent & owner of CAP Enterprises, Jason Martin, who helped to brainstorm the Open Air Cinema and sponsored the cinema service fee.

Class Reps who play a vital in creating the link between the PTFA and our families.

Huge thanks to all the parents/carers who have attended or permitted for their children to participate in our events, volunteers time and skills or donated gifts and prizes over the year.

After 4 years serving as a Committee Member and Trustee as Secretary and then Chair, I will not be standing for re-election this year. It's has been a most rewarding, valuable experience and skills refresher. I will continue to support and volunteer but I do look forward to being a visitor and participant with my family over the coming years.

A final thank you to Marie and Karen who through sharing a common goal and working to our strengths proved to be great partners. Thank you to the Sarah Symonds, Jack Keeler and the school team for putting their trust in myself and our team over the past 2 years.

All Committee Members have taken the decision to step down and a new committee will be elected. We wish the new committee members all the very best for 2020.



Annex 2: Treasurer's Report

TREASURERS REPORT 2019

MONIES RAISED BY EVENTS IN 2019 COMPARED WITH 2018

Events	2018	2019
Cake Sales	167.65	
Krispy Kreme		224.76
Village Calendar	2187	1338
Easter Bunny Hunt	502.56	
School Lottery		1170.3
May Fair	7349.51	6588.87
Headcorn Chirstmas Fair	180.2	
Rotary Bar at Barn Dance	38.51	
Kids discos	885.06	1044.95
Mothers/Fathers Day		380.81
Easy Fundraising	250.9	455.48
Fireworks	1736.13	1299.26
Xmas Cards	383	454.3
Krishna	330	405
London Beech		352
Cinema		299.16
Film night		123.44
boot fair	1093.78	830.56
Bazaar	1306.29	
Elfridges		125.4
Xmas Baubles	7.07	17.35
Miscellaneous		-448.74
Create	285.19	
Events Total	16702.85	14660.9

PURCHASES IN 2019	
CHICKENS	181.82
OUTDOOR LEARNING	7355.95
SWIMMING POOL	787.97
CURRICULUM	1489.93
OTHER SCHOOL EXPENDITURE	3339.02
INDIVIDUAL CLASS DONATIONS	1428.51
TOTAL EXPENDITURE	14583.2

TOTAL FUNDS 31/12/18	32012.02
INCOME	14660.9
PURCHASES	14583.72
MONIES RING FENCED FOR SWIMMING POOL MAINT	7500
CASH FOR FLOATS	200
CLASS DONATIONS NOT SPENT 200 X 10	2000
FUNDS AVAILABLE 31/12/19	22389.2