

HONEYWELL SCHOOLS

Parents Teachers and Friends Association

Minutes of the Honeywell Schools PTFA meeting held on 16 November 2011

1.	<p>Welcome and Thanks</p> <p>CN welcomed everyone to the meeting and thanked the volunteers who had organised events since the last meeting:</p> <ul style="list-style-type: none"> • 80s Disco: 4W: Carolyn and Roger Bowes, Lara Brotherton and Natalie Smith • 5W Halloween cake sale (Charlotte Mellis and Jane Dunnill) • Catherine Ratcliffe for organising the children's Christmas cards project 	Actio n
2	<p>Treasurer's Report</p> <p>KS reported money raised from fundraising events since the last meeting:</p> <ul style="list-style-type: none"> • 80s night £975 • Halloween Cake Sale £405 • Abel & Cole organic fruit and vegetables £700 (since beginning of Sept) • Car boot sale corrected over £1070 • Christmas cards over £1000 <p>KS informed the meeting that expenses for the Christmas Bazaar can be claimed in advance, and must be accompanied by a receipt. No expenses can be reimbursed through float cash or takings cash.</p> <p>KS is preparing floats for the Bazaar and requires reps to inform her of the selling price for their stalls by Friday 18th November.</p>	
3	<p>Forthcoming events</p> <p>24 November Shopping Evening – all stalls have been sold. Stalls include clothing, candles, toys and gifts. Tickets now on sale in playground</p> <p>2nd December Christmas Bazaar:</p> <ul style="list-style-type: none"> • Raffle tickets will be sent out in book bags on Friday 18th November. Prizes include a 6kg turkey, 2kg salmon, vouchers form Jo Jo Maman and Ocado, and an ipod touch plus many more. • PTFA store room is locked so reps need to text Ann Devlin for access. • Zooman tickets will be on sale in the playground from Tues 22nd November. Tickets are £2.50 per performance (4-4.30 birds, 4:45 5.15 mammals.) • Floats can be collected from the Unit (opposite the school office) before the start of the Bazaar. Float cash must be signed for when collected and before handing in takings at the end of the Bazaar, all money must be counted • All expenses (with accompanying receipt) will be reimbursed by cheque, none to be taken from cash/float. • Each stall will have two moneybelts only – if more than two people are serving, reps need to accommodate this. • Please decorate stalls as festively as possible • Donations of childrens books DVDs, and candles are still needed • Volunteers are needed to help counting cash after Bazaar – from 5:30pm. Kitchen scales to weigh the coins would also be useful. • Reps reminded that feedback forms are required to be completed after the Bazaar. They will be sent out electronically – especially useful is feedback regarding preparations before the Bazaar. • Any remaining unsold stock should be counted and included in the feedback forms. • Reps reminded to clear up rubbish and return tables after the Bazaar is over. Black sack and orange sacks will be provided for each stall. • Reps can begin setting up from 2pm. Each stall will be given a list of where their tables are to be returned. <p>Friday 9 December – Children's Christmas discos – Parent volunteers needed to supervise the parties, especially the infants children. Timings are: Yr 1 and 2: 3:45 – 4:45pm (Mr Lolly), Yr 3 and 4: 6:00 – 7:15 pm, Yr 5 and 6: 7.30 – 8:45pm (disco)</p> <ul style="list-style-type: none"> • 10December – Christmas Tree Sale - collection day. Fundraiser being run by Cherry class. Orders for these items will be taken at the Shopping Evening and the Bazaar. • 16 December – Christmas cake sale 	
4	<p>Christmas Tree for the Playground</p> <p>Christmas tree has been ordered.</p>	

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5.	<p>Nativity Play and Christmas Carols</p> <p>The Early Years Christmas shows (for Reception and Nursery) are on Wed 7 December and Thurs 8 December. Volunteers not needed.</p> <p>Years 1-2 Nativity at St. Michael's on Friday 16 December and Monday 19th December 2pm and 6pm. Volunteers needed to serve tea and coffees after the performance.</p> <p>Years 3-4 Concert, St Luke's: Thursday 8th December, 2pm (whole school attends) and 6pm. Volunteers need to help walk children to the church @ 1.30 and back at 3pm.</p> <p>Years 5-6 Carol Concert, St Luke's: Thurs 15 December, 2pm and 6pm. Volunteers need to help walk children to the church @ 1.30 and back at 3pm.</p>	
6	<p>Christmas Lunch Thursday 1st December</p> <p>Children who usually have packed lunch and would like to have school Christmas dinner need to pay in advance to the office. The PTFA funds crackers for the children. Further details and reminder will be on the Heads newsletters</p>	
7	<p>Fundraising and Book Donation via Online Shopping</p> <ul style="list-style-type: none"> • £90 received in the last month from the Giving Machine • The schools have compiled lists of books which are needed to supplement the school and class libraries. The titles will be set up on Amazon as a wishlist so that parents/friends can easily make a donation of a book to the school via Amazon 	
8.	<p>Volunteers/Help Required</p> <ul style="list-style-type: none"> • To help decorate Infants playground 30 Nov and Thurs 1 Dec. • Long extension leads needed for loan to help with lighting for the Bazaar • Christmas Disco DJ, 9 December. Rick Woollard has volunteered but a back up person is needed if Rick has a work commitment. Rick will set up playlists and music etc in advance. Volunteer needed 6-9pm • Parent Helpers for Christmas discos, 9 December. Each class needs to provide 3 parent helpers to attend the relevant year group disco. Parent helpers may not bring younger siblings. Tickets and further info will follow for this. • Early Years Nativity – volunteers needed to help serve refreshments after the performance • Years 3-6 Nativities – volunteers needed to help walk children to and from St Luke's church • Cash counting for Bazaar from 5.30pm. 	
9	<p>Class Fundraising Events</p> <ul style="list-style-type: none"> • All cake sales have now been allocated to a class. • Two thirds of classes have completed a fundraising event or put forward a proposal for one • Palm class are organising a babysitting scheme within the class. 	
10	<p>AOB</p> <ul style="list-style-type: none"> • JN thanked parents for acting as guides and serving refreshments at the recent open days • The PTFA committee is available to discuss events etc. every Wednesday pm in the staffroom after drop-off 	
11	<p>Date of Next Meeting</p> <p>Wednesday 18th January 2011, 7.30pm</p>	

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