

HONEYWELL SCHOOLS

Parents Teachers and Friends Association

Minutes of the Honeywell Schools PTFA AGM held on Thursday 23 September 2010

1.	<p>Welcome and Thanks</p> <p>Claire Mickley welcomed everyone to the AGM especially new parents. She introduced the PTFA Officers; Claire Mickley (co-Chair), Rosemarie Quinn (outgoing Chair), Jen Bath (incoming co-Chair), Mark Horley (Treasurer), Liz Giannopoulos (outgoing Secretary) and Meagan Leggett (incoming Secretary).</p>
2.	<p>What is the PTFA?</p> <p>Claire Mickley explained that the PTFA is a volunteer organisation dedicated to the school's rich and diverse community, to the wellbeing of our children and to their education and pastoral care. Every parent of Honeywell School and all the teaching staff are automatically members of the PTFA. The PTFA is very grateful for the support from the teaching staff; particularly Jane Neal and Duncan Roberts. As Honeywell School is part of the local community, there are "friends" in the PTFA including local businesses and shops who sponsor events and donate prizes. There are also two special friends, Linda and Diana who bake jams and cakes and organise an annual Christmas card and wrapping paper sale.</p> <p>The PTFA organises fund-raising events and social functions for parents and children including the summer fete, quiz night, discos, education and awareness programmes, performing groups visit school, walk to school week and bug-busting. Each class has at least one class rep who acts as social co-ordinator and contributes to the events by running stall and selling tickets etc. The class reps are integral to smooth running of PTFA. There are two PTFA meetings every term, to which everyone is welcome, and at least one rep per class should attend.</p> <p>The PTFA communicates via a weekly newsletter which is sent to class reps who in turn cascade the information to the parents in their class. The PTFA website (www.honeywell-ptfa.org.uk) contains information about events, volunteer vacancies, class reps and useful booking forms for events.</p> <p>Outgoing officers Rosemarie Quinn and Liz Giannopoulos were thanked for their contributions during the past two years.</p>
3.	<p>Plans /Events for the forthcoming year</p> <ul style="list-style-type: none">• Cinema Night – Tuesday, 28th September – still tickets available• Second hand sport and ski wear sale – Saturday 16th November• Cake sale - Thursday 21st October• Open Day for new parents - Thursday 11th and Friday 12th November• Shopping Evening - Wednesday 24th November• Christmas Bazaar - Friday 3rd December• Christmas parties and discos – Friday 10th December <p>In addition the PTFA will be organising:</p> <ul style="list-style-type: none">• Christmas Merchandising – tea towels made using the children's artwork from each year group (to be organised by Corinne Cunningham)• Christmas cards designed by the children (to be organised by Katherine Radley) will be sent out in October• Sale of Christmas trees in December (to be organised by Libby Lygoe)• Quiz night in March• Promises Auction in May• Summer Fete in June <p>There will be smaller social events during the year including a wine tasting, exclusive LK Bennet evening.</p>
	<p>Class Fundraisers</p> <p>Each class is encouraged to organise a fund-raising event for their class or year group. This can be as small or as big as you like such as a clothes/craft/food sale to a cookbook/film/drinks night. Your idea can be sold to your class, the year, the Infant and/or the Junior School. There are six cake sales scheduled during the year which classes may volunteer to run as their fundraiser.</p>
4.	<p>Volunteers needed</p> <p>Volunteer sign up sheets were available at the back of the hall and a complete list is available on the website. A Christmas Bazaar Co-ordinator is urgently needed.</p>
5.	<p>Treasurer's Report</p> <p>Mark Horley presented the draft accounts for 2009-10; there will be some adjustments before they are submitted to the Charities Commission as not all information is available yet from last year. Nearly £60K was taken in revenue representing £29,229 profit which has been given directly to the school.</p> <p>It is expected that 2010-11 will be a good year as the Promises Auction is always a big event. The PTFA has set itself the target of raising £2K per class to refurbish and restock the reading corners. Parents should put spending suggestions in the suggestions box in the school office. All suggestions are discussed and agreed with the Heads. The PTFA also donates £700 per term to each school for smaller items like sports equipment, music, school trips etc. This will be Mark's third and final year as Treasurer so he will be looking for a volunteer later in the year.</p>

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6.	<p>Sting Report</p> <p>Honeywell PTFA has a magazine called Sting which has been run by Sarah Kingsley and Sarah Nicholson for 7 years. It is published twice a year and the next issue is planned for Feb 2010. Over the course of an academic year Sting represents the whole school community and the children are encouraged to get involved in a section called "My Sting".</p> <p>Sting is also an informal opportunity to communicate a little bit more about educational issues and give more information on some of the initiatives that are going ahead. Last year Sting looked at supporting children's reading, how the teaching of handwriting has changed etc.</p> <p>In each issue a roving reporter gets inside information about the after school clubs. Every issue features interesting projects within school involved in eg stand up for Shakespeare and there is a page called good sports about the numerous sporting achievements of Honeywell children. Sting also covers community stories, like internet safety, book clubs, interesting community matters.</p> <p>After 7 years Sarah and Sarah will be standing down and are looking for a new editorial and design team.</p>
7.	<p>Voting in of all new PTFA officers</p> <p>The Class Reps and new Co-chair were unanimously voted in and accepted.</p> <p>The Authorised Signatories on the bank account will now be changed in accordance with the constitution. There are 3 Signatories in total - the 2 Co-Chairs and the Treasurer – 2 of which need to authorise any payment.</p>
8.	<p>School Governor's Address – Terry Dignan (Chair of Governors)</p> <p>On behalf of the Governing Body Terry Dignan welcomed all parents to Honeywell. He explained that Honeywell is made up of two schools but we have one joint governing body. There are vacancies in both schools for a parent governor and letters will be sent out later this term asking for parents to nominate and then do vote. The annual newsletter will be published shortly with information about how the schools have been performing compared to other parts of the country and Wandsworth. The aim of the Governing Body is to support both the Heads in maintaining very high standards.</p> <p>Ofsted visited the Infant School in January 2010 and reported that Honeywell Infants was an outstanding school in almost every single category. An Ofsted inspection of the Junior School is expected this year.</p> <p>The windows project is almost completed and it is expected that the remaining windows will be replaced this term.</p> <p>Looking ahead, the biggest challenge undoubtedly will be finances as the outlook for the public sector is challenging over the next few years. The Governing Body will work closely with Heads and School Business Manager to analyse the finances much more carefully to ensure that any economies that have to be made will not affect the education of the children.</p> <p>Terry extended thanks to the PTFA, in particular the officers, for the wide range of events and the significant funds that are raised.</p>
9.	<p>AOB</p> <p>Jane Neal (Infant Head) explained that when asked what makes Honeywell so special she talks about the teachers staying a long time and the amazing children who want to come to school to learn. She also talks about the amazing parents and great community. The schools can undertake projects such as the amazing ICT suite and the refurbishment of the classroom in the playground, because the parents are involved; every time you attend an event or buy a raffle ticket or give your children pennies for the sweet tombola you are contributing to the fantastic resources in the school.</p> <p>Duncan Roberts (Junior Head) acknowledged that it is more than just the money, but the time and expertise that parents give. Parents give feedback and have a direct input into the projects that the schools undertake.</p> <p>From next Tuesday, Jen, Meagan and Claire will be in the staff room after drop off on Tuesday mornings – all parents should feel free to drop in.</p>
10.	<p>Date of next meeting</p> <p>The next meeting will be on Wednesday, 13 November in the staff room.</p>