

HONEYWELL SCHOOLS

Parents Teachers and Friends Association

Minutes of the Honeywell Schools PTFA meeting held on Wednesday 16 June 2010

		Action
1.	<p>Welcome and Thanks</p> <p>Rosemarie Quinn welcomed attendees and thanked the volunteers who had organized events so far this term:</p> <ul style="list-style-type: none"> • 80s Night – Carolyn Bowes and Sia Sayers from Cherry Class and Roger Bowes the DJ • Car Boot Sale – Jackie Andrews, Lucy Broadley, Papaya Class for refreshments • Walk to School Week – all volunteers who handed out ribbons, stickers and dots and Sia Sayers for the new map • Cake Sale – 6Q • Healthy Snack Sale – 3K 	
2.	<p>Treasurer's Report</p> <p>Draft Accounts to date were distributed and profit for recent events were reported:</p> <ul style="list-style-type: none"> • 80s Night - £854 • Car Boot Sale - £1200 <p>Mark Horley reiterated the importance of receipts when claiming to expense reimbursement. Accounts for the last four years are on the PTFA website. The same reports have been submitted to the charities commission.</p>	
3.	<p>Forthcoming events</p> <p>The Summer Fete on Saturday, 19th June was discussed.</p> <p>LG to circulate key points and site plan to class reps before the fete.</p> <p>KEY ACTIONS:</p> <ul style="list-style-type: none"> • All stall-holders should collect their own tables on arrival • Floats should be collected from Mark Horley in the music room in the Infant playground • If your stall needs a gazebo, please bring your own • All stalls need to be ready to go by 11.30am • Toni, Aishling, Claire and Rosemarie will be running for cash/ change during the fete • If you take money from the takings for expenses make sure you fill in the form and include the receipt • Please remember to bring sold raffle tickets stubs and any unsold tickets to the raffle stall <p>VOLUNTEERS STILL NEEDED:</p> <ul style="list-style-type: none"> • From 8am on Saturday to help unload tables and chairs and set up the bigger stalls • After 3pm for clearing up • From 4pm onwards to help count the cash <p>Rosemarie Quinn thanked Toni Kowalishin and Aishling Merchant for running the summer fete again this year.</p> <p>PTFA garden party will take place on 8th July to say thank you to the class reps and other volunteers who have helped during the year. Invitations will be sent out shortly.</p>	LG

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4.	<p>Class Fundraisers</p> <ul style="list-style-type: none"> • 4th July, sponsored walk and picnic, Nursery, Wandsworth Common • 9th July – Holly Class, old fashion sweet stall, toffee apples, honeycomb, etc. Infants playground • 14th July – French cakesale, after school in the playgrounds • 16th July - end of term cake sale, Apple class 	
5.	<p>Housekeeping</p> <p>School office deals with huge volume of letters and also send out PTFA letters. If you are sending out a PTFA related letter you must use the PTFA letterhead, available from Claire Mickley or Liz Giannopoulos.</p> <p>Alan does a lot of work on the PTFA's behalf in terms of locking up and helping with tables, events etc. Please ensure that when an event is organized the date is agreed in advance with Alan, particularly for evening events.</p>	
6.	<p>Sting</p> <p>Sarah Nicholson and Sarah Kingsley were available to answer questions about the roles available in Sting next year.</p> <p>Liz Giannopoulos will put information about the vacancies on the PTFA website</p>	LG
7.	<p>Education City - Infants</p> <p>The subscription for the homework option for the school based package Education City is coming to an end. It costs £600 for the entire school per year. Jane Neal asked Class Reps to collect feedback to find out if parents are interested in continuing the service. The feedback from those present was very positive. It was suggested that reminders to use it should be sent out and that it would be useful to include what children have been working on in the weekly summary.</p>	
8.	<p>Nursery Vegetable Plot</p> <p>The PTFA agreed to fund the replacement of the fencing around the vegetable plot in the nursery.</p>	
9.	<p>Any Other Business</p> <p>Class reps are asked to approach parents in their class to identify new class reps for next year. There was discussion about the workload for class reps, particularly in Years 5 and 6 with specific reference to class fundraisers.</p> <p>Ginny Sackur agreed to review the “role of the class rep” description on the website.</p> <p>Liz Giannopoulos will circulate a reminder in the newsletter and update the website.</p> <p>It was suggested that events could be distributed more evenly throughout the academic year with a big event in September or October. It was widely felt that fewer larger, more successful events would be preferable to many smaller, less successful events.</p>	GS LG
10.	<p>Date of next meeting</p> <p>The AGM will be held on 23 September 2010.</p>	

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