

HONEYWELL SCHOOLS

Parents Teachers and Friends Association

Minutes of the Honeywell Schools PTFA meeting held on

11 May 2011

Attendees:

Liz Wakefield – 3W
 Bianca Rowan – 5EG
 Claire Nicholls – 4H
 Eugénie Vanoye - Mango
 Ginny Sackur – 5JW
 Wendy Howarth – Cherry
 Ginny Sackur – 5JW
 Ruth Clarke - 6DW
 Anita O'Connor – Willow
 Morag Lenman – Palm Class

Marie-Alice Leclizio -4SB
 Charlotte Mellis – 4SB
 Mandy James - 6B
 Pip Michiels - Holly
 Federica Nider - 4W
 Debbie Sherell - 5EG
 Anita O'Sullivan – Beech
 Carolyn Bowes – Mango
 Polly Edmunds - Cherry
 Kingsley James - Governor

Duncan Roberts -Headteacher
 Jane Neal - Headteacher

Claire Mickley – Co-Chair
 Jen Bath – Co-Chair
 Meagan Leggett – Secretary

Apologies

Mark Horley – Treasurer
 Marielle Albers – Papaya
 Alison Ashton – Papaya
 LindseyGuinane – 6R
 Megan McKewan – 6R

1.	<p>Welcome and Thanks</p> <p>JB welcomed everyone to the meeting and thanked the volunteers who had organised events since the last meeting:</p> <ul style="list-style-type: none"> • Easter cake sale and book swap evening: Papaya. • Ebay auction: 4H (ongoing with 20 items auctioned so far). 	Action
2	<p>New Co-Chair</p> <p>A volunteer is needed to work alongside Jen Bath in 2011/12 as Claire Mickley is reaching the end of 2 years in the role. Co-chairs volunteer for two years so that there is a lead partner for the first year giving time for the newest co-chair to learn the ropes. Please contact Claire/Jen to discuss the role.</p> <p>New Treasurer</p> <p>Mark Horley must stand down as Treasurer as he has completed three years in this position, and so a vacancy exists from September 2011.</p> <p>Both roles are described in detail on the PTFA website: http://www.honeywell-ptfa.org.uk/</p>	
3.	<p>Treasurer's Report</p> <p>An update will be provided at the June PTFA meeting.</p>	
4.	<p>Forthcoming Events</p> <ul style="list-style-type: none"> • Second hand clothes sale is being run by Year 3 and will be held on Thurs 12 and Friday 13 May • Promises Auction – The Auction Catalogue will be distributed at the end of this week. Advance bids form is at the back of the catalogue. ML will put programme on website. Volunteers to help on the night still welcome. • The next cake sale is scheduled for Thurs 26 May and will be run by 4W. 	

<p><i>Claire Mickley</i> Co-chair 020 7223 9204 claire_mickley@yahoo.co.uk</p>	<p><i>Jennifer Bath</i> Co-chair 07788660707 jenniferbath@live.com</p>	<p><i>Meagan Leggett</i> Secretary 020 8673 8826 meaganandjon@f2s.com</p>	<p><i>Mark Horley</i> Treasurer 020 7228 2680 m_horley@yahoo.co.uk</p>
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	<ul style="list-style-type: none"> • Tues 14th June, Cinema night. Help is needed with some of the administration for this event such as distribution of flyers, order forms and tickets. • 6DW are running a second Hand book – date set for Fri 10 June, 3pm. Donations and location arrangements to be announced. • Car Boot Sale will be held in September, details to be confirmed. • An additional opportunity for parents to purchase cards based on the infants children's art work is being arranged over the May half term break. • Walk to school week: 14-20 May. Children will be encouraged to walk, scooter or cycle to school and stickers and ribbons are given out. • Summer Fete 25 June. -Bianca Rowan provided an update. In the run up to the fete there will be regular meetings every Tuesday morning in the staffroom, after drop off, for anyone who has questions about fete preparation. The fete has a country fair theme and the fete organising team are looking into renting an animal for the children to pet, eg. Donkey – advice welcome from anyone with experience in this area. The fete team will carry out a stocktake of plates and napkins for the classes running food stalls. • A merchandise co-ordinator is still required to co-ordinate the range of Honeywell-branded products for sale at the fete and other events. 	
5	<p>End of year event</p> <p>JB canvassed opinion regarding the possibility of running an additional event before the end of the school year. It was agreed that a September event would be preferable. A disco will be considered.</p>	
6	<p>Aob</p> <p>The possibility of a whole school photo was suggested. The Heads will look into this.</p> <p>Threadworms: it was agreed that the Heads will look into providing information to parents about prevention/treatment of threadworms in children.</p> <p>The process of recruiting reps for next year should begin so that all 2011/12 reps are in place before the end of the school year.</p>	
7	<p>Date of Next Meetings</p> <p>Wednesday 15 June 2011, 7.30pm</p>	

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