

HONEYWELL SCHOOLS

Parents Teachers and Friends Association

Minutes of the Honeywell Schools PTFA meeting held on 10 November 2010

Attendees:

Ruth Clarke -6DW
 Caroline Overton – 6DW
 Mina Dorontic – Mango
 Louise Jennings – Holly
 Debbie Sherrell – 5EM
 Liz Wakefield – 3W
 Katy Kinch – 3K
 Ginny Sackur – 5JW
 Juliette Rohde – 4H

Megan McEwan – 6R
 Penny Smith – 6R
 MarieAlice Leclizio -4SB
 Maria Ackenhoff - Beech
 Charlotte Mellis – 4SB
 Polly Edmunds - Cherry
 Bronwyn Fyfe – 3W

Duncan Roberts – Headteacher

Claire Mickley – Co-Chair
 Jennifer Bath – Co-Chair
 Mark Horley – Treasurer
 Meagan Leggett – Secretary

Apologies:

Jane Neal – Head Teacher
 Rachel Pearson-3J
 Charlotte Hucker - Maple

1.	Welcome and Thanks	Action
	<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"> • 5EW for organising the LK Bennett evening, • 3K Halloween cake sale • Cherry class book swap evening 	
2	<p>Treasurer's Report</p> <ul style="list-style-type: none"> • MH reported money raised from fundraising events so far this term: • LK Bennett shopping evening £110 • Halloween Cake Sale raised £362 • Bookswap evening £200 • Christmas cards £1100 profit based on £6100 revenue 	
3.	<p>Open Mornings</p> <ul style="list-style-type: none"> • CM thanked those who had volunteered to help act as guides and serve refreshments. There are now enough volunteers for both mornings and volunteers have been briefed by the Heads. 	
4	<p>Forthcoming events</p> <ul style="list-style-type: none"> • 11 November: Call My Bluff Wine Quiz. All tickets now sold. • 16 November Used and New Sports and Ski Wear Sale (6-8pm). Capsticks sports will be selling new items and donations are still required for second hand items, especially for older children. Children welcome to attend the sale and will be given a drink and snack. • 24 November Shopping Evening – all stalls have been sold. Tickets will be on sale from 15 November and will also be available on the door at £5 • 3rd December Christmas Bazaar - Donations needed - to be left in boxes in the playgrounds. DR reported that the Community Police will be attending this event and taking a stall, likely to be in the Infants playground. Reps reminded to clear up rubbish and return tables after the Bazaar is over. It was agreed that new Santa suits will be purchased. • 10 December – Children's Christmas discos – volunteers needed – see below • 11 December – Christmas Tree, Wreath and Wine Sale - collection day. Fundraiser being run by 6B and Beech class and Sarah Vey for 4W. Orders for these items will be taken at the Shopping Evening and the Bazaar. Volunteers required – see below. The same tree supplier as last year will be used and trees will be non-drop Nordman firs. Last year £2300 was raised through this sale. • 14 December – Christmas cake sale to be run by Mango class. • 17 December - Charity Concert at St Luke's Church in aid of Myotubular Trust. The schools and PTFA are promoting this event as a result of close links with this charity over several years. 	
5	<p>Christmas Tree for the Playground</p> <p>The PTFA is looking for a donation of a Christmas tree to be delivered on 1 December to be decorated in time for the Bazaar.</p>	
6.	<p>Nativity Play and Christmas Carols</p> <p>The Early Years Christmas Show (for Reception and Nursery) is on 8/9 December. Volunteers are needed to serve teas and coffees in the school. Years 1-2 Nativity at St. Michael's on 15/16 December. Volunteers needed to serve tea and coffees. Years 3-4 Concert, St Luke's, 9 December, no refreshments Years 5-6 Carol Concert, St Luke's, 16 December - no refreshments</p>	

<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 8763 8826 meaganand_jon@f2s.com</p>	<p><i>Mark Horley</i> Treasurer 020 7228 2680 m_horley@yahoo.co.uk</p>
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7.	<p>Christmas Lunch</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 newsletter and PTFA newsletter nearer the time.</p>	
8.	<p>Fundraising and Book Donation via Online Shopping</p> <ul style="list-style-type: none"> • The schools are compiling lists of books which are needed to supplement the school and class libraries in line with this year's fundraising priority to revamp reading areas. 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. Once the list is up and running on Amazon the details of how to make the donation will be communicated to parents. • The Giving Machine and Easy Giving raises funds for the PTFA by donating a percentage of the value of purchases made with major retailers (provided that the purchase is made by linking through the Easy Giving/ Giving Machine website). Flyers for these sites will be given out at events in the run up to Christmas. • Wicked Uncle is an online children's toy retailer and will donate £5 for each new customer. <p>The PTFA website contains more detail on these on-line retailers.</p> <ul style="list-style-type: none"> • MH reported that the PTFA has now set up a Just Giving page to facilitate anonymous donations. This will be publicised on the PTFA website and newsletter. 	
9.	<p>Volunteers Required</p> <ul style="list-style-type: none"> • Garden tidy-up 13 November. No experience required. • Christmas Tree decorator- 1 /2 December – to be ready in time for Bazaar on 3 December. • Christmas Disco DJ, 10 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, 10 December. Each class needs to provide 2 parent helpers to attend the relevant year group disco. Parent helpers may not bring younger siblings. Tickets and further info will follow for this. • Years 1-2 (3.45pm-4.30pm) will have Mr Lolly • Years 3-4 (6pm-7.15pm) and Years 5-6 (7.30pm-8.45pm) will have discos organised by Rick Woollard. • Fri10/12 Helpers needed to collect and unload Christmas trees ready for orders to be collected • Sat 11/12 Helpers needed to serve mulled wine at Christmas tree collection • Early Years Nativity – volunteers needed to help serve refreshments after the performance • 2011 Cake sales – volunteers needed to run April, May and July cake sales <ul style="list-style-type: none"> • CM canvassed interest in a Race Night - this event is being considered for a date to be confirmed in January. Volunteers needed to help to run this. Feedback was positive for late January/early February although it was suggested that the Quiz night be moved to February to space the spring events more evenly. • There was a discussion about whether a car boot sale should be held again in May. Weather has been poor over the last two years but it generates significant revenue - £1200 last year (£800 refreshments, £400 pitch sales and gate). Committee to consider possibility of May and/or September dates. Last year's organisers, Lucy Broadley and Jackie Andrews, to be consulted. 	
10	<p>Class Fundraising Events</p> <ul style="list-style-type: none"> • Cinema night for Reception classes has been postponed. New date to be confirmed. • Year 3 are considering running a nearly new clothing sale, possibly after February half-term 	
11	<p>Event Posters</p> <p>Event organiser should be aware that in order to reduce clutter outside the schools, a maximum of 3 posters per event can be displayed outside - one each for infant, junior and nursery fences/gates. Organisers should ensure the posters are put up in reasonable time but not too far in advance. Sandra Pahari in the office should be sent a copy of the posters so that she can arrange for them to be put up in the PTFA notice boards and to make sure Alan does not remove unauthorised posters.</p>	
12	<p>AOB</p> <ul style="list-style-type: none"> • Work is being done to display the PTFA newsletter on the screen in the office • The PTFA committee is available to discuss events etc. every Tuesday morning in the staffroom after drop-off 	
13	<p>Date of Next Meeting</p> <p>Wednesday 12th January 2011, 7.30pm</p>	

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