

# HONEYWELL SCHOOLS

Parents Teachers and Friends Association

## Minutes of the Honeywell Schools PTFA meeting held on Wednesday 13 October 2010

**Attendees:**

Anita O'Sullivan -Beech  
 Claire Nicholls -4H  
 Federica Nider- 4W  
 Debbie Sherrell – 5EM  
 Anita O'Conner -Willow  
 Rachel Pearson – 3J  
 Annie Clemenger – 3J  
 Vanessa Coleman - 3J  
 Carolyn Bowes – Mango  
 Beth Karas

Victoria Davies - Palm  
 Wendy Howarth - Cherry  
 Polly Edmunds - Cherry  
 Marie-Alice Leclezio -4SB  
 Ginny Sackur – 5JW  
 Charlotte Mellis – 4SB  
 Anne Donnet – 6B  
 Eugenie Vanoye - Mango  
 Morag Lenman - Palm  
 Bronwyn Fyfe - Willow/3W

Duncan Roberts – Headteacher  
 Jane Neal - Headteacher  
 Kingsley James - Governor  
 Claire Mickley – Co-Chair  
 Jennifer Bath – Co-Chair  
 Mark Horley – Treasurer  
 Meagan Leggett– Secretary

1.	<b>Welcome and Thanks</b>	<b>Action</b>
	<p>Claire Mickley welcomed attendees and thanked the volunteers who had organised fundraising activity so far this term:</p> <ul style="list-style-type: none"> <li>• Rob Howarth for organising the first cinema night of the school year. The next cinema night is likely to be after Christmas.</li> <li>• Catherine Radcliffe for co-ordinating the Christmas cards project. An earlier deadline was given by the external organisers this year which meant the artwork had to be completed within a shorter timeframe. Card orders are due to be fulfilled in early November.</li> <li>• Corinne Cunningham for organising the ongoing merchandising - artwork has already been prepared by the children for the tea towels to be sold at the Christmas Bazaar</li> </ul>	
2.	<p><b>Treasurer's Report</b></p> <p>Mark Horley reported money raised from recent fundraising events:</p> <ul style="list-style-type: none"> <li>• Nursery sponsored walk in July raised £229</li> <li>• Cinema Night, September - 54 tickets sold giving a profit of £215.</li> <li>• Abel and Cole vegetable box has doubled the number of subscribers this term. Thanks to Patricia Morse for taking over this very profitable scheme</li> </ul> <p>Mark Horley is now closing off the accounts for the previous school year and requested that any expenses or income from last year be submitted to Mark as soon as possible</p>	
3.	<p><b>Forthcoming events</b></p> <ul style="list-style-type: none"> <li>• <b>LK Bennett Shopping Evening:</b> 5JW have organised this event for 14<sup>th</sup> October. All ticket sales go to PTFA, plus LK Bennett are donating 10% of all sales on the night to the PTFA. Shoppers receive glass of champagne, 10% discount off retail price and a raffle ticket to win an LK Bennett handbag.</li> <li>• <b>Cake Sale Thurs 21st Oct.</b> Run by 3K but everyone to bake and bring along cakes</li> <li>• <b>Call My Bluff Wine Quiz</b> organised by Willow class 11th November. Beth Karas explained that the event is a blind wine and beer tasting with panel of experts (to include Jane Neal and Duncan Roberts). An opportunity for new parents to meet other parents, especially Nursery and Reception. Tasting wines will be on sale with a donation to the PTFA. Tickets for tables of 4 and 8 on sale this Friday 15<sup>th</sup> October plus mini wine tasting in playground after school. Organisers will help to match up people unable to make up a table group. This is a new event for Honeywell but the format has been used in many other settings</li> <li>• <b>New and Used Sportswear Sale</b> run by 6R, 16 November 6.30- 8pm. More details in newsletter</li> <li>• <b>Shopping Evening, Wednesday 24<sup>th</sup> November</b> this will be the third consecutive year this event has been run. Pip Michiels reported that 17 stands have already been sold and the deadline for registering to take a table is 14 October. However it still worth applying after the deadline as some tables may be able to be allocated. The organisers are planning to have a number of new retailers this year. This event is a school event, not a class fundraiser.</li> <li>• <b>Christmas Bazaar, Friday 3<sup>rd</sup> December</b> Polly Edmunds, Bronwyn Fyfe and Jen Athill will be running the event this year and class reps have already been informed of their stall allocation.</li> </ul>	

<p><i>Claire Mickley</i>                      Co-chair                      020 7223 9204  <a href="mailto:claire_mickley@yahoo.co.uk">claire_mickley@yahoo.co.uk</a></p>	<p><i>Jennifer Bath</i>                      Co-chair                      07788 660707  <a href="mailto:jenniferbath@live.com">jenniferbath@live.com</a></p>	<p><i>Meagan Leggett</i>                      Secretary                      020 8673 8826  <a href="mailto:meaganandjon@f2s.com">meaganandjon@f2s.com</a></p>	<p><i>Mark Horley</i>                      Treasurer                      020 7228 2680  <a href="mailto:m_horley@yahoo.co.uk">m_horley@yahoo.co.uk</a></p>
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4.	<p><b>Fundraising through online shopping</b></p> <ul style="list-style-type: none"> <li>• Mark Horley explained that currently the PTFA has two existing on-line fundraising arrangements: with Easy Giving and The Giving Machine, whereby a percentage of the value of on-line orders made with major retailers such as Amazon, John Lewis is donated to the PTFA. To generate the donation, the retailer's site must be accessed by clicking on the link from The PTFA website to Easy Giving/The Giving Machine. So far £197 has been raised on the giving Machine link and £5 from Easy Giving. This will be publicised again with a link from the weekly newsletter.</li> <li>• A link will also be created with Wicked Uncle, a shopping service which helps to select and deliver presents for children. Wicked Uncle will donate £5 for each new person who uses the service and there is no cost to Honeywell. The link to this service will be added to the PTFA website.</li> <li>• To support this year's fundraising priority to revamp the reading areas in all the classrooms, teachers will compile a "books wishlist". Using a donations facility through Amazon, parents and friends can choose to donate a book to the schools from the wishlist at the time of making an Amazon purchase. Booklist and letter to parents from schools will be forthcoming.</li> <li>• It was suggested that parents save EasyGiving and The Giving Machine as favourites on computers.</li> <li>• Mark Horley is setting up a further on-line fundraising link by creating a Just Giving page for the school. This link will facilitate direct anonymous donations to the PTFA. Gift aid is automatically added on to the donation. Honeywell pays a fee of £15 per month for this service and MH proposed the arrangement be set up on a trial basis.</li> </ul>	
5.	<p><b>Class fund-raising events</b> The following events have been organised:</p> <ul style="list-style-type: none"> <li>• <b>Reception cinema afternoon</b> – (all Reception classes), Clapham Picture House, November 12<sup>th</sup>. For Reception children plus siblings.</li> <li>• <b>Cherry class book swap evening</b> (for Cherry class parents/carers)-3<sup>rd</sup> November. £10 entry, everyone donates 2 books. A potential idea for other class fundraisers.</li> <li>•</li> </ul> <p>Mark Horley clarified that we hope to raise £45,000 in total over the year from all PTFA fundraising. This equates to £2000 to be donated to each classroom, but is not a fundraising target for individual classes.</p>	
6.	<p><b>PTFA available each Tuesday morning</b> after drop off in staff room Jen Bath, Claire Mickley and Meagan Leggett are available to discuss PTFA queries, events, etc.</p>	
7.	<p><b>Calendar of Events</b> Dates have now been set for the major PTFA fundraising events for the rest of the school year</p> <ul style="list-style-type: none"> <li>• Quiz Night, Fri 18th March 2011</li> <li>• Promises Auction, Fri 20th May 2011</li> <li>• Summer Fete, Sat 25th June 2011. Claire Mickley will contact Belleville School to ensure there is no clash.</li> <li>• A January Race night is being planned and volunteers are needed to co-ordinate this event.</li> <li>• A June/July event is also planned, ideas welcome.</li> </ul>	
8.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• A question was raised about school dinners and this will be discussed in a separate meeting with the heads/relevant governor</li> <li>• Volunteers for Santa for the Christmas Bazaar are needed – contact Co-chairs.</li> <li>• Times of events will be included in the website/newsletters notices</li> <li>• There was a discussion about methods of circulating weekly newsletter to parents not on email. Weekly newsletter will be put up on notice-boards and events list will be circulated in book bags.</li> </ul>	
9.	<p><b>Date of next meeting – Wednesday, 10th November, 7.30pm, Staff Room</b></p>	

<p><i>Claire Mickley</i> Co-chair 020 7223 9204 <a href="mailto:claire_mickley@yahoo.co.uk">claire_mickley@yahoo.co.uk</a></p>	<p><i>Jennifer Bath</i> Co-chair 07788 660707 <a href="mailto:jenniferbath@live.com">jenniferbath@live.com</a></p>	<p><i>Meagan Leggett</i> Secretary 020 8673 8826 <a href="mailto:meaganandjon@f2s.com">meaganandjon@f2s.com</a></p>	<p><i>Mark Horley</i> Treasurer 020 7228 2680 <a href="mailto:m_horley@yahoo.co.uk">m_horley@yahoo.co.uk</a></p>
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