

# HONEYWELL SCHOOLS

## Parents Teachers and Friends Association

### Minutes of the Honeywell Schools PTFA meeting held on Wednesday 12<sup>th</sup> October 2011

**Attendees:**

Kenza Hagon – Acorn  
Jennifer Athill – Nursery pm  
Sharon Careless – Mango  
Ben Abel – Palm  
Emma Corden – Apple  
Joanne Povack Sayers – Apple  
Jane Davies – Beech  
Delphine Abbott – Willow  
Ros Cohen – Willow  
Lucy Taffs – Papaya  
Alison Abraham – Holly  
Carolyn Bowes – Holly  
Laura Perks – Holly  
Emma Halliwell – 3B

Mariola Escariaza – 3K  
Eugenie Vanoye – 3K  
Anne Denham  
Harriet Everest – 3W  
Susi Dunn – 4J  
Jane McIntosh – 4SE  
Sarah Kingsley – 4SE  
Lara Brotherton – 4W  
Catharine Edwards – 5JW  
Charlotte Mellis – 5W  
Emma Diggory – 6B  
Dyon Clements – 6DQ  
Becky Atkinson – 6R

Pip Michiels – Shopping Evening  
Lisa King – Shopping Evening

Jane Neal – Headteacher  
Duncan Roberts – Headteacher

Jennifer Bath – Co-Chair  
Claire Nicholls – Co-Chair  
Karine Sapin – Treasurer  
Liz Giannopoulos – Governor/ Cover Secretary

1.	Welcome and Thanks	Action
	<p>Jennifer Bath thanked the volunteers who have contributed to events so far this term:</p> <ul style="list-style-type: none"> <li>• Lucy and Jackie for the Car Boot Sale</li> <li>• 6R for Car Boot Sale Refreshments</li> <li>• Catherine Ratcliffe for organizing the Christmas cards</li> <li>• Patricia for her continued organization of Able and Cole</li> <li>• Bronwyn and Alice for the optional school clothing</li> <li>• Liz for helping with newsletter and meeting minutes</li> </ul>	
	<p><b>Treasurer's Report</b></p> <p>Karine Sapin reported money raised from fundraising events so far this term:</p> <ul style="list-style-type: none"> <li>• Car Boot Sale £780</li> <li>• Abel and Cole £380 profit so far</li> <li>• Sale of optional school clothing – non-profit event</li> </ul> <p>Ben Abel has agreed to take over the book-keeping role for the PTFA.</p> <p>The float sheet and expense claim form process will be extended to all events and costs should no longer be taken in cash from the takings</p> <p>Suggestions for ways to spend PTFA funds should be put into the PTFA box in the office. <b>Class Reps were asked to encourage other parents to contribute ideas.</b></p> <p>Parental donations can be made through employers payroll or by cheque made payable to Honeywell PTFA. 25% tax can be claimed in addition to the donation.</p>	<b>All Class Reps</b>
	<p><b>Open Mornings</b></p> <p>The open mornings will be on Thursday 10th and Friday 11th November from 9.30-12.00. Around 20 parents are needed to help show prospective parents around the school and serve refreshments. Training and a pupil escort will be provided.</p>	
	<p><b>Forth-coming Events</b></p> <ul style="list-style-type: none"> <li>• <b>80s disco</b>, this Friday, 14<sup>th</sup> October. Class reps were asked to remind parents to purchase tickets priced at £7. Tickets are on sale in the playground and will also be available on the door. About 65 tickets have been sold so far.</li> <li>• 5W are running the <b>Halloween Cake sale</b> on 21<sup>st</sup> October.</li> <li>• <b>Christmas Cards</b> are being designed in class (in both schools) and order forms will come out to parents on Monday 31st October. Orders need to be returned to the school by 4th November.</li> <li>• Lisa King and Pip Michiels are organizing the <b>Shopping Evening</b> on Wednesday 23rd November. There will be around 25 stalls offering a broad spectrum of gifts from 50p to £100. The price of tables have been increased to £40 this year. Tickets are priced at £5 including a glass of wine.</li> <li>• Sharon Careless, Ann Devlin, Caroline Armstrong and Laurel Lefkow have volunteered to co-ordinate the <b>Christmas Bazaar</b>. Stalls will be allocated to classes soon.</li> </ul>	

<p><i>Claire Nichols</i> Co-chair 07758 634949 <a href="mailto:claire.hollingham@talktalk.net">claire.hollingham@talktalk.net</a></p>	<p><i>Jennifer Bath</i> Co-chair 07788 660707 <a href="mailto:jenniferbath@me.com">jenniferbath@me.com</a></p>	<p><i>Meagan Leggett</i> Secretary 07812 164599 <a href="mailto:meaganandjon@f2s.com">meaganandjon@f2s.com</a></p>	<p><i>Karine Sapin</i> Treasurer 07852 924885 <a href="mailto:karine_sapin@yahoo.com">karine_sapin@yahoo.com</a></p>
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5.	<p><b>Fundraising through Online Shopping</b></p> <p>Donations can be made to the PTFA through The Giving Machine. They have a vast number of companies signed up (eg John Lewis, ebay, Amazon etc) and give a percentage of your purchase to your elected charity when you shop online. <b>Class Reps were asked to remind parents about The Giving Machine.</b> Please note that this was incorrectly referred to as Just Giving in the meeting.</p>	<b>All Class Reps</b>
6.	<p><b>Class Fund-raising events</b></p> <p>Over half the classes have already decided on their fundraising event for this year:</p> <ul style="list-style-type: none"> <li>• Nursery morning – Summer Cake Sale</li> <li>• Beech – Honeywell Moneywell – creating a wishing well for children and adults to throw small change into, last two weeks of Spring Term</li> <li>• Holly/ 4W – 80s Disco</li> <li>• Cherry – Christmas Tree Sale</li> <li>• 3K – Cinema afternoon for Year 3 in early January</li> <li>• 3B – Easter Cake Sale</li> <li>• 3W – Krispy Kreme sale</li> <li>• 4SE – Stocking filler stall at shopping evening</li> <li>• 5W – Halloween Cake Sale</li> <li>• 5G – Valentine Cake Sale</li> <li>• 6R – Refreshments at car boot sale</li> </ul>	
7.	<p><b>Volunteers needed</b></p> <p>Volunteers are needed for the following events:</p> <ul style="list-style-type: none"> <li>• Open Day tours</li> <li>• Christmas Cake Sale</li> <li>• Christmas DJ</li> <li>• Sound and Lighting for all events this year</li> <li>• Summer Fete organiser(s)</li> </ul>	
8.	<p><b>PTFA discussions</b></p> <p>The PTFA are available each Wednesday before pick up in the staff room.</p>	
9.	<p><b>Any other business</b></p> <p>There were no requests for any other business</p>	
10.	<p><b>Date of next meeting</b></p> <p>The next meeting will be on Wednesday 16<sup>th</sup> November at 7.30pm in the staff room (not Wednesday, 30<sup>th</sup> November as previously advertised).</p>	

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