

## 1<sup>st</sup> Honeywell Schools PTFA MEETING Minutes

Tuesday 9<sup>th</sup> October 2018 at 8pm

### At Honeywell School

Present:  
Class Reps.  
PTFA Committee  
Jane Neal  
Duncan Roberts



#### **1. Thank you.**

- Summer Fete Team – Becs Horgan & Jemma Godfrey, Sophie Gordon & Holly Williams (£ 18000) and all the reps that run the stalls and parents that come, as well as both Heads
- Honeywell Tea Towels – Emma Robson & Andrea Mynott (no figures)
- Honeywell Gear Sale – Becs Horgan, Clare Wilson & Minsi Rucker (no figures)
- House T-Shirts (no figures)
- Oddono's Ice Cream Sale – last year's 4M Class (£925)
- Stars & Stripes Store – 3W (£388)
- Summer Cake Sale – 5R (over £500)
- Guess the Lego Bricks – 3K (£158)

#### **2. Reps Responsibilities**

- Thank you to everyone repping this year.
- Reps pack documents:- Reps Help Guide & Procedures, Class Reps Roles, Policy of Acceptable Use of Data for PTFA Volunteers, Reps Fundraising proposal.
- Please start thinking about class fundraisers – and send us the completed fundraising proposal sheet. Could be small or big , fun activities, come to us if you like ideas. So far we have Swedercise and yoga night. Ask parents in your class.
- Cash Process & Expenses Claim forms to be sent out. Forms available on website. Note: We are registered charity, there are certain things that we could be picked up on. For example if we do not have receipts for the expenses, we will be picked up on. When it comes down to counting takings. It needs 3 counts. First two need to be done simultaneously by people running the stall. And Third one done by Lou. It should not be three times by the same person. Everyone is trust worthy. If there is problem with the money, there is no way of protecting oneself. So please please follow the procedures, two of doing the taking. Someone in the school office can collect it and put it in the safe. Or Lou. Do not leave cash in the school Tray.  
(when you are doing your own fundraiser, you need to organise your float with Lou and follow the procedures. This does not apply to the Summer Fete and Xmas Bazaar.

**GDPR:** We have published the PTA policy of using data. For example if you are running a cinema night you will have a list of names and numbers of the children. You

need to be careful, to get rid of it at the end. List of names , and information shared should be password protected.

### **3. Classlist – Thank you to everyone.**

- Classlist to be primary mode of communication.
- Please continue to encourage parents to sign up.
- Parents can choose to share their addresses and telephone number with their class or year group only.
- Please add a picture to your profile.
- No commercial activity or marketing.
- If anyone wants to advertise we can earn a commission from Classlist and also there is the business directory which could be a great resource if we can publicise it effectively.
- Adjust your settings to limit email traffic.

### **4. Privacy Policy**

- We are sending out the newsletter via Mailchimp
- Parents need to be signed up to our privacy policy – can do this via the website and we'll be sending out a reminder to all those parents who have not signed up.
- We will be looking for help from reps to follow up all parents who are not on Classlist and/or the Privacy Policy.

### **5. Honeywell Tough Mummies – Tough Mudder, Clapham Common, Saturday 13<sup>th</sup> Oct**

- 6 Holly Class Mums – Amy Walsh, Becs Horgan, Nicole Falla, Katie Price, Hendo Walsh and Nicola McCarthy
- Sponsorship via BT MyDonate (we will use this one in the future, Gift Aid on)

### **6. Open Day Volunteers**

- Thursday, 8<sup>th</sup> November and Friday, 9<sup>th</sup> November (9-11:45am)
- Please sign up and also ask your class if anyone would like to sign-up. Sign-up sheet going round.
- No specific skills required, all training provided by Jane and Duncan – they provide crib-sheet & an infant and a junior child to help.

### **7. Shopping Evening**

- Thursday, 15<sup>th</sup> November – Lisa King & Minsi Rucker are organising; let them know if you know anyone who might be interested in a stall.
- Details to follow re ticket sales. We have to add fee when selling on classlist.
- Hamptons Boards – deadline to sign-up is Friday, 20<sup>th</sup> October; each board generates £15 for the PTFA. Sign up via newsletter and on our website.

### **8. Christmas Cards**

- Using Chameleon Create again this year.
- Larkin Jago and Nicolle Brooks.
- Letters to parents coming home after half term. This will be a personalised letter with a specific code so that the artwork can be viewed and ordered online.

- Online shopping from 29<sup>th</sup> October to 5<sup>th</sup> November.
- Cards, wrapping paper, gift tags, mugs, teddies, baubles etc
- Friday 23<sup>rd</sup> November – planned date for orders to be distributed to classes.

#### **9. Birthday Calendars**

- Reception, Year 1, Year 2 & Year 6
- Children photographed with their classmates in their birthday month.
- Sponsorship from John Thorogood to cover the production costs.
- Thank you to Emily Travis who has organised the project and arranged the sponsorship. Emily is a professional photographer who is providing her services at a discounted rate and producing the calendars free of charge.
- Reps to sell the calendars to parents in their classes. £10 each. Should be available beginning of December.

#### **10. Christmas Bazaar**

- Dina Shoukry and Angelica Dyer are leading the Bazaar with support from Sarah MacDonald, Giselle Arieu and others.
- Thank you to Carla Galvin for the past 2 years and for handing over such comprehensive precedents and guidance notes.
- Stall assignments will be distributed very soon.
- Policy on Funding Stalls at PTFA Events – note to be sent out.
- Lots of feedback forms are missing – we rely on reps to complete these so please do so this year after the Bazaar.

#### **11. Promises Auction**

- Friday 22 March 2019
- Amanda Thomas and Michal Tadmoor-Hatte leading & co-ordinating. Nicolle Brooks running online auction. Laura Reijnders – parent donations. Sophie Gordon – business donations. Katie Godman organising the evening event.
- Request for promises will be going out soon. Please consider how you can help. We welcome all donations however big or small.
- Auction booklet from last year available.

#### **12. Summer Fete**

- Anna Blomqvist and Carole Ridge (reception parents) have stepped forward to shadow Sophie Gordon and Holly Williams. Thank you

#### **13. Sponsorship & Business Partnerships**

- We have arrangements with Indy Market, Riverford Farms, Kiddiplan & Stikins
- All information is set out in the reps packs.
- Sponsorship from Hamptons – all our major events. Last year 2019.
- Lollipop Sponsorship from Savills.

#### **14. Giving Machine & Matched Funding**

- Please sign up and use the Giving Machine – with Black Friday and Christmas approaching this is such an easy fundraiser.
- Download the Shop & Give app.

- Matched Funding – really important and easy way of increasing donations. Companies that have offered it this year are:- PWC, Hogan Lovells, PNB Paribas. £250 each time!

#### 15. **Sting Magazine**

We are a team of editors and designers.

Please send in the pictures of children overcoming challenges

We will cover potential and what happens next – children at the next stage. What they are up to in secondary.

Also if you would like to advertise do contact us.

MySting – each term there are different children – year 1 and 4 this term. Couple of Fridays, anyone possibly wanted to spend time with kids, teachers, doing interesting projects, spread the word.

#### 16. **Empties Please**

- We are no longer running Bags2School for ethical reasons
- We'd like someone to volunteer to implement a printer cartridge recycling scheme – Empties Please
- Will require initial set-up and marketing and then pretty low-level ongoing management.

#### 17. **Expertise for fundraising**

- We have Tara dale who offered to help with fundraising ideas. Please do let us know if you can help Tara.

#### 18. **Jane and Duncan**

- Spending Proposals for 2018/2019

Jane: we replaced the boards and mats last year, it was a big ticket items. We talked to staff and there lots of bits and pieces that teachers would love.

We would like to replenish bits and pieces that we use. Mud kitchen for Nursery, some bikes and scooters.

KS1 would like Visualizers

Large Globes and Maps

And guided reading books.

Next term is the focus on Science Technology and Maths. We need resources that are going to enhance those. Recordable talking clipboard, Bots. All of this adds up to 20.000

Duncan: Junior playground needs redeveloping. The sports area is brilliant and has transformed sport. Last year we restocked book corners.

On the design on the playground we will consult with you, staff and children.

We need about 50.000, just for the juniors. Aiming to do works over the summer holidays 2019.

**19. Forthcoming events**

- Thursday 18<sup>th</sup> October – Halloween Bake Sale (5B)
- Thursday, 8<sup>th</sup> November – School Open Morning
- Friday, 9<sup>th</sup> November – School Open Morning
- Wednesday, 14<sup>th</sup> November, 7.30pm – 2<sup>nd</sup> PTFA Reps meeting
- Thursday, 15<sup>th</sup> November – Christmas Shopping Evening
- Friday, 7<sup>th</sup> December, 3.30 – 5.30pm – Christmas Bazaar
- Saturday, 8<sup>th</sup> December, morning – Christmas Tree Sale
- Saturday, 22<sup>nd</sup> June 2019 – Summer Fete

**20. Next PTFA meeting: Wednesday, 14<sup>th</sup> November 2018, 7:30pm, Staff Room**