

3rd Honeywell Schools PTFA MEETING

Wednesday 16<sup>th</sup> January at 7.30pm

At Honeywell School



Minutes

Present: Class Reps, PTFA Committee, Jane Neal, Duncan Roberts

1. Thank you

- Christmas Bazaar; Dina Shoukry, Angelica Dyer and team £10,600.00
- Christmas Tree Sale; Lisa King, Annemiek Barents, Catherine Tubbs, Jenn Barton Packer, estate agency Savills and Adam in the school office £ 3,600.00
- Christmas Card Fundraiser; Larkin Jago and Nicolle Brooks (£ TBC )
- Christmas Shopping Evening; Minsi Rucker & Lisa King £2,652.54
- Class Calendars; Emily Travis, John Thorogood & reps (£TBC)
- FlexintheCity – Leyla Paradot & Apple Class £247.00
- Infant Nativity Plays – tea/coffee servers
- Northbrook Wrapping Fundraiser; Larkin Jago (£TBC)
- Design work behind the scenes: Daniel Jackson, Pauline Vannier and Pelin Telyak

2. Christmas Bazaar – Dina Shoukry and Angelica Dyer

- Stall feedback forms – please return to the team if you haven't done so already
- Match Funding – reminder, so far we haven't any confirmed so far and only one in the pipeline. Please could all reps remind parents to check with their HR department about any existing schemes
- Thank you to those who completed the anonymous survey – feedback was very useful and happily mostly positive.

3. Feedback on Events please

- Class Calendars – awaiting money and return of calendars from Palm, Cherry, Apple, Papaya & 6W). Still have calendars left for most classes so please offer a copy to class teachers. Reminder that 100% profit for the PTFA. Suggestion made to extend to more classes which will be considered. All feedback welcome on quality and ordering process. Unfortunately Wisepay will not be possible as a school facility, but there may be an easier way on Classlist with payments made to PayPal. The PTFA will confirm next year. Wisepay payments of Christmas Tree was a trial and a success but we need to reserve Wisepay for larger projects.
- Christmas Cards – agreed that good quality and hugely improved ordering process with Chameleon, communication with parents was good. Feedback on timings was whether we could deliver to parents a week earlier and we will speak to the team and see what can be done but very tight due to half term and it being tricky to get all orders in early enough.
- Christmas Trees – positive feedback on quality and process; use of Wisepay really helped with sales. Suggestions received to possibly distribute the Christmas tree one week earlier for those going away for Christmas holidays. Concern was that

sometimes it means the trees don't last until Christmas, so that was the reasoning behind this date. (You could possibly leave the tree outside in the netting). To be considered.

4. Promises Auction – Michal Tadmoor-Hatte & Team 22.03.2019

Last request for Promises. Please fill in the form on the Honeywell PTFA website. To date Mango Class donated 17 promises out of 11 families. Apple, Willow as well. Please could reps from Year 5 and 6 remind parents as very few pledges so far. Please could Jane and Duncan also ask staff and governors if they also have pledges as those at the last event were very well received.

Moving venue to Brixton to accommodate huge waiting list for tables. Thank you to those who already bought tickets and have agreed to move to the new venue. Suggestion of using Bolingbrook Academy premises as available for rent. The PTFA to look into if not for this year but maybe for next event. The team re

The team expecting about 250 people and the start time will be delayed to 8pm. The auction itself will take the same amount of time and the event will then continue afterwards and close at midnight. To date approximately 75 promises from parents and 50 from businesses, and hoping for more.

There will be 60 live auctions on the night and the online auction will start 2 weeks before the event. The extra tables will be offered first to those on waitlist and then offered to the whole school. There is also a possibility of increasing from tables of 8 people to tables of 10.

5. Yoga Night – Tuesday 29<sup>th</sup> January 7-8pm

- Willow Class fundraiser
- Yoga Class taught by Amanda Denton – local yoga teacher
- Class for all levels
- Tickets available on Classlist or in the playground from reps. £11 each.

6. Going for Gold – Rights Respecting Schools Award – Junior School

- School has achieved Silver and is now going for Gold.
- The Junior School is focussing on 17 Sustainable Development Goals and has asked for PTFA's support to promote these
- What can we do all together? Ideas of Class fundraisers to support these?
- Reduce waste – eg single use plastic, increase healthy options, be informed.

7. Class Fundraisers

- We are still waiting to hear from lots of classes re class fundraisers.
- BT MyDonate page has been set up for donations from leavers as well as for one off donations but unfortunately this service will be discontinued end June 2019 so the PTFA are looking into alternatives.
- Please contact us to let us know if you have any ideas, or need help.
- Contact PTFA Committee first and we will check with heads/school

8. Classlist & Advertising

Honeywell Schools PTFA Registered Charity no. 1087950

- Communication – is it working?  
We were trying to reduce the doubling of information. But sometimes it seems that people still do not read the messages.  
Settings: Maybe when composing the message, make sure you put the important message in the first 3 lines. Then the chance is that even without the opening of the email message, people will go to Classlist and read.  
The most effective way seems to be through the reps. It highlights to us how important your role is.  
We will put together a HOW TO Quick Guide for using Classlist.
- Classlist Advertising – PTFA gets 25% commission where we introduce advertisers  
Please ask parents and governors to let us know if they would be interested in advertising on the site
- Reminder – new parents need to sign up to the PTFA Privacy Policy and Newsletter – via Website and join Classlist

#### 9. Lollipop Funding

- Funding in place until Easter 2020. 50% from parents, 50% from Savills.
- Fundraising will commence in September 2019.
- We rely heavily on commissions being put through Savills and this can't be guaranteed for the future and relies heavily on individual relationships.
- Current team have been on board since funding was dropped in 2012 and we will be looking for successors to take this on.
- If you know if someone is selling or renting, please direct them to Savills and Hamptons. Hamptons will give 10% of sales commission. Please don't forget to mention you are a Honeywell parent.

#### 10. Volunteers Needed

- Christmas Shopping Evening team. Lisa King has been organising for 10 years and the last few years with Minsi Rucker's help and we now need a new team to take over.

#### 11. Appointments for Raffle Return and Bank Signatory

- Appoint Sarah Richardson as officer responsible for signing off Raffles Returns for this year.
- Appoint Rachel Mukherjee as signatory to Honeywell Schools PTFA Bank Account  
Approved!

#### 12. Forthcoming Events & Dates for Diary

- Tuesday 29<sup>th</sup> January, 7-8pm – Yoga Night
- Friday 1<sup>st</sup> February, after school – Krispy Kreme sale
- Weds 6<sup>th</sup> March, 7pm – 4<sup>th</sup> PTFA Meeting
- Thursday 14<sup>th</sup> March, 7-8pm – Swedercise
- Friday 22<sup>nd</sup> March, 7pm – Promises Auction
- Friday 17<sup>th</sup> May – Quiz Night
- Saturday 22<sup>nd</sup> June – Summer Fete

#### 13. Next PTFA Meeting

- Weds 6<sup>th</sup> March, 7pm – 4<sup>th</sup> PTFA Meeting

Updates from heads:

Duncan Roberts: Playground project is moving forward and at quotes stage and will keep the PTFA posted on updates. The school is also looking for someone to produce a mosaic mural.

Jane Neal: Infants have already purchased some visualizers to support STEM subjects learning and looking forward to being to purchase more materials with funds raised this year.

Thank you all.

END