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Honeywell Schools



Honeywell Schools Parents Teachers and Friends  
Association  
(PTFA)  
1<sup>st</sup> Meeting  
Wednesday 11<sup>th</sup> October 2017

Attending

Larkin Jago, Co-Chair of PTFA  
Sarah Richardson Co-chair PTFA  
Lou Kizwini – Treasurer  
Mina Dorontic – Secretary  
Jane Neal, Duncan Roberts - Head Teachers  
Class Representatives  
Monika Jak (Papaya)  
Michal Tadmor-Hatte (Apple/Palm)  
Leatitia Anstee-Parry (Maple)  
Nicolle Brooks (Palm)  
Tara Dale (Maple)  
Gillian Nicheallaigh (5R)  
Saskia Restorick (Papaya)  
Andy Jackson (3W)  
Marie Chewailler (3K)  
Sarah Schutte (3K)  
Annemiek Barents (Mango)  
Pauline Vannier (Holly)  
Laure Sauve (Apple)  
Jeniffer Athill (5JW)  
Lucy Barber (6DG)  
Emma Halliwell (4B)

- Welcome by Larkin Jago , the co chair.

- **Thank you**
  - Summer Fete Team – Becs Horgan & Jemma Godrey, shadowed by Minsi Rucker & Mina Dorontic
  - Honeywell Tea Towels – Emma Robson & Andrea Mynott
  - Honeywell Gear Sale – Becs Horgan, Clare Wilson & Minsi Rucker
  - Movie Night – last year’s Apple Class
  - Oddono’s Ice Cream Sale – last year’s Cherry Class
  
- **Treasurer’s Report**  
 Funds come through class fundraisers and some through the giving Machine.

**PTFA will put a detailed How to – its basically free money for the school. (its between 1-3% of purchase)**

These are the takings since the last meeting. Last term

Giving machine £133  
 Apple movie night £270  
 Ice cream sale £884  
 Summer Fete £ 14210 (including £2500 sponsorship)  
 Honeywell Tea Towels £590  
 Honeywell Gear (Since June £1774) – including the recent sale

Grand Total – there might be some things missing – but this is the total from the beginning of this year.

**£17272.51p**

There is a form you need to request the float - to sign it off, and then two of you count the takings. If you cant hand it over –can put it in the safe. We are constituted body and we submit the accounts - we do need to have an Audit.

Also don’t take your expenses from the takings – but rather submit the expense form (available form the website)

Nathalie Webb (Class rep) suggested that information about the spending should be disseminated back to parents. For people to realise this is the way, and they would take more part.

Larkin explained how accounts work – every term we distribute £1000 per school – and Jane and Duncan would inform us where they spend money., and we discuss together.

£1000 is more used towards general upkeep. Larger sums of money are used for big projects.

Need for the inspiration email from Heads

Last year Jane and Duncan talked about how the funding was cut – PTFA money was nice to have and now its becoming like an essential part of maintain school. Its not as shiny as before.

**Sarah Schutte** – as a Governor - we must be careful – we cant really tell the Heads how to spend the money – they spend the money on how they consider appropriate.

We choose to get involved. It seems there is a significant amount of parents who don't take part actively. We know how things work. There is a lack of knowledge on how significant the cuts are – it is causing huge problems for schools and for Governors.

Corporate Partnerships ?

Lou Kizwini: PTFA objects are all charitable and it allows us to bid for lottery funds and Tesco Fund get use of corporate sponsorship.

Larkin Jago:

- **Open Day Volunteers**
  - Thursday, 9<sup>th</sup> November and Friday, 10<sup>th</sup> November (9-11:45am, TBC)
  - Please sign up and also ask your class if anyone would like to sign-up – Sheet floating around.
  - No specific skills required, all training provided by Jane and Duncan –
  - Year 6 and Year 2 and a parent to take prospective Parents around.
  
- **Shopping Evening**
  - Thursday, 16<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
  - **Hamptons Boards – deadline to sign-up is Friday, 20<sup>th</sup> October; each board generates £15 for the PTFA**

**Specific email will go asking for people to sign up.**

Hamptons is our Main Sponsor for 2<sup>nd</sup> year now – another year left – they are experiencing some cuts, need approval from the central office – so last year suddenly they did 90 (Instead of 120). We are not clear how it will come out this year.

We are extremely grateful for their sponsorship – what they would like is more visibility. They need to see more sales or lettings or valuations coming through from Honeywell. (To justify for their head office)

**If you are thinking of any quires re sales, lettings, and valuation – think Hamptons – we believe people are not aware of that. PTFA gets up to £1500 of sales.**

**We want to keep the relationship.**

### **Jane Neal and Duncan Roberts join the meeting**

Larkin : To back track for Duncan and Jane

Question raised before how PTFA funds used.

Parents might be more motivated – if we had clear sense how funds are used.

We see the big projects – could you please high light how the PTFA money is used.

**Duncan :**

**Last year £23000** was the sports area. Other small bits are used for sporting activities. Entry's to the tournaments.

**This year** we want to focus on the reading. We want children to be more enthusiastic about the reading. As we talked with the Governors – our SAT results are Great. We feel in the Junior school the children don't seem to be enthusiastic about reading – we lost the sense of what reading was about – its purely about pleasure.

we are asking PTFA this year if we could have about £500 per class , plus Library plus SEN.

Total = £6000-£8000

Question Raised - What about donating - works but we rather buy what we need – donating sometimes is not suitable and good quality. Each member of staff will do an audit of their classroom – and speak to children and what books they want to read. Boys and non fiction is a good point. It is whole broadening of the provision.

We have great contacts with guest authors, in short term – its books!

Book club could be sponsored by Waterstones. Like before. It could be something we could peruse. There is a parent who owns a bookshop in Barnes.

**Jane:**

We like to choose to buy what exactly we need.

We need a lot of playground equipment. We do ask parents for donations. But it is also nice to be able to choose. **Last year we spent £500 on Cameras for all teachers, that they can safely take pictures, rather than use their phones.**

Infants use much more consumable things. In the past we have the garden and ICT suit. This year it will be loads of staff that children need.

We would not be able to have resources we have if it wasn't for PTFA, due to big cuts over years.

We will be putting this in writing.

**Lou :** Looking back 5-6 years – to see if there is a trend – is there a bench mark? we need to have targets – some parents don't equate going to summer fete to raise amounts of money – but rather as a chore.

**PTFA** – will look at 5,6 years to see what a target will be. **£80000 last year**, but we will make a reasonable target

- **Bags2School (£500 over two collections)**

- Thursday, 16<sup>th</sup> November – Mary Max is organising
- PTFA is paid according to weight of items
- Accepting all textiles and soft toys; details to follow

Items are shipped away. School is paid based on the weight. We are revisiting this matter, assessing if this is the most ethical way to do it.

- **Christmas Bazaar (08.12.2017 – right after school)**

- Sarah MacDonald, Giselle Arieu and Alice Saywood have stepped forward to help Carla; huge benefit and many thanks.
- Stall assignments will be distributed in the coming weeks.

- **Summer Fete**

- Sophie Gordon Malone and Holly Williams have stepped forward to shadow Becs & Jemma; many thanks. We are grateful.

- **Christmas Cards**

- Using new provider this year, Chameleon Create
- Artwork sent home on Monday of this week (apart from Class 4I); parents have this week to register; all artwork needs to be returned to teacher by this Friday, 13<sup>th</sup> October.
- Invitation to order to be sent out around 25<sup>th</sup> October; ordering period open for one week.
- Final orders distributed via classrooms around 15<sup>th</sup> November.

- Many thanks to class reps for labelling artwork and communicating with parents

- **Christmas Calendars**

Emily Travis – mum from Year 6 – organising calendars for Year 2 and Year 6 – so three for each Year – sponsored by John Thorogood. She is taking all the photos. Emily has been talking to teachers to coordinate the photos. She spoke to Apple, but needs help with Papaya and Cherry.

50% of money raised will go to Year 6 and other 50% will go to PTFA. We are very grateful, since Emily has taken this on board all by herself. Please do help if you can.

- **Riverford Organics**

- Honeywell receives £15 for anyone who tries a box, and a further £15 on their 52nd delivery.
- Visit [www.riverford.co.uk](http://www.riverford.co.uk) to place your first order, using voucher code **SCH1029** to ensure that Honeywell PTFA benefits from your custom!

- **Class communication**

- E-mail should be **primary** mode of communication; Whatsapp, Facebook, etc, supplemental mode of communication
- Class email addresses (please pass them on for future generations – with log in and password)
- Communication from teachers via class reps. **This will be coming from school (teacher), rather than Class Reps.**

- **Forthcoming events**

- Thursday 19<sup>th</sup> October – Halloween Cake Sale (Holly Class)
- Monday, 30<sup>th</sup> October – Halloween Goodies (not cakes) Sale (Palm Class) – there is Box for Donations in front of Music Rooms.
- Thursday, 9<sup>th</sup> November – School Open Morning, **please sign up**
- Friday, 10<sup>th</sup> November – School Open Morning, **please sign up**
- Thursday, 16<sup>th</sup> November – Bags2School
- Thursday, 16<sup>th</sup> November – Christmas Shopping Evening

- **Next PTFA meeting: Wednesday, 15<sup>th</sup> November 2017, 7:30pm, Staff Room**