

2nd Honeywell Schools PTFA MEETING

Wednesday 13th November 2019 at 7.30pm

At Honeywell School



MINUTES

In attendance: Rachel Mukherjee (Chair of Trustees), Hendo Walsh (Trustee), Irene Mahon (PTFA Core Team), Duncan Roberts (Junior Headteacher), Jane Neal (Infant Headteacher) and class reps from all classes except for: Nursery, Apple class, 3C, 3W, 6B, 6K.

1. Thank you

- Tough Mudders – Papaya Class. Total funds raised: £2251
- Lollipop campaign 2019 – Lisa King, Sophie Gordon, Holly Williams, Florence Brocklesbury – new total raised £13300 which includes second hand bike sale proceeds and cash donations
- Christmas Cards team – Larkin Jago, Nicolle Brooks: £900
- Open Day Volunteers – great feedback from prospective parents

COMING UP

2. Christmas Wreath making workshop: Wednesday 4th December 2019, 7.30pm, Dining Hall

- Cherry Class fundraiser: Indra Stehl, Gail Jermyn, Nicky Jackson, Yasmine Whitehead
- Tickets: £45: includes a glass of bubbly or vino & Gail's extraordinary delicious, homemade canapés whilst Indra shows you how to make your very own (grape vine) wreath with lots of natural pine, foliage, mini baubles & dried bits to take home and decorate your hall or door.
- Tickets on sale on Classlist/Events end this week – only 20 tickets on sale, first come first served so hurry up before they are sold out!

3. Shopping Evening: Thursday, 14th November, 7.30pm to 9.30pm, Dining Hall

Team: Nicole Falla and Katie Mountford

- Tickets available on the door and includes glass of wine or Prosecco or gin and tonic. Bar and PTFA stalls card payments only
- Look out for this year's premiere of tea towels 2019, photo calendars, Honeywell Gin

4. Christmas Bazaar: Friday 6th December 2019, 3.30pm to 6pm

Team: Dina Shoukry, Angelica Dyer, Pelin Telyak, Ozlem Kilic

- All stalls allocated
- Tickets going on sale on Wednesday 20th November
- Raffle tickets going into book bags next week
- Launch of HoneyMoney sponsored by Uncommon: £1 denominations. Will be on sale the week of the bazaar and on the day. Any leftover currency can be spent at Uncommon Café and at the Summer Fete. At the Bazaar we will be able to refund any overbought currency in groups of £10s.
- Please be mindful of the policy for Funding Stalls at PTFA Events.
- Please submit expenses by Monday 16th December latest.
- Please submit feedback forms as soon as possible after the bazaar– we rely on reps to complete these..

5. Christmas Tree sale: Saturday 7th December 2019, 10am to 2pm, Infant playground

Team: 5H Joce Daley, Nuria Paredes, Ivana Lazovic, Lisa King

- On sale at the shopping evening and on Classlist after that. Order deadline 29th November. Flyers in schoolbags on Friday

Honeywell Schools PTFA Registered Charity no. 1087950

- Collection or home delivery. Supported by Savills on the day, mulled wine, hot chocolate etc
- Gentleman and a Van donating delivery service
- This year supporting Buy A Tree, Plant A Tree. www.justonetree.life Help ensure our Christmas traditions are sustainable ones!
- www.goldengiving.com/fundraising/honeywellbuyatreeplantatree and plant a new sapling for just £1

6. Photo Birthday Calendars

- Reception, Year 1, Year 2 & Year 6
- Calendars to go on sale at the Shopping Evening – each sale will be checked off against the list of pupils in the class. £10 per calendar. The list of calendar sales will then be handed over to each rep after the shopping evening and class reps to sell the remainders direct to parents in their classes using Classlist. Initially one calendar per child until end of sale. All reps will need to set up sale on Classlist – download step by step instructions from honeywellptfa.org.uk. Reps to chase any parents not on Classlist and only accept cash in exceptional circumstances.
- Please give a sales deadline of Friday November 29th, or store at home, as we need to relieve space in the cellar for Xmas Bazaar preparations.

7. Christmas Cards

- All on track for distribution to classes by 22nd November

8. Honeywell Gear

- We are now selling Honeywell Gear on PTFA e-shop only – thank you to Minsi Rucker and Mina for setting this up. Please help parents who get confused between the basic school PE Kit and PTFA Gear.
- Note: no trousers as generic

9. Class Fundraisers

- Thank you to everyone who has already submitted a proposal this year. We are still hoping for 4 infant classes and 6 more junior classes to give us their ideas. So far we have confirmed: 1 pancake sale, 1 ice cream sale, Burns night, Wreath making evening, Honeywell reusable coffee cups sale. Also tbc fresh flower sale.
- Fun Run event: Palm and Maple classes have come forward to help fund the first ever Honeywell Fun Run event with support from the PTFA committee and based on advice from the Belleville PTFA.
- Remember to use www.honeywellptfa.org.uk to submit your fundraiser proposal form
- Make contact with Hendo (Infants) and Thomas (Juniors)

10. Sting

- Autumn issue theme: “Changes”
- Keep a look out on Classlist for messages from Editorial team and encourage parents to respond: team looking for old photos and stories about changes in children’s lives, Duncan Roberts memories etc
- Also open to for advertising from local or parent businesses
- Please email sting@honeywellptfa.org.uk

11. Other Forthcoming events

- Thursday 23rd January – Burns Night
- Pancake sale 1 – Friday 28th February – Beech Class
- Quiz Night – Friday 1st May

12. Summer Fete Volunteers: Saturday 20th June 2020

- Shamina Ahmed from Palm class has stepped forward to shadow Kat Anna and Anna Blomqvist. We need at least one more volunteer! Please mention to your classes - thank you

13. Sponsorship & Business Partnerships

- Update on sports teams kits – netball Killik, athletics Savills, football Laurus – see this week's newsletters
- Update on high viz jackets Juniors outings – James Pendleton
- Hamptons flyers this week in bookbags outlining the financial benefits to the PTFA if parents use Hamptons estate agents
- The PTFA are looking for sponsorship for bike area upgrades, Year 6 activities, Burns Night costs: any ideas please let us know!

14. Eco activities

- New PTFA policy in place – see honeywellptfa.org.uk/forms/EcoPolicy
- Lots of ideas brewing – please tap into them by emailing Irene at eco@honeywellptfa.org.uk
- Reminder about bringing own water bottles to school events – adults and kids!
- Honeywell hot drink travel cup initiative 5JWn– ongoing sales
- One stop shop for recycling batteries, printers, toners, pens, old electronics – please spread the word

15. Reminder re Giving Machine & Matched Funding and Amazon smile

- Please sign up to Giving Machine and Amazon smile – with Black Friday and Christmas approaching this is such an easy fundraiser
- Matched Funding – really important and easy way of increasing donations. Companies that have offered in last few years are:- PWC, Hogan Lovells, BP, PNB Paribas..

16. Classlist

- Reminder to reps to check messages from PTFA – we won't be using email. Thanks

17. Teachers collections:

Some classes like to organise a collection for teachers and assistants for Christmas but this is totally voluntary, some prefer to do only end of year. If you do the same principle applies as to asking parents for financial donations for stalls – please no recommended or suggested amount, no record of donations to be kept and no obligation to participate. Thank you

18. Infant Nativity Plays:

- Help needed to serve tea, coffees and mince pies after Infant Nativities
- Please email Mina at secretary@honeywellptfa.org.uk if you can help
- Nursery and Reception Tuesday 3rd, 10.30am Wednesday 4th 2pm, Thursday 5th 10.30am – Dining Hall
- Year 1 and year 2: Thursday 12th and Friday 13th December 2pm, St Michael's Church

19. PTFA donations to the school

- The Committee have been able to make donations this term to the schools to cover the following:
 - Junior School: 90 tablets and storage and charging facility to compliment the 30 that they have. This now means that there will be 30 tablets for use by each year group who will share them between the 3 classes.
 - Junior School: 6 Honeywell rain jackets for staff for wet weather play and sports outings
 - Infant school: Update sound system in Infant Hall, update computer hardware for Nursery, create a shade area in Nursery garden, upgrade the hall display boards
- Next big focus for next 2 years will be raising funds for
 - the redevelopment of the garden area
 - maintenance of the playgrounds
 - upgrading the bike and scooter parks,
 - upgrading the IT suite.Some of these we are hoping to get sponsorship for to ease the pressure on main funds raised.

20. Jane and Duncan

- Updates from the heads:

Infants: The defibrillator has arrived and will be set up and kept in the office. In 2017/18 it was agreed that the PTFA would fund the purchase of a defibrillator to have on site in case of emergency. Signage will be put on both sides of the school indicating where it can be found in case of emergency use. Can we used on both adults or children, easy to use.

○

Juniors: happy to announce that the playground is now fully open having past all safety tests. Thanks again to all parents and fundraisers for funding the new playground which the children are really enjoying. Rules on rotas for use to be communicated to all children in Assembly. Reminder that outside school hours parents are responsible for children when using the play area.

○ 90 tablets: not yet confirmed whether they will be iPADS or Chrome – decision will be based on usability and hard wearing both in terms of software and hardware. Hoping to have in place by end of term.

○ Mr Roberts's last PTFA meeting message: Thank you and goodbye to PTFA teams past and present – thank you for many fun events over the years.

21. AOB

- None

Next PTFA Reps meeting: Wednesday, 22nd January 2020, doors 7.15pm, meeting 7:30pm, Staff Room