



GOUDHURST & KILNDOWN

CHURCH OF ENGLAND PRIMARY SCHOOL

Parent, Teacher & Friends Association

CHARITY NUMBER: 1028911

PTFA Monthly Meeting - MINUTES

Date: Monday 11th September 2017
Time: 8pm
Location: The Goudhurst Inn

NEXT PTFA MEETING

AGM

MONDAY 9th OCTOBER

AT THE GOUDHURST INN @ 8PM

(open to anyone who would like to come along and see what the PTFA do!)

Present: Anna Weeks (**AnW**), Vicki Denny (**VD**), Irina Weston (**IW**), Holly Saunders (**HW**), Emily McKay (**EM**), Juliette Widdowson (**JW**), Jo Bowman (**JB**), Charlotte Wilkinson (**CW**), Teresa Steel (**TST**), Ellie Batten (**EB**), Victoria Aldwinckle (**VA**), Anna Twyman (**AT**), Jayne Russell (**JR**), Tom O'Sullivan (**TS**), Lindsay Roberts (**LR**).

Apologies: Ashley Wilson (**AshW**), An Claessens (**AC**), Imogen Barstow (**IB**), Sara Cooper (**SC**), Ruth David (**RD**), Carla Anderson (**CA**).

Agenda

1. Welcome / Apologies: general welcome from **JR** and thanks for all the support from last year. A total of £23,359.27 was raised in 2016-2017 which was the highest amount raised ever. A full break-down of accounts will be published on the PTFA website via **TS**, **oncethey have been finalised**. Thanks was given on behalf of the school for the PTFA efforts over the last year on by **LR**.

JR is stepping down as chair but will kindly remain involved in the committee as Shadow Chair for all historic events throughout this coming year. Every event that ran last year has someone new that has kindly agreed to organize it this year.

2. General update by Chair: General outline of the plan of this year from **JR** and where funds are to be spent after discussions with **LR** and the teaching staff and in line with the (SIP), School Improvement Plan, namely creative play resources for the playground and new playground markings, including a hundred number square and chess board, science trolleys, inspire maths, and accelerated reader program. We will continue to raise money for the pond refurbishment and support Forest School

with new resources. We have just purchased sixteen new dining tables from money raised last year.

3. **Treasurer's Report:** Outline of where funds have been directed over the past year, including 50% funding the science trollies, Inspire Math's, Accelerated Reader Program and other resources, alongside funding socials for the children including Christmas parties, end of year party, the panto and competitions- the full report to go on PTFA website via **TS**.

Discussed other sources of funding, for example other grants available. A bid to Tesco is being applied for by **LR** to possibly enhance money already raised for the pond refurbishment.

A few helpers are needed to clear out the PTFA shed to make room for the old dining tables - **JR** will email a date for this around.

4. **Calendar of Events**

Recent Activity

- **Dragon Boat Racing – 9.9.17** organised by **JW** and Tim Widdowson - a huge success and fun family day. Raised over £600. **JR** thanked **JW** and Tim for organizing such a great day. Many thanks to the Goudhurst Inn for donating pizzas and The Vine for donating beer.
Cost of £340 entry fee was covered this year by £20/rower donation to enter.
Some difficulty giving enough notice for events this early in the year - perhaps next year to be publicised during the summer beforehand, but tricky as people are not keen to sign up at the end of July term.
Excellent social for new and old parents at the school and their families.
- Purchased sixteen *new dining tables* for the hall for £1,744.80 – The old tables will be used at events (the fete, nearly new sales, cake sales, discos etc) - everyone very pleased with purchase.
- *Welcome Year R Parents Coffee* – 8.9.17 - this was a successful event, well-attended and sociable for many new families.

Coming up in 2017/2018

- *Tile painting* – **CW** will kindly organise this with **TST**
- *Wine & Food Fair* – **VA** is kindly organising this - date postponed from 23.9.17 due to lack of run-up time. New date being considered in Feb/March with possible Valentine's theme.
- *Cake Sales* – see attached timetable - only change to this (due to Y5 being away) is first Y5 sale now on 22.9.17, and first Y6 sale on 29.9.17.
Class reps to forward dates to class lists.
LR asked **class reps** to inform parents donating cakes of the need to collect tins/plates and for class reps to take all of these after the sale and re-unit with the owners.
Class reps to ask class teachers what they would like to spend proceeds of cake sales on - the first two sales donate directly to the class, ice-cream sales go towards whole school end of year party.
There is no float for these events hence organisers need to bring a tin for donations.

Change in format for collection of cash from these sales: now two people must count money and fill out a cashing up sheet, then leave in the office with Chris Vincent to be put in the safe for TS to collect.

- *Harvest Festival: Wednesday 22.9.17*. Donations of non-fresh food will need to be taken into school and left in foyer or your child's classroom on Tuesday 21.9.17 in the morning. **Class reps** to email classes and it will also go on the newsletter. Volunteers to take food down to Church on Wednesday morning for display with 2 x tablecloths from loft: **EM, JB, EB, VA, VD**.
- *Buddy Magician* – already booked for Thursday 19.10.17 @ 2pm. **JR** to forward on magician number to **AT** for use next year please.
- *Bonfire Children's social* - Thursday 2.10.17 - agreed to do a disco as this is most popular with children. Will need 2-3 helpers from each class. **JR** to check whether disco man free - or please send on number to **AT** and I will do this. Kat Woodcock organizes discos.
- *Fireworks fundraiser / display* – agreed not to hold this this year due to number of other events. To consider again next year but lots of lead time needed.
- *Film Creche for parents evening* – Tuesday 14.11.17 (3.30-6.30) & Thursday 16.11.17 (4.30–7.30). **EB** will kindly organise.
- *Indoor boot fair* – two dates to be agreed - likely in October and Feb/March. **AshW** in charge and will kindly confirm dates.
- *Kalmora Spa Evenings* - **RD** kindly arranges usually two events per year
- *Non-uniform days* to be held on 20.10.17 (chocolate to be donated to bazaar) and on 3.11.17 (toys to be brought in for hook a bag) - kindly overseen by **AshW**. **EB** has bags for this.
- *Sweet Jar competition* – adults competition as well this year - need lots of jars for stall as apparently ran short last year - very popular! Entries to be brought back by Friday 10.11.17 for judging - **AshW**
- *Dragons Den for the Bazaar* – presentation to Y6 on Thursday 19.10.17 then Y6 presentation to dragons after half term. Money raised by Y6 stalls held for their leavers' day. **AshW** to kindly coordinate. NB: point raised that no Y6 parent should judge this. **VA** put forward to judge with **LR**.
- *Christmas Tree fundraiser* – Date to be booked for Friday 1st December for delivery if possible. We need to sell 30 trees for supplier to deliver. **JB kindly** coordinating.
- *Village Late Night Shopping* – Friday 24.11.17 4-9pm. Need for very many sweet jars as the event lasts for 5 hours!!! **AshW**
- *Christmas Bazaar* – to be held on Saturday 25.11.17 2-4pm – to be coordinated by **AshW** and a working party: **EM, CW, JW, AnW, VD, TS, EB, VA, and HS** kindly volunteered. A meeting will be coordinated to arrange this by **JR**.
- *Community Nativity Lunch* – Tuesday 12.12.17. Kindly coordinated by **EB**.
- *Whole School Christmas Lunch* – Wednesday 13.12.17 – **EB**. Father Christmas needs to be approached to check he will attend - **JR** to action.

- *Pantomime* – Monday 18.12.17. £1500 funded by the PTFA..
- *KS1 Christmas Party* – Tuesday 19.12.17 – **EB & JR** will kindly coordinate. Agreed on books as presents. **JR** and **EB** will wrap books. Will need 2-3 helpers per classroom for this event, (no more).
- *10k Run* – provisional date of 8.4.18 but this is in the middle of the Easter holidays so a new date being discussed. **TS** will liaise and confirm this with Risebridge.
- *Quiz night* – provisionally intended for February 2018. Keen not to clash this with the Food & Wine Fair so maybe one or the other event?!. **TS** to kindly coordinate.
- *Cress Heads* - to be done instead of Pumpkins/sunflowers - over spring half term. **CW**.
- *Grow a Pound* – over Easter 2018 – **IW** to kindly coordinate.
- *Eco Kids Collection* – Laura Bellhouse will arrange dates. **EB** queried whether we could do specific collections to support other amenities e.g. women's refuge. Dates tbc.
- *Film Creche* - Tuesday 6.3.18 (3.30-6.30) & Thursday 8.3.18 (4.30–7.30) – **EB**.
- *Mother's Day Flowers* – Friday 9.3.18- **JB** to kindly coordinate.
- *Easter Chocolate* to be handed out at the Easter service – 22.3.18 – **AT**
- *Art Council evening bar* – 28.3.18 – **AnW** will kindly organise.
- *May Ball* – May 2018 with date tbc by London Beach Hotel. 84 people came out of a possible 100 last year. Possibility of parents put off last year by black tie - dress code to be discussed nearer the time. **EM** to arrange with working party tbc.
- *Father's Day Chocolate* – Friday 15.6.18 - **JB** to coordinate.
- *Non-Uniform Days* for the Fete stalls – **VA** plus fete working party.
- *Village Fete* – June 2018 – We are in Chair this year so potential more profits from BBQ but lots of extra work/organising with other three charities. **VA** to coordinate + working party.
- *Dads' Cricket* – June 2018 - Matt Tatnell – also needs someone to organize & run BBQ ? Rob Twyman
- *Tennis Stack* – June 2018 - Laura Bellhouse
- *Class Photos* – July 2018 - Ali Tuson - need to ask her whether she'd be happy to do this again.
- *Sports Day BBQ* and set up field at 7.00 – Friday 13.7.18 - older ex pupils employed to help at event plus parents from KS1 help during KS2 races and vice versa, so parents are free to enjoy watching their children. Sarah and Richard Tennant will kindly coordinate BBQ.
- *End of year party* – possibly Tuesday 17.7.18. Will need committee to run this. Balloon lady is apparently a must to be included. Ice cream sales to towards this.

- *Second hand school uniform* – **AC + SC** will kindly take on sorting this out, swapping summer/winter uniform and labelling boxes.
- *Recycling in school foyer* - used batteries to be deposited until December for KCC vouchers cash-back scheme. Laura Bellhouse to kindly manage.

5. Other Business

- *Match funding* - some corporate workplaces offer match funding for specific events. **Class reps** to include this on an email to see whether anyone could do this through their work.
- *Gift aid* – TS to look into this again, but discussed it is a lot of admin.
- *Easy fundraising / micro-scooters etc* - **EK** will kindly promote this.
- **VA** and **AshW** to alternate *chairing* the next meetings
- *PTFA September Introduction Newsletter* to be done - **VA** with **JR**
- **VA** and **TS** to ensure *PTFA UK subscription* is paid and that insurance up-to-date.
- **VA** will take *PTFA magazine* and apply for relevant offers/give-aways.
- Any other *new fundraising ideas* to be emailed to **AshW** and **VA**.
- Some *other ideas* mentioned: Fashion show? Matchbox challenge? Family photo day? School lottery? NB: Need to ensure insurance adequate to cover any intended event.
- *Managing cash from events*: **JR** outlined new system agreed new system to manage cash in line with national PTFA guidelines. Two unrelated people should total event cash and record amount. **TS** raised difficulties with current system of cheques requiring two signatories - internet banking may be better, but needs to have safeguarding in place before this happens. He will kindly discuss with the bank.
- *Class emails*: a few disgruntled parents have complained apparently about receiving business promotions etc via class emails. Class reps to please remind classes that these are for school/PTFA event info only.
Class reps to consider sending emails out using BCC/blind carbon copy of class email addresses for information governance purposes.

AOB – Any positives/negatives/problems – please let us know xx
NEXT PTFA MEETING AGM – MONDAY 9th OCTOBER
(always the 2nd Monday of the month, unless in holidays or need to hold it earlier because of an event)