

Havannah First School
Parent Teacher and Friends Association
Registered Charity No. 1088842

Date: 13 February 2025

Time: 5pm - 5.50pm

Location: Havannah First School, Headteacher Office

Chairperson: Kev Foster

Minutes Taken By: Sarah Maluila-Tyler (Secretary)

1. Welcome & Apologies

- **Attendees:** Kev Foster (Chair), Sarah Maluila-Tyler (Secretary), Carolyn Onions (Treasurer), Helen Mckenna (HFS Headteacher & Trustee)
 - **Apologies:** None
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ORDINARY BUSINESS

2. Review & Approval of Previous Minutes

- **Minutes from Last Meeting:** To be drafted from November 2024
 - **Arising Matters: Action Points from Last Meeting:** None
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3. Recent & Upcoming Events

Agreement to where possible keep things simple whilst we rebuild.

Dates for this years events:

- **Easter Hamper Raffle:** Each class to be given a colour. Donations must match the colour given to create a hamper. Non uniform day to be arranged for donations. Carolyn suggested Whoopsy day where children come into school as if they are not quite ready eg part pjs, hair not quite done. Consensus was that this would be different and add

some fun. Date for non uniform to be agreed with school. Communication to be drafted. Hamper to be pulled together.

- Summer Fair: Friday 11th July 330pm -6pm Outside. Stagger start times of activities and give parents/carers time to arrive. Pizza Stall to be asked to set up again.
 - Sponsored Bounce: Date to be agreed in advance and bouncy castles secured asap
 - Christmas Fair: Friday 5th December 330pm -5pm
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4. Fundraising & Spending Priorities

- **New Requests from the School:**

Discussed having the big goal to galvanize the school community.

Helen to go request ideas from teachers

- **Ongoing PTFA Contributions:**

Communicate to parents/carers list of ongoing contributions and planned contributions

- **Future Goals & Wishlist:**

Outdoor learning

Resilience Training

5. Volunteer & Parent Engagement

Committee & Volunteer Roles:

Agreed to recruit more committee members to help ease burden and increase the decision making.

Recruitment & Communication:

Parent News: Update to parents on what PTFA spent money on, what we have this year and survey. These communications should go out before half term. Create a simple framework for PTFA Member meetings. Survey to include topics for how parents/carers can support school, get ideas for spending and big ideas we can work towards over a longer period of time.

Social Media: Agreed to close PTFA X Account and communicate via the HFS Instagram account for the immediate future. Sarah suggested we add a PTFA highlight to group our communications.

Feedback: None

6. Special Business

None

7. AOB (Any Other Business)

- Website:

Minutes to be uploaded into PTFA section

Look at how we use this in future.

8. Actions & Next Steps



Key Actions Agreed:

1. Draft Survey – Assigned to: Sarah MT – Due by: Monday 16 February
2. Draft Newsletter – Assigned to: Sarah MT – Due by: Monday 16 February
3. List of areas PTFA pay for to add to newsletter - Assigned to: Helen Mckenna – Due by: Tuesday 18 February
4. The big goal ideas from teachers Assigned to: Helen Mckenna – Due by:Next meeting
5. Close X Account Assigned to: Carolyn Onions– Due by:Next meeting



Next Meeting Date & Time: To be agreed



Meeting Adjourned at: 5:50pm