

FRIENDS OF HERONSGATE

MEETING MINUTES

Wednesday 14th June 2023 at 5.30pm - 6.30pm

Mrs Edwards Office - Heronsgate

Head: Mrs Jane Edwards
Chair - Lina Qawasmi
Vice Chair - Mariann Gacsi
Treasurer - Caroline Gregory
Secretary – Venessa Shepherd
Wendy Saidi
Valeria Dzopko
7 people in attendance

Item	Decision	Action
1.	<p>Welcome and Apologies</p> <p>Lina welcomed everyone to the meeting and mentioned this would be the last meeting before the end of term.</p> <p>Apologies were given on behalf of Sara Attard.</p>	
2.	<p>Minutes of the last meeting</p> <p>Venessa asked if she could load the agenda and minutes onto our FoH Facebook page. This something she used to do when at Heronshaw PTA to up the profile of the PTA, It's a good way for parents to get details of when the next meetings will be, and read about all the things the PTA are doing.</p> <p>Everyone agreed this is a good idea.</p> <p>Mrs Edwards is also happy to advertise the PTA on the school newsletter.</p>	<p>VS</p> <p>JE</p>
3.	<p>Matters Arising from previous meeting</p> <ul style="list-style-type: none"> <p>Ice Lollies - Wednesday 21.06.2023</p> <p>Mrs Edwards will give Caroline the actual number of children (392 pupils). The freezer needs to be near a window so that it can be plugged in. Also scissors are needed on the day.</p> <p>Venessa, Valeria, Lina and Mrs Edwards volunteered to help. (Unfortunately Venessa cannot help on this date as she is at work attending a Mandatory Safeguarding course)</p> <p>Venessa - apologies given on Whatsapp group - 15.06.2023</p> <p>50p per lolly - tbc. Get the lollies then see what to sell them for. Caroline will get 500 lollies from Tesco and get a float for Tuesday 20.06.2023.</p> 	<p>VD/LQ</p> <p>JE</p> <p>CG</p>

<p>Matters Arising from previous meeting - continued</p>	
<p>Mrs Edwards mentioned that Mr Paine would be able to help move the freezer into position.</p>	<p>Mr Paine</p>
<p>Any leftover lollies could be sold at the Prom.</p>	
<ul style="list-style-type: none"> • Uniform Sale - Thursday - 08.06.2023 	
<p>This was really successful, and we made £207.80.</p>	
<ul style="list-style-type: none"> • Break the rules day - Friday - 16.06.2023 	
<p>Some children have bought tickets for the auction. Around £150/160 so far.</p>	
<p>Venessa suggested that we give ourselves at least a week between events for collating information. As we have less volunteers, we need more time!</p>	
<ul style="list-style-type: none"> • New Starters Parents Evening - Thursday - 06.07.2023 	
<p>Mrs Edwards confirmed there will be a table for FoH for parents to sign up after meeting if they wish to do so.</p>	
<p>Venessa and Lina will be representing FoH and should wear FoH tabards on the evening to be easily identifiable.</p>	<p>LQ/VS</p>
<p>They should arrive at school for 6pm.</p>	
<p>Venessa to email Natalie PowerPoint slides that Lina will present, to incorporate these into the school New Starter presentation.</p>	<p>VS</p>
<ul style="list-style-type: none"> • Community Day - Monday - 17.07.2023 followed by Summer Tombola Draw and Book Sale at 3.30pm 	
<p>Volunteers should arrive for the community day at 2.30pm. Caroline and Lina have volunteered but we need more volunteers.</p>	<p>CG/LQ</p>
<p>Mrs Edwards will speak to staff - Mrs Dimmock could be a good starting point for volunteers or the school council could help. However, we would need to get permission slips as they would be here after 3.20pm.</p>	<p>JE</p>
<p>Lina has some prizes for the tombola. She has offered to donate meals from her café Esquires. Amazon voucher, £10 hamper. She will also ask for donations from various companies, like Climbquest and Volcano Falls Adventure Golf, Xscape</p>	<p>LQ</p>
<p>Once the Rules day is done we need to get the tombola sorted. Mrs Edwards will ask staff for contributions to a Summer hamper.</p>	<p>JE</p>
<p>Mariann will sent out an email for parent to bring in donations.</p>	<p>MG</p>

	<p>Matters Arising from previous meeting - continued</p> <ul style="list-style-type: none"> <p>Summer Disco - Wednesday - 19.07.2023 Lina will purchase everything needed for this, 10 days before.</p> <p>Mariann will chase up Caterlink re, food supplies.</p> <p>We need to order bags for sweetcones. Lina has checked the drinks in the shed and also will sort out helium balloons for the Prom table.</p> <p>Year 6 Prom - Wednesday - 19.07.2023 Mrs Edwards will check re, slide show of the children.</p> <p>Valeria volunteered to set up a balloon arch 'Selfie Zone' so the children take photos with their friends. She will let Caroline know how much the balloon kit costs. Theme colour of blue and gold for the balloons.</p> <p>Valeria will also get the £10 Amazon voucher, keep the receipt and Caroline will refund her the money.</p> <p>Lina will get a blue and white cake from Costco - vanilla flavour, with Class of 2023 on. This should be bought a week before Prom.</p> <p>Graduation Day - Wednesday - 19.07.2023 - 1.30pm Volunteers are needed to hand out the mugs, this need to not be the parents of leavers so they can enjoy the event.</p> <p>Mugs will include those that have left the school already. 4 pupils have left.</p> <p>Summer Fayre - 2024 To be discussed at next meeting.</p> 	<p>LQ</p> <p>MG</p> <p>LQ</p> <p>JE</p> <p>VD</p> <p>CG</p> <p>LQ</p> <p>ALL</p>
4.	<p>Bookshop Trip - donation for buying books</p> <ul style="list-style-type: none"> <p>A £50 donation will be given from FoH. Mr Rowlands will take 6 children to a bookshop at the end of the year.</p> <p>Wendy gave the money to Mrs Edwards. Caroline will reimburse Wendy the £50.</p> 	CG
5.	<p>Chairs Report</p> <p>No report given.</p>	
6.	<p>Treasurer's Report</p> <p>No change since last meeting.</p>	

7.	<p>Fundraising for 2023/2024</p> <ul style="list-style-type: none"> • Railings for the Stage Mrs Edwards mentioned that there are currently no railings around the stage, this would make it safer for children doing physical activities on the stage. <p>She would like the PTA to get a quote to see how much something like this would cost.</p>	LQ
8.	<p>Any other business</p> <p>None.</p>	
9.	<p>Date of Next Meeting</p> <ul style="list-style-type: none"> • To be communicated on WhatsApp group, after Summer term. 	LQ