

**St Albans
HSA Meeting
Wednesday 12th November 2014**

1) Present

Mrs Brindley (meeting chair), Mrs West, Mrs Coveney, Mrs Harris, Mr West, Mrs White, Mrs Benfield, Mrs Robertson (minutes).

2) Apologies

Mrs Charlesworth, Mrs Arthur-Worksop, Mrs Colston, Mrs Smith, Mrs Nokes, Mrs Taylor

3) Matters Arising

Action 1	Mrs Robertson completing – will forward to Mrs Mann
Action 2	Complete. New charcoal BBQ to be ordered in due course
Action 3	Complete
Action 4	Chairs report required from Mrs Ringrose
Action 5	HSA not proceeding
Action 6	Complete
Action 7	Complete
Action 8	complete
Action 9	Complete
Action 10	Complete
Action 11	Boxes required for Christmas fair sorting. Ask Mrs Mann to send a text
Action 12	Confirmed Santa and Elf
Action 13	Mrs Hordell has confirmed HSA may run a spring evening event, instead of film night, no disco though. Agreed a note into next newsletter asking for views and ideas as may be better to stay with film night as children like it.
Action 14	Complete, although no jars to be used that have stored nut products
Action 15	AGM date to be obtained from Mrs Mann
Action 16	Complete
Action 17	Complete
Action 18	Complete

New Actions

- Action 1** **Mrs West to obtain chairs report from Mrs Ringrose for AGM**
Action 2 **Newsletter note asking for views on evening event instead of film night**

4) School Link

Mrs Hordell has asked that Mrs Mann be invited to attend the end of each HSA meeting to answer any questions and take any relevant actions away. Agreed. A note will be made during the meeting of any questions which will then be put to Mrs Mann when she joins the meeting. The minutes will show the questions separately at the end.

5) Reviews

Film Night

£157.55 was raised. Event went well although it was noted there was a problem with a number of KS2 children using mobile phones throughout. It was dealt with on the evening but a strong notice to go out for next film night and a reminder at the next film.

Cake Sale

£113.66 was raised. Thanks to all those that donated and helped

Harvest Festival

The arrangement looked amazing – thanks to all those that donated and helped with setting up. Tea and coffee was not served after the harvest festival service – should it be?

Calendar

Photo shoot went well. Thanks to all volunteers who helped.

Family Photo Shoot

£5 raised. Poor attendance with only one family attending. It was agreed that it was too soon after the start of term, not enough advertising and no detail of what the fee included. Actual photo shoot was really good, excellent value for money as 30 prints on a disc for £55. Agreed to run another photo shoot in the spring with better advertising.

Jolly Jam Jars

JJJ day is 28th November with children able to attend school in their own clothes if they provide a jam jar filled with treats/toys. No sharps, nuts etc or jars which previously contained nut products. AW offered to collect jam jars at KS1 gate and JB husband to collect jars at KS2. Mrs Harris offered to provide crates for collection and storage of jars.

Action 3 Mrs Harris to provide crates for 28th November

6) Current Activities

Tea Towels

All complete, delivery expected by 20th November

Calendars

All complete, delivery date not known

Christmas Cards

All complete

Christmas Fair

Christmas Fair 4th December. Mrs Mann to confirm dates for sorting and to send a text asking for donations. Mrs Taylor (Y2) to be asked to if she would organise the chocolates again.

Action 4 Mrs Taylor (Y2) to be asked if she will organise chocolates.

Christmas Jumper Day

Are the school supporting this date on 12th December and allowing children to wear Christmas jumpers over their uniform. Mrs Mann to confirm.

KS2 Concert

JB confirmed she would do the raffle and would ask Mrs Smith if she would organise refreshments with her.

Action 5 Mrs Benfield to ask Mrs Smith to help with refreshments

KS1 Nativity

Can there be refreshments in the hall after the nativity?

7) HSA Spending

£100 has been spent on additional waterproof clothing for Year R. Feedback received that it has made a huge difference and much appreciated.

£50 per class has been proposed for each class to choose extra 'wet play' games. Agreed.

Mrs Mogridge will be submitting a proposal seeking funding for an IT purchase.

Mrs Hordell to submit a proposal to the HSA to request this years funding to be used for trailblazing

Action 6 Mrs Hordell to provide a proposal seeking trailblazing funding for HSA 2014-15 contribution

£200 request received to purchase camel costumes for KS1 nativity. Agreed.

8) Any Other Business

None noted

8) School Link

Mrs Mann joined the meeting and the following questions were asked and answered:

Q1 If minutes are provided within 7 days could they be put on the website within 3 days
Yes

- Q2 Could a text be sent to all parents advising minutes are available on the website
Yes
- Q3 Can the HSA contribute to the cost of the texts ?
No need as a flat rate is paid
- Q4 Could a text be sent out asking for large boxes for the Christmas fair sorting
Action 7 Mrs Mann to send a text asking for large packing boxes
- Q5 Sorting dates for the Christmas fair required
Action 8 Mrs Mann to advise sorting dates
- Q6 Could a text be sent out asking for Christmas fair donations
Action 9 Mrs Mann to send date asking for donations
- Q7 AGM date
3rd December 9am
- Q8 Can an instruction be issued about mobile phones at film night
Yes
- Q9 Can the HSA have a small blog in the general newsletters
Yes
- Q10 Can children wear Christmas jumpers on the 12th December
Yes
- Q11 Can children wear Christmas hats on the day of the Christmas lunch?
Yes
- Q12 Could tea, coffee and cake be offered in the hall after the harvest festival next year?
Action 10 Mrs Mann to confirm refreshments in hall after harvest festival
- Q13 Could tea, coffee and cake be offered in the hall after the nativity?
Yes
- Q14 If yes to Q13, can a text be sent asking for cake and mince pie donations?
Yes
- Q15 Would it be possible to have a photo of Year R in the new wet weather clothing
Action 11 Mrs Mann to confirm if a photo can be provided

10) Future Meeting Dates

Thursday 22 January – 2.30pm
Wednesday 11 March – 2.30pm
Wednesday 17 June – 9.00am

Summary Action Table

Number	Action
1	Mrs West to obtain chairs report from Mrs Ringrose for AGM
2	Newsletter note asking for views on evening event instead of film night
3	Mrs Harris to provide crates for JJJ day on 28 th November
4	Mrs Taylor (Y2) to be asked if she will organise Christmas chocolates
5	Mrs Benfield to ask Mrs Smith to help with refreshments for KS2 concert
6	Mrs Hordell provide trailblazing proposal for HSA funding contribution
7	Mrs Mann to send a text asking for large packing boxes for Christmas fair
8	Mrs Mann to advise Christmas fair sorting dates
9	Mrs Mann to send date asking for Christmas fair donations
10	Mrs Mann to confirm if refreshments permitted in hall after harvest festival
11	Mrs Mann to confirm if Year R wet weather clothing photo can be provided