

HSA Minutes
Wednesday 17th September 2014

Attendees: Jackie Symmonds, Tracey Smith, Karen West, Vicky Brindley (meeting chair), Sue Gannon, Angelina Saunderson, Sarah Charlesworth, Jayne Benfield, Emma Robertson (minutes)

Apologies: Sarah Taylor, Monica Crawley, Barbie Lloyd, Elspeth Ringrose, Karen Harrison, Andy West, Vee Taylor, Valerie Nokes

HSA Officers

Vicky confirmed that she would be chairing the meeting and that Elspeth Ringrose, Jackie Symmonds and Valerie Nokes were standing down as Chair, Vice-Chair and Treasurer. Vicky confirmed thanks on behalf of the HSA for all their commitment and hard work. Until the AGM, Karen West would be acting chair. Vice-chair position is vacant. A Treasurer is required although a Grandparent may have been identified to help in the interim. **ACTION 1: Next HSA newsletter to ask for volunteers for HSA roles.**

Matters Arising

Correction in the last minutes – the minutes should state thanks to Andy West for setting up the gazebos at the summer fair.

Action 1: Jackie confirmed Mrs Hordell said a new BBQ can be stored in the shed and a charcoal one would be the preference rather than gas. Karen confirmed she would purchase a new charcoal BBQ and arrange disposal of the old one. **ACTION 2: Karen West purchase new BBQ on behalf of the HSA and arrange for disposal of the old one**

Action 2: Vicky confirmed evening drinks stall at the open evening went well

Action 3: Emma has emailed proposed 2014-15 meeting dates to Mrs Mann

Action 4: Agenda item

Action 5: Complete

Action 6: Jackie confirmed Mrs Hordell had arranged family photo shoot for 27th September

Action 7: Emma confirmed Sarah Taylor had said she would do the Christmas cards again but would appreciate help with sorting the order on 15th October. Karen confirmed she would help. **ACTION 3: Karen West to help Sarah Taylor with Christmas card order**

Action 8: Elspeth to prepare the chairs report for the AGM. **ACTION 4: Elspeth to prepare chairs report for the AGM**

Action 9: HSA Officers item addresses this with action 1 above

Action 10: Accounts being audited by Mr Richardson

Action 11: Complete

Action 12 and 13: Jackie to liaise with Mrs Mann about ink cartridge recycling and report back to HSA **ACTION 5: Jackie speak to Mrs Mann about recycling ink cartridges**

Tea and Tissues Review

The following was discussed:

An HSA introduction is required at the beginning of the event

Suggested that all parents wait in one area then move into the meeting area

One person to lead the event so no confusion

Notices placed in the reception class areas worked well

Suggested HSA members to be by the reception gate next year to welcome new parents

Use the hall rather than the library

Reminder text about the event to be sent the day before

2014-15 Schedule of Events

Family Photoshoot (27th September): Attached schedule discussed and roles allocated and noted. Photographer needs to show appropriate insurance certificate prior to photo shoot on 27th September. Leaflets had not gone into book bags to promote the event. **ACTION 6: Karen to liaise with the photographer and ask the office to put leaflets into bags.**

Harvest Festival Set-Up (2nd October): Tracey confirmed she would be happy to set up and asked for volunteers to help. Required 2:30pm Thursday 2nd October. **ACTION 7: Volunteers required to help with Harvest Festival set up**

Calendar (6th October): The outside natural shots had better feedback and should be done again this year, weather permitting. Karen and Jackie confirmed they would run the session. **ACTION 8: Jackie and Karen to run the calendar shoot**

Film Night (10th October): Jackie to lead this event and confirmed the film as 'Frozen' and that Elspeth has ordered the licence. Sarah confirmed she would do the tickets, Jackie the snack bags, Jackie/Tracy/Karen to set up and Martin/Paul to run the film and equipment. There was some discussion around DBS checks and compliance with child safety guidelines and it was agreed that all helpers are aware of appropriate behaviour expected. Vicky to raise with Mrs Hordell. **ACTION 9: Vicky to raise child safety guidance with Mrs Hordell**

Cake Sale (24th October): Vicky Brindley offered to lead. Mrs Mann to be asked to text parents in plenty of time to remind them to bring cakes and ask for no Halloween themed cakes. Also a poster to be placed on the gate. **ACTION 10: Vicky speak to Mrs Mann and ask for text to be sent and place poster at the gates**

KS2 Concert Raffle (11th December): Tracey confirmed she would lead on the prizes and Jayne the tickets

Christmas Fair (4th December). Jackie to lead on the sorting days and Emma/Jackie/Karen the actual fair day itself. Jackie confirmed she would identify a process for the sorting days to ensure there are enough helpers on each day and the process easy to follow. New boxes are required – a text to go out to ask if anyone is able to donate large boxes to the school. **ACTION 11: Jackie to ask Mrs Mann to send a text asking if anyone able to provide boxes**

A Santa and elf are required. Jayne to confirm Santa and elf. Chocolates to be purchased by Vee Taylor but they need to be sorted/packed on a separate day to the sorting to avoid too many people in the hall. **ACTION 12: Jayne confirm Santa and elf**

Evening Event: The evening HSA members had said they would like to run a party of some sort for the children but Mrs Hordell considered it was too much in the Christmas term. Mrs Hordell to be asked if another time of year would be appropriate. Possibly a spring date. **ACTION 13: Emma to ask Mrs Hordell about a spring evening event**

Jolly Jam Jar (28th November): Karen confirmed she would collect jars for KS1 and Jayne confirmed Mr Benfield would collect jars for KS2. A reminder there must be no sharps in the jars and that any food allergies should be taken into consideration so no nuts/dairy. Any loose sweets to have the ingredients or labelling from the packet inserted into the jar if possible. **ACTION 14: Vicky to ask Mrs Mann for a list of items that cannot be included in the jars**

Christmas Cards: Sarah Taylor has confirmed she will be happy to organise again and Karen has offered to help with sorting the order.

Tea Towels: Emma confirmed the pack has been received and instructions will go out to classes. Karen confirmed she is happy to help with reception drawings if required.

HSA Newsletter

This is being reviewed and will be given to Mrs Hordell to approve before being sent out

HSA Purchases

Charcoal BBQ has been approved for purchase (See action 2 above)

Creche Volunteers

Lindy from Y3 is organising the crèche this year and has asked for helpers to cover assemblies. Sarah Charlesworth offered to help.

HSA AGM

Date in October to be agreed. Vicky will open the meeting and Karen as acting chair will chair the meeting. Agenda to be circulated in due course. **ACTION 15: Emma to confirm AGM date with Mrs Mann**

Constitution Review

Vicky confirmed the constitution needed to be reviewed for the AGM and at the current time the only proposed changes were to include a point that grandparents could be voted into the HSA if required. **ACTION 16: Vicky to review the constitution and table proposed changes at the AGM**

Future Meeting Dates

12th November

21st January

11th March

29th April

10th June

All meetings 9am in the library.

Any Other Business

Barbie Lloyd has asked that parents be reminded that if tea and coffee is low in the HSA supplies, please could they text or ring her on the number she has put on the top of the box so she can buy some more. It was also agreed that a note should go into the HSA newsletter confirming that each class should organise their own tea, coffee and cakes for after their assembly. **ACTION 17: Emma to put a reminder note in the HSA newsletter about parents organising the tea and coffee.**

Barbie Lloyd has asked if anyone has any hangers that they can donate for use on the second hand uniform stall. **ACTION 18: Emma to add a request into the HSA newsletter for hangers**