

Minutes – Thursday 19th Jan 2017

HSA Hunters Bar Junior School

Present: Kelly Hersey, Thaeeba Azan, Neil Midgeley, Annie Clarke, Sarah Colgan, Deb Mather, Gill Drury

1 –**CHRISTMAS FAIR FEEDBACK** – All stalls went well at the fair, except the lucky dip items - next time sell them on a table top where people can see them and do a lucky dip of random prizes.

ACTION – SEPT 2017: Start buying for both the lucky dip items and the goody bags in September 2017.

Thankyous for the raffle donations –

- To find out how many thankyou cards will be needed, and to print out list of places for Annie – **ACTION: Deb**
- To copy the thankyou cards – **ACTION: Kelly**
- Update on what was raised to be sent to Kelly for copying to put with thankyou cards – **ACTION: Gill**
- To write the cards and take round, with a note saying how much was raised – **ACTION: Annie**
- To thank all the staff that helped at the Christmas fair / all events – **ACTION: HSA**

Art exhibition – The Christmas class Art raised a lot of money, worth doing again. **ACTION - Autumn 2017:** do an art event where each class has a theme and each pupil creates a piece of art work. Each class then does an art exhibition where parents can buy their child's piece of art. And for Yr 6 leavers to do theirs after **Easter 2017** - Idea to do in graffiti style. **ACTION: Kelly to ask teachers.**

Second Hand Uniform sale – do one each half term – as raise's money and is helpful.

- Communication to go through Class reps to all parents/carers asking for donations of clothes and any volunteers to help at the sales. **ACTION: Thaeeba and Deb**

2. PTA WEBSITE / CHARITY REGISTRATION –

- To email all information on how to access pta.org.uk – **ACTION: Deb**

Charity registration – The plan for the next HSA meeting is for everyone to formally agree and minute the agreement of the constitution and then we can apply for charity registration.

- To read the Model of constitution by 27th Jan and feedback any comments / queries to the HSA group – **ACTION: All of HSA team**

3. COMMUNICATION – Gill brought in some information on communication and gave everyone a copy.

- To read the communication info Gill brought in by 27th Jan and feedback anything regarding this – **ACTION: All HSA team**
- To write a communication strategy and process – **ACTION: Gill**

School website – currently being re-built – all will be informed of launch date.

- Information to be prepared ready to go onto website – **ACTION: Gill**

Calendar on website – look at using google calendar so people can easily add events onto own calendar.

Facebook – It was decided that a further meeting to specifically look at a Facebook page and also communications would be useful – we would need to have someone from the reception at the meeting too. Need to confirm who would be responsible to put which information onto the Facebook page.

- To set up a HSA Facebook page - which can be used to keep parents/carers informed of upcoming events, bake sales etc – **ACTION: Annie**

Contacting class reps – The procedure for this was explained, including how the emailing system works.

- To devise a process for all to use for communication between class reps, HSA team and school to be written up and emailed to the HSA team – **ACTION: Gill**
- To organise emailing the class reps – to inform them on how to contact their class / to ask them to email the class to introduce themselves / give

them up to date info on current events coming up. (Film night, table top sale) – **ACTION: Gill and Deb**

- List of class reps needed – **ACTION: there is a list on the HSA section on website under HSA meeting about class reps + Gill to update J7 to Babara Tomaselli**

Twitter – For any information that goes onto twitter to be set up to automatically go onto the Facebook page – **ACTION: ?**

Meet the HSA team –

- To send photo and answer a few questions from the list Gill sent out. Email this to Gill by 27th Jan. Then after this is ready, we can ask the class reps to do the same – **ACTION: All HSA team**

HSA email contact – Currently Kelly monitors this.

- Someone else to take over monitoring the HSA emails – **ACTION: Annie**

Change Team Meeting – Would be useful for the HSA to link into these meetings.

- Attend the Change Team meeting and feedback to Deb + Gill for communications to be sent out to all – **Action: Annie**
- Invite the class reps and any parents to the next meeting on the 31st Jan at 8.40am – **ACTION: Kelly**
- Send details of Sheffield university research, re help with gardens and outside space – **ACTION: Gill**

4. FUNDRAISING

Film Night – Next one Thursday 9th Feb – Film ‘Secret Life of Pets’, 3.30pm, 170 tickets, £1 per person, bring your own drink and snacks.

- To do a film poster and tickets, and add ‘bring our own cuddly pet’. Also to add the rule – all to stay sitting, unless you need to toilet and to respect all viewers – **ACTION: Gill**
- Marketing and Parentpay set up to go online Wed 25th Jan – **ACTION: Kelly and Gill**
- To bring film into school – **ACTION: Deb**

Table top sale – The next Sharrowvale market is the 23rd April. We could charge £5 a pitch and charge £3 extra to use a table (first come first served basis).

- To find out how access the playground with cars and unloading and how it would work on the school site. Need to work out how many stalls could have – **ACTION: Kelly**
- Would need to organise and get volunteers - **ACTION: All HSA to decide who**

Gift Aid declaration – Kelly proposed offering all parents the opportunity to set up a direct debit to the HSA funds as a gift aid donation. The Lady Manners school already does this.

- To look at the Lady Manners website to read through their letter about gift aid – **ACTION: All HSA team**

100 + Square – Kelly suggested we could ask all parents/carers to opt in to a yearly sign up to a prize draw. Where a portion of the money goes as 3 prizes and the other half goes to the HSA funds.

- To write up a letter explaining this ready to go out to parents – **ACTION: Kelly**
- Need someone to take charge of this – **ACTION: Neil**

AOB

NEXT MEETING TUESDAY 31st JAN 2017 at 8.40am