



HSA Meeting – Tuesday 2nd November 2016

Minutes:

1. AGM

- **Date & venue** – Thurs. 17th Nov 7.30 – 8.30pm @ The Psalter Pub or another venue (not a pub) TBC
- **Roles required** – All agreed on the following roles to be advertised: Chair, Vice-chair, Treasurer, Secretary, Communications co-ordinator, Fundraising co-ordinator. (Possibly a class parent co-ordinator).
- Gill is going to write a 1 sentence job description for each of the roles, to go in the newsletter on Monday.
- **PTA UK membership** – We now have this. Deb is going to look on the website for legal requirements regarding electing a committee and holding the first AGM.
- **Elections** - Info TBC but an invite for applications will be included in the HAS newsletter going out on Monday 7th Nov.
- **Agenda** - TBC

2. Class Parents

- **Meet & Chat next Tuesday 8th Nov**
- As many current HSA team members to attend as possible.
- Try to drum up interest and get people along to hear about what is involved. Teachers are going to approach individuals as well.
- Kelly to send home a flyer and display an ad in the noticeboard.
- Hopefully we will fill all positions.

3. Communication

- **Notice board** (contents / person in charge) – Kelly nominated Jo England to take this on (as she did such a great job initially... TBC)
- **Newsletter** (as above) – Thaeeba & Sarah volunteered to organise this and to liaise with the office staff. Kelly has asked the office staff to contact them with deadline dates.

4. Discos

Y3 & Y4 – Weds 30th Nov 3.30 – 5

Y5 & Y6 – Thurs 1st Dec 3.30 – 5

- Kelly speaking to staff re DJs
- Annie organising refreshments & glo-sticks
- Agreed on £2 to cover crisps, drink, glo-stick and face paint (optional)
- No additional sweets will be sold.
- Volunteers so far: Y3/4 – Neil and Annie, Y5/6 – Thaeeba, Gill, Deb, Sarah
- Neil is purchasing face paint

5. HBJ Xmas Fayre – Tuesday 6th December (3.00 – 4.30pm)

- The fayre will be a Farewell to Mrs Hallsworth from pupils & parents (including past pupils & parents) – flyers to be shared at Secondary Schools and posted to known houses.
- There will be an Art auction to raise funds for a legacy for Mrs Hallsworth. Each class will produce a collective work of art which will be auctioned at the fayre. Print versions of the art will be for sale to enable all pupils to own a copy.
- Year groups / classes are organising their own stalls as per last year.
- Analysis of stalls from last year was sent to the HSA team before a final list of stalls is confirmed.
- We will hold a casual clothes day prior to the fayre and instead of children paying to attend, they will be asked for a particular donation of a raffle prize or item for a Tombola.
- Raffle tickets will be sent in advance to every child. Kelly & Thaeeba to organise.

6. AOB

- Christmas jumper day will be on the last day of term – Dec. 16th
- The Student Council have asked that we support the Meningitis charity this year, in memory of Sahra Da'ud. A % of all money raised this year will be donated (amount TBC).
- The Student Council would like for part of the Change Team project (the quiet garden area near Kirkstall Road) to be created as Sahra's garden. We desperately need a landscaper and/or builder to help us draw up the plans for this area so that we can get things moving.
- Children in Need is on Nov. 18th. Annie has offered to organise a spotty cake sale.
- Annie is going to go to Tesco to enquire about how we apply to be considered for their charity funding appeal.