



HSA AGM

Monday 12th November 2018

Minutes:

1) **Apologies for absence** – none

2) **Welcome and introductions** - Welcome from Kelly and introductions of Annie Clarke, Jorja Gill, Neil Midgley, Deb Mather and Beth Pegler

3) **Minutes from the last AGM and any matters arising** – Matter arising - Charity status – Parentkind website –this needs re looking at – we have all agreed to the constitution from parentkind. We need to follow up looking into becoming a charity.

4) **Chairs Report** – overview of the last year and the HSA plans for the coming year -

A) **Film Nights** – Feedback from the school children is that they were split on whether they preferred their adults there or not. So could have the option that family members + siblings can attend as well with the school run film nights.

So continue with 2 film nights – one run by the school and one by the HSA. The school children can choose the Christmas film - KELLY

Christmas Film night will be Thursday 6th Dec. We could have a Christmas chocolate for the snack and also have a snack shop – offering a range of snacks.

B) **Table Top Sale** – Work needs to continue with the local community group – The schools table top sale was not advertised on the flyer for the market.

Sun 2nd Dec Kelly – is going to ask a group of children to sing at the market on sharrowvale road + then they can advertise the table top sale on the school grounds. The school could run a few games – like the stick in the sand / need other ideas ?? (we could do a tombolo in the spring 2019 Table top sale)

Booking for pitches via Squid – some events need deleting – **Rebecca** is contacting squid to sort.

We can give the flyers to the infants – to hand out in bookbags.

Kelly is going to contact the community group –

Need some more tables – Annie has a spare one + Jorja has one

Could ask on Freecycle if any foldable tables are going for our events. And **Kelly** will ask the infants if they have any we can use.

C) HSA coffee morning - Thursday 13th Dec – Mince pies / Carol singers - children / coffee. We can ask parents if they can help at the fair. To do in front of the notice board – No charge for the mince pies / coffee but have a donation pot there – we need a container for donations.

D) Bake Sales – The last sale was very busy so we need to split into 2 areas on the playground – to help everyone to have better access – we also need to use the other tables and not the picnic tables. We could have themed baking - christmas / spring / animal etc.

Next one – **Friday 30th November** – to specifically to raise money for the new blinds in the hall.

E) Discos – Kelly spoke to school council – Children keen to have 2 discos one for years 3 and 4 and one for years 5 + 6.

The discos will now run both on the same day - 3.30 - 5.30 -

Year 3 + 4's disco 3.30 - 4.30pm

Year 5 + 6's disco 4.30 - 5.30pm

Year 5 + 6 3.30 - 4.30pm - they could have options of craft activity / film to watch / play Just Dance

The year 3 + 4's can be collected at 4.30pm if they did not want to stay for the other activities or they can stay until 5.30pm.

The Christmas disco – w/c 20th Dec. Need to check with Graham - **NEIL to do** and with the school calender - **KELLY**

Beth will run a christmas themed craft for the December disco.

F) Quiz – We will need to postpone this to do before Feb half term 2019, as not enough time to do before Christmas.

G) Money raised for charity –

Children in Need – the children are doing a Dance off / class mile challenge - 50p donation + the school will register the class mile with Children In Need to it can be counted into the final total.

H) Christmas Fair - We will run this jointly with the infants again on Friday 14th Dec

- Easy fundraising – need to put on back of table top flyer – short list of instructions - **ANNIE** and **KELLY** will put a message out to all parents/ carers.
- Asking for donations of Raffle prizes – Sharrowvale Road – **BETH**

Abbeydale Road – **DEB + NEIL**

Ecclesall Road – **BETH**

Event ones - cinema odeon / Football / – **REBECCA** will do

- Letter asking for help – Happy to help / bake / donate – **ANNIE** will draw up + send this on 23rd Nov with a reply slip + could go onto squid as well.
- 100 square – **KIRSTY** will put in the office soon to get people signing up.
- Labelling the envelopes –for the raffle – asked to just use first name and second initial and class so we can take them home to do them.
- Food and drink – this is jointly run between both infants and Juniors
- Gambling licence – needs checking – if yearly or not – Parentkind can be checked – they have a list. **ANNIE**
- Temporary alcohol licence – needs checking if we would like to have mulled wine or we could just do non alcohol - **ANNIE**
- Art auction – not going to run this year
- Enterprise - Each Year group will run 2 stalls – one game and one an enterprise stall – the money raised from these goes to the year groups. They could use some of the games we have run before – like sticks in sand / balloon / sport one
- Guess the name of the teddy – we have enough teddies for a stall or teddy tombola
- The rest of the christmas fair stalls will be planned out at the next HSA meeting and a full list drawn up.

I) **Shoe Box** – last year it took a lot of time for Annie to sort through all the boxes and reorganise. Instead for this year we could do a food bank collection for a local place – It could be a Christmas themed foodbank – send a text via squid + then the children can be given ideas in an assembly of ideas of what to bring. Poster to go up - **ANNIE** - W/C 19th Nov for donations + final collection date Fri 23rd Nov.

J) **Class reps** – need a meeting with the class reps- to discuss a way forward, and to work out a system to ensure all people in each class are receiving the emails.

JORJA will email the class reps to ask when is a good time to meet.

5) Treasurers report – A formal presentation of the examined accounts for the past year – Profit for year £2,667.44 – Need breakdown of money spent to put on the website – **NEIL** to do.

Total to spend - £6,515.92 as current.

6) Election of Officers and Committee members: Chair of the HSA: Annie Clarke (Mum of Corey in J10) Neil Midgley nominated Annie Clarke, seconded by Deb Mather

Treasurer: Neil Midgley (Dad of Theo in J11 & Jude in J6) Jorja Gill nominated Neil Midgley, seconded by Annie Clarke

Secretary: Deb Mather (Mum of Gino in J6) Annie Clarke nominated Deb Mather, seconded by Jorja Gill

Communications officer: Jorja Gill (Mum of Vincent in J4) - Deb Mather nominated Jorja Gill, seconded by Neil Midgley

and Beth Pegler (Mum of Enid & Polly in J9) who has joined the committee.

7) Appointment of an Independent Examiner of Accounts for the next year - Rebecca Arden has confirmed that she will be the independent examiner of the HSA accounts again.

8) Signatories for the Association Bank Account - Kelly, Annie and Neil – continue as these

9) Special Business – Any changes to the constitution / charity status - See point 3.

10) Events and Fundraising Calendar - See above

11) Date of next meeting -

Thursday 6th Dec – coffee morning – HSA and xmas fair prep – tombola sorting / ticketing – this will be advertised. Check if dining hall is free ... first !

Monday 10th dec – Tombola sorting final one Deb / Annie / Jorja to do + any other volunteers. Need to book the dining room hall for this -

Monday 19th Nov – **DEB, JORJA and ANNIE** meet at 8.40 – to go through the HAS cupboard – assess what we have and what we need !

12) Any Other Business -

A) **KELLY** will collate all upcoming events and will put on one sheet and send out.

B) Joint parent eve social with the infants – look at doing towards the summer.

C) The HSA could look at having a card machine to use at events. Need an app to link up to it. **NEIL** – check if we can use on an ipad – then can use the school one.

D) We could do a yearly forecast for all events to be run to be sent out.

KELLY and ANNIE will collate a sheet for planning – volunteers needed / events list / dates things need to be done by.

E) Christmas Fair - Year stalls – 2 per year – one craft and one enterprise

We need a list of stalls / volunteers needed / posters needed and when / etc – **DEB** to draw a list up.

F) Thankyou from Kelly and the school – for all the help and support from the HSA for all the help for the events at the school and helping to raise money.

G) From the ideas from the children for what to spend the money on that has been raised - the short, medium and long term list was gone over with the staff and the following is the feedback from this:

1 - Clip boards – These are very much needed, each year group to have 30 per year group – 4 sets of 30 in different colours – **ANNIE** will check with Claire which ones + costs.

Blinds for the hall – These are very much needed as the current ones are broken and are no blackout. **ANNIE** has a quote – need to get roller black out.

Fish Tank for the library– Neil going to follow up with the company on how much this will cost. Do a bake sale to raise money specifically for this and use some current raised money + have a fish theme – do in the new year 2019.

Disco ball – this would need to be fitted as a permanent fixture – so **KELLY** will check with Mr Ryan (PE teacher) on how it would affect playing sports in the hall.

Building relationship with local care home – All the teachers agreed that this is a great idea, so this can be looked at in the new year. **ALL**

Wet play games / activities – teachers need to audit what they currently have – and then the school council reps need to ask the class for an ideas list, as these may vary over the school year groups. Ideas like quick board games / craft / drawing etc

bean bags and cushions – The teachers explained that there is no room in the classrooms for these.

Aprons – These are not needed

Fans – It is thought that it would need to be the school who would pay for these.

Non fiction books – the teachers will put a wish list together – they then can be bought from the money raised at the sponsored read + with a top up from HSA.

Green areas outside – need to chase that up the bid update for the trim trail. Agreed that outdoor place and green areas + seating would be very beneficial – improvement on top area. There is no room for fixed equipment on the top yard

Replaced chairs / tables – The school will be replacing the tables in the future. The chairs won't be replaced at the moment. There are alternative chairs that can be used if any children do find them particularly uncomfortable, they are designed to allow children to move.

The HSA will need to look into each of these especially the longer term ones and look at working towards them. But we can look at buying the blinds, clipboards disco ball and wet play activities now.

