



## HSA Committee Meeting

Tuesday 3<sup>rd</sup> October

### **Agenda & Minutes:**

**Present:** Annie Clarke, Deb Mather, Kelly Hersey, Alison Riggott, Louise Newman

**Purpose of meeting:** Meet & Chat open coffee morning

- 1) **Website / Social Media** – The new school website is up and running – still some construction still continuing. We need to use our social media presence to communicate regularly with parents / children.
  - HSA link on website – We need to add all the HSA minutes onto the website – there is a link. KELLY
  - 100+ club – Put on facebook – 100+ club is now available - ALISON
  - Newsletter – continue to produce the HSA one –
  - Fundraising – to look at having a link on the website – how much has been raised, which charity it currently is. How much has been raised last year and what it was spent on + how much is currently there. Also put an explanation about what percentages are raised – 10% of all HSA funds to the childrens chosen charity etc. – ALISON
  - KELLY to chase web company – to link facebook to automatically put the updates onto the school website.
  - Google Drive – It is a remote harddrive and then access it anywhere – so would be useful for the HSA to use this. So that there would be one copy of everything we would need to be logged in to HSA google drive to then save and upload it so that all can view it. – ALL need to meet to be shown how to use this – SET A DATE
- 2) **Easy Fundraising** – It's a browser where if you go through the browser to do your shopping like from John Lewis, Amazon etc and they will donate a percentage of the cost to the school. ALL to look at it and then after Fridays event – do a launch for it.
- 3) **Bake sale – Friday 13<sup>th</sup> October** – Sweet and Savory bake sale and Tea and Coffee.
  - Do a stand with the 100+ club sign up there - NEIL
  - the posters are being done currently by ANNIE. There are buskers who will attend as well.
  - To do a sign by the pods/gates and a letter to go out Monday – ANNIE/LUCY. Student council were going to ask the teachers for a beat the goaly as well.
  - Set up for 3pm start.
  - Volunteers – Annie going to ask a couple of people and Deb + Louise to ask a few parents from J3 class.
  - Bake sale email - add refreshments, beat the goaly, face painting, glitter tattoos etc – KELLY to do on WEDNESDAY
  - Newsflash website – put on there.
  - Facebook reminder / info – ALISON
  - Glitter tattoos and face dots / painting – LOUISE will run this at the bake sale and can ask others to help.
- 4) **Table top Sale – Next one – Sunday 10<sup>th</sup> December 2017.**

It is on parentpay currently. Need to decide if we go indoors or outdoors ( We could go inside if wet weather). We could flyer the local houses to advertise the table top sale,

coinciding with the Christmas market on Sharrowvale road. Approx 30 ptiches. Flyer – ANNIE to do + then split the roads between us to flyer.

5) **100+ Club** – NEIL – to do a stand / clipboard – at the bake sale on the 13<sup>th</sup> October 2017.

6) **AOB** –

**FOODBANK** – The charity is current S6 Foodbank. After half term it will be the Sheffield shoebox scheme for the homeless, both adults and children. The school will be a collection point for the local community.

- We have a popcorn machine and a Chocolate fountain to use at events.
- KELLY – to provide Alison with log in for the website and Twitter.
- 100+ club draw – 56 and 64 winning numbers. £14 each winnings. Next draw will be Tuesday 7<sup>th</sup> November 2017
- Woodland Trust – KELLY – to chase up the information with the school council and Emma as they are offering schools and communities free trees and shrubs. An application is needed.