

**St Albans
HSA Meeting
Thursday 22nd January 2015**

1) Present

Mrs K West (Chair), Mrs J Symmonds (Minutes), Mrs K Harrison, Mrs M Horner, Mrs J Clay, Mrs S Coveney, Mr A West, Miss S Harris, Mrs V Brindley, Mrs V Arthur-Worksop, Ms A Stroud, Mrs S Gannon, Mrs S Griffiths, Mrs E Robertson (attended second half)

2) Apologies

Mrs Colston

3) Matters Arising

Actions from 12th November 2014 meeting:

Action 1	Complete
Action 2	Parents views still required - evening event or film night? C/F
Action 3 to 10	Complete
Action 11	Photograph of Year R in wet weather clothing still required for newsletter C/F

New Actions

Action 1 (c/f from 12/11/14) **Note in newsletter asking for parents views on having an evening event instead of a film night**

Action 2 (c/f from 12/11/14) **Photograph of Year R in wet weather clothes funded by HSA to be obtained for newsletter**

Question was raised about the use of Year R wet weather clothes and are they used for all wet weather play/trailblazing or just school trips. Parents are encouraged to speak to the class teacher but Mrs Symmonds would make some enquiries.

Action 3 **Mrs Symmonds to establish when wet weather clothes are to be worn by Year R**

4) AGM

AGM has to be held again as not enough parents attended and at least 8 are required to ensure any decisions made are binding. New date set for 3pm Friday 13th February – just prior to the next cake sale. Agenda items to include election of HSA officer roles.

5) Christmas Term Review

Funds raised were as follows:

Christmas Fair	£1158.56
Tea Towels and Calendars	£468.74
Cake Sale	£113.66

Mrs West confirmed that the Christmas fair was a fund raiser for the school and money was not paid to the HSA but given to the school as in previous years. Funds will be used to pay for a theatre company visit to the school. Mrs West thanked all parents that helped at the event. It was agreed that plenty of carrier bags and bubble wrap would be required for the next Christmas fair as there were a number of breakages. It was suggested that a request is sent out asking if any parents are having a 'clear out' after Christmas and they have any items they would be happy to donate for the next Christmas fair, Mrs West confirmed she would be happy to store them. Gifts for men would be appreciated as the children want to buy these items but there are never enough on the day.

A suggestion was made that any items left at the end of the Christmas fair be available for all parents to come and buy from 3pm in the hall. Discussed and agreed for the next fair. A note to go into the newsletter when details of the Christmas fair are circulated December 2015.

Action 4 **Christmas fair 2015 plans to include bubble wrap and carrier bags**

Action 5 **A note to go out in the next HSA newsletter asking for donations for the Christmas fair through the year.**

Action 6 **Christmas fair plans to include an invitation to all parents to go to the hall to buy left over items at 3pm.**

6) 2015 Events

Events (and dates) for 2015 were agreed as follows:

Cake Sale	13 th February
Film Night	27 th February
Easter Egg Hunt	2 nd April
Photo Shoot	9 th or 16 th May
Summer Fair	26 th June (reserve day 3 rd July)

A suggestion was made to do 'fun mats' for East. Discussed and agreed. Mrs Robertson to make relevant enquiries. It was discussed and agreed that another family photo shoot would take place in the summer term but more advertising would be required this time as the take up was very low when done before. Photo session costs £55 (£5 of which goes to the HSA) and parents receive a disc with twenty to thirty professional shots for their own use. Mrs Symmonds to speak to school Site Manager to confirm which date he is able to unlock the playing field gate, 9th or 16th May. Mrs West to book the date with the photographer.

- Action 7** **Mrs Brindley to be the Easter Bunny**
- Action 8** **Mrs Stroud to refresh the work/puzzle sheets for the Easter box**
- Action 9** **Mr West to refresh the words and labels for the Easter box**
- Action 10** **Mrs Robertson to contact 'Fun Mats' for Easter**
- Action 11** **Mrs Symmonds confirm photo shoot date with school Site Manager**
- Action 12** **Mrs West to book photographer for 9th or 16th May once confirmed**

7) Finances

Mrs Symmonds confirmed the monies raised last term under item 5) above and that the HSA bank balance would be available for the AGM on 13th February. Confirmed that £50 had been provided by the HSA to each class renew wet weather games for the children. When playtime is too wet to go outside the children remain in the classrooms and the HSA have provided £50 to each class so the teachers in consultation with the children may purchase new games for use. Mrs Brindley has circulated a letter to the teachers and asked for feedback on how the funds were spent so the information can be circulate to parents.

8) 2015 Fund Raising

Mrs Hordell has provided a list of ideas for fund raising ideas which includes

- i) Refurbishment of the stage area to include microphones, lighting gantry and sound mixing system
- ii) Improvements to the outdoor classroom, to include Perspex walls, roof repairs, window coverings and guttering
- iii) New reading books for the library and class rooms, pay for a visit from an author
- iv) Year R play equipment

It was noted that trailblazing had been left off the list. Mrs Hordell to be asked to include trailblazing ideas. It was agreed Mrs Hordell should be asked to provide further detail and specific costs for all ideas so the HSA were able to make an informed decision. Parents would like to support more than one project if possible but more details were required.

Mrs Mogridge had previously asked for HSA funding for an IT application and would be providing a business proposal for consideration by the HSA once she had attended an event on Friday 23rd January where she would obtain the information required to support the funding bid request.

Action 13 **Mrs Hordell to include trailblazing in the proposal and provide more detail for each suggestion, including financial costs.**

Action 14 **Mrs Mogridge to provide funding bid request for IT application. Request to include details of the item required and costs.**

9) Future Meeting Dates

2:30pm 11th March and 9am 17th June. Additional planning meetings for the summer fair would be set.

Action 15

Mrs Robertson to ask Mrs Mann for summer fair planning meeting dates

Summary Action Table

Number	Action
1 (c/f)	Note in next HSA newsletter asking for parents views on an evening event instead of a film night
2 (c/f)	Photograph required of Year R in wet weather clothes
3	Mrs Symmonds to confirm when wet weather clothes worn in Year R
4	Christmas fair plans to include sourcing bubble wrap and carrier bags.
5	Note into next newsletter asking for Christmas fair donations (esp mens)
6	Christmas fair plans to include an Invitation to all parents to go to the hall at 3pm on day of Christmas fair to buy any items left
7	Mrs Brindley to be the Easter bunny on the day of the Easter Egg Hunt
8	Mrs Stroud to refresh the puzzles in the Easter Hunt box
9	Mr West to refresh the words and labels for the Easter Hunt box
10	Mrs Robertson to contact 'Fun Mats' for Easter
11	Mrs Symmonds to confirm photo shoot date with Site Manager
12	Mrs West to book photographer once photo shoot date confirmed
13	Mrs Hordell to provide more details including costs for fund raising ideas. Trailblazing to be included
14	Mrs Mogridge to provide funding request for IT application
15	Mrs Robertson to confirm two meeting dates for summer fair planning meetings