

**St Albans
HSA Meeting
Thursday 18th March 2015**

1) Present

Mrs E Jewitt (Chair), Mrs V Brindley (Vice Chair), Mrs K Harrison, Mrs M Horner, Ms A Stroud, Mrs J Symmonds, Mrs J Pryke, Mrs S Charlesworth, Mrs S Coveney, Mrs S White, Mrs E Robertson (Minutes)

2) Apologies

None received

3) Matters Arising

Action 1 to 4 Complete
Action 5 C/f Note into newsletter asking for Christmas donations, particularly mens
Action 6 to 9 Complete. (Action 1)
Action 10 C/f Mrs Hordell to provide more detail for funding requests
Action 11 Closed as will be added to Mrs Hordell list for funding if required (Action 2)
Action 12 Complete

Action 1 (c/f) Note in next HSA newsletter asking for parents views on an evening event instead of a film night

Action 2 (c/f) Mrs Hordell to provide more details including costs for fund raising ideas. Trailblazing detail to also be included

4) New Chair Introduction

Mrs Jewitt outlined her plans as new HSA chair – wants to make the HSA more inclusive and organise social events for the children and parents. Wants clear vision for the HSA and clear purpose for fund raising so parents aware of why funds are being raised. Mrs Jewitt will be sending out a letter to all parents introducing herself and setting out plans for 2015. All feedback welcome. Initiatives to include HSA suggestion box in reception area for feedback and class representatives to ensure communication flow is good.

Mrs Jewitt suggested two new events for 2015. A KS1 party with entertainer and a talent show for KS2. Provisional dates set as 5th June and 12th June respectively subject to HSA committee approval. Discussed – all agreed to proceed. Do not want to stop film nights as the children really enjoy them. Possibly a family quiz in September which would welcome new Year R parents to the school. **Post meeting note: KS1 and KS2 events to replace film night next term.**

Action 3 Mrs Jewitt to send introduction letter to all parents
Action 4 HSA to attend Year R assembly to 'meet and greet' and explain HSA role
Action 5 Information sheet to be made available for each event so helpers aware
Action 6 Discuss HSA Facebook page with Mrs Hordell (Mrs Jewitt)
Post Meeting Note: No objection in principle but clear guidelines to be produced to ensure appropriate use. Information to be circulate to parents in due course
Action 7 Ask Mrs Hordell if HSA can have their own email address (Mrs Jewitt)
Post Meeting Note: Email address created, instructions for use to be circulated to parents in due course
Action 8 Create an HSA information board for display at all events (Mrs Jewitt)
Action 9 Review school prospectus, update HSA information (Mrs Jewitt)
Post Meeting Note: Prospectus currently under review, Mrs Mann will notify HSA if comment/input required
Action 10 Create an information pack for non Year R new starter parents
Action 11 Class HSA Reps to help with flow of HSA information (Mrs Jewitt)
Action 12 Consider HSA representatives available at certain times of day to answer queries
Action 13 HSA suggestion box at reception
Action 14 Posters advertising HSA info/events in KS1 and KS2 playgrounds
Action 15 Create 'How To' instruction folder with instructions for every event

5) 2015 Events Review

Cake Sale 13th February went well. Film Night 27th February went well. Feedback from helpers on the night – new helpers to be given a briefing on the night so they know they can help themselves to tea/coffee etc and are aware of their role. Snack bag content to be reviewed as content possibly unsuitable for some with sugary sweets and drinks. Year R parents to provide suggestion for alternative snack bag content. Also suggestion for tuck shop to be run at events.

6) 2015 Events Coming Up

Easter Egg Hunt 2nd April. Mrs Robertson/Mrs Symmonds to lead on this. New 'words' being prepared. Activity sheets have been updated by Ms Stroud. Mrs Jewitt to send letter out asking for helpers.

Photo Shoot 9th May. To be advertised after the Easter holidays. An excellent opportunity for family photo shoot for £55 (£5 to go to the school). Cost provides a disc with 20-30 pictures so parents may use/print the pictures. Mrs Robertson took part in the last photo shoot and was pleased with the pictures and is happy to share if anyone would like to see the standard of pictures.

Summer Fair 26th June (reserve date of 3rd July). Two meeting dates have been set down to discuss and progress planning. 9am Wednesday 20th May and 2:30pm Wednesday 3rd June will be for summer fair planning only. Next HSA business meeting 9am Wednesday 17th June which can be used for any last minute summer fair items although all planning/actions should be complete by then.

Suggested future events

KS1 party 5th June, KS2 talent show 12th June, family quiz night in September 2015, fashion show in Spring 2016, Buy a Plank (outdoor classroom), Waitrose Community funding.

Action 16 Mrs Jewitt to progress KS1 party and KS2 talent show.

7) 2015 Fund Raising

Stage lights
Stage sound system
Books
Improve outdoor classroom

Action 17 Mrs Jewitt discuss with Mrs Hordell to establish order of priority for fund raising ideas

Post Meeting Notes:

Trailblazing: Fund raising list has been created, Miss Newman to provide to the HSA in the next few weeks.

Class Books: Mrs Hordell has asked if £200 can be donated to each class so the classroom libraries can be updated.

Stage Sound/Lighting System: Miss Barrett is reviewing provision but a final figure will not be available yet. This is a large project and the HSA have been asked to raise funds towards the cost.

8) Future Meeting Dates

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| Summer Fair Planning Meeting only | 9am Wednesday 20 th May |
| Summer Fair Planning Meeting only | 2:30pm Wednesday 3 rd June |
| HSA Meeting | 9am Wednesday 17 th June |

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 (Mrs Jewitt) |
| 2 (c/f) | Mrs Hordell to provide more details inc costs for fund raising ideas particularly for Trailblazing. |
| 3 | HSA new chairs introduction letter to all parents (Mrs Jewitt) |

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| 4 | HSA to attend at Year R assembly to 'meet and greet'/explain HSA role |
| 5 | Information sheet to be made available for each event so helpers aware |
| 6 | Discuss HSA Facebook page with Mrs Hordell (Mrs Jewitt) |
| 7 | Ask Mrs Hordell if the HSA can have their own email address (Mrs Jewitt) |
| 8 | Create an HSA information board for display at all events (Mrs Jewitt) |
| 9 | Review school prospectus, update HSA information if required (Mrs Jewitt) |
| 10 | Create an information pack for non Year R new starter parents (Mrs Jewitt) |
| 11 | Class HSA Reps to help with flow of HSA information (Mrs Jewitt) |
| 12 | Consider HSA representatives being available at specific times of day to answer queries |
| 13 | HSA suggestion box at reception (Mrs Jewitt) |
| 14 | Posters advertising HSA info/events in KS1 and KS2 playgrounds |
| 15 | Create 'How To' instruction folder with instructions for every event |
| 16 | Progress KS1 party and KS2 talent show (Mrs Jewitt) |
| 17 | Mrs Hordell consider order of priority for fundraising ideas (Mrs Jewitt) |