

Meeting minutes HSA 22/9/23

In attendance: Sam, Gemma U, Gemma K, Amy, Hannah, Alice, Florin, Sarah, Mr Mead

Money raised in 22/23 school year

- Doughies Pizza night - £84
- Bag2School - £97
- Extra teatowel sales - £50
- Christmas cards sale - £162.15
- Christmas fayre - £480.88
- Christmas raffle - £409.54
- Uniform sale - £4.92
- Cake and uniform sale - £154.38
- Mothers Day sale - £368.59
- Sponsored litter pick - £654
- May fayre - £993.23
- Raffle - £960
- Fathers Day sale - £118.33
- Easy Fundraising - £38.30
- Coronation fundraising - £222.20

HSA has given the school a cheque for £4000 and the school notes what that money is spent on. This has paid for:

- Water bottles
- Christmas gift books
- Mill farm visit
- Marwell trip
- Harold Hillier trip
- Watercress line visit
- Incubator and chicks
- Butterflies
- Education City (software subscription)
- Twinkl (subscription)
- 5-A-Day (subscription)
- Phonicsplay (subscription)
- Charanga Music
- CompletePE

Summer fayre

Big thank you to everyone who helped organise and run the event, which raised over £2000. The new game cards worked really well and the kids enjoyed using them. When we reprint

them, we should make space to write their names on (ACTION: Kat) and put a school stamp on the back once they're sold, to avoid them being copied. It was noted that it was much easier for stallholders to manage these cards vs cash as well.

We are also waiting on an additional donation from HP, related to their volunteer scheme, thanks to Mrs Paul's husband, who works for HP. That money hasn't yet arrived so is not included in the total.

Committee

Chair (Sam) and Treasurer (Sarah) are standing down. Mr Mead thanked them both for their help, support and incredible skills.

Hannah and Gemma U are taking over the chairship as co-chairs. Kat seconded.

Gemma K to take over as treasurer. Kat seconded.

Kat happy to stay on as secretary. (Not available to meet on Friday afternoons.)

Hannah, Gemma U and Gemma K will need DBS checks. (ACTION: Hannah, Gemmas and Mr Mead)

Gemma U asked to add more members to the HSA committee – named members without a specific role but who are willing to have a stake in decisions. She has some people in mind. Possibly combine this with the EGM to adopt new constitution and nominate new members. Mr Mead suggested the possibility of adding class reps. To be discussed.

Fundraising dates booked in for this year

- Christmas cards are already in progress
- Christmas fayre is on 1st December
- Mothers Day sale 8th March
- May Fayre 17th May
- Fathers Day sale 14th June

Sam to contact Doughies and Bag2School to arrange pizza night (20 October) and charity collection.

Second hand uniform

Top priority. We have stacks of second-hand uniform. Gemma K and Hannah are thinking about putting a website together to sell it, e.g. PTA Events, Just Uniform, Uniformally. There is also a website that came with the SumUp machine. Sam and Gemma K to meet to discuss (ACTION). It might be possible to also enable payment for Christmas cards, mother's and father's day sales, etc. via SumUp website.

Sam suggests info about 2nd hand uniform is added to the school website, enabling parents to email in if they need anything.

Constitution

The current constitution is 30 years old. Our new co-chairs will update it. Will require EGM to adopt. Gemma U will contact charity commission to get a copy of the old one (ACTION: Gemma/Hannah) but thinks it may be easier to write a new one. ParentKind has a template.

Sam to add Hannah, Gemma U, and Gemma K to charity commission and take herself off. (ACTION)

Christmas fayre

We need to book in a mufty day for hamper donations (ACTION: Mr Mead to provide dates).

Check wrapping paper stocks and pocket money toys. More facepaint pots needed. (ACTION: Gemma U/Hannah)

Teachers need to order books for Santa (ACTION: Mr Mead)

We discussed moving face-painting and tattoos from the corridor to the year one cloakroom area. As it was so busy, we could ask people to book a time slot for face painting rather than queuing.

Mulled wine didn't sell very well. It might be better to serve a non-alcoholic drink to avoid paying fee for TENS license. Hot drinks are difficult because we don't want people wandering around the school with them. Pizzas sell well. Cakes always work.

HSA page on the school website

School website needs updating with our EasyFundraising link, which enables everyone to raise money for the school when you shop online. This is basically free money but people don't know about it, so we need to publicise it.

Minutes need to go on website. (ACTION: Mr Mead can update the website. Mr Mead and Chairs to meet.)

Also add link to Stick-ins name label stickers. When people order them using our fundraising code, we make money.

Details of committee and contact details should also appear on the HSA website.

AOB

- Mr Mead invites everyone to think of fundraising ideas and bring them to the school. He has some big projects he would like to get off the ground, but can only do so if we raise sufficient funds.
- ACTION: Gemma U to share HSA Information Facebook page with Year R WhatsApp group
- Parenting courses and other workshops are coming into the school.
- Now that we can, we want to open up the school to visitors and parents
- Potential to start coffee mornings
- Gemma K needs a co-signatory for the banking. Either Hannah or Gemma U.

- Kat mentions Walking Festival (May) walk from school (wait for news from Alton Town Council) and Alton Arts Festival (July 5th – 14th)
- A-Plan introducer scheme (ACTION: Kat – get Alton Infants set up) – school would get £50 every time someone takes up an insurance quote from A-Plan. Most people will need insurance at some point in the year.