

PENS MEADOW HOME SCHOOL ASSOCIATION

(Registered Charity No: 507259)

Ridge Hill, Brierley Hill Road, Wordsley, DY8 5ST

MINUTES OF MEETING: Friday 12th January 2018

Present: Claire Robinson, Rachel Coley, Linda Crockett, Jan Leyshon, Emma Keefe, Sue Wale, Sally Cartwright, Kerry Nicholls, Olivia, Margret, Kelly Clarke, Eve Oakley, Cathy Jasper, Steph Jasper, Clair Lester, Marie Hunter

Apologies: Staff members as short today, Gill doesn't work Fridays. Marie and Sue will feed back in staff meeting.

Linda welcomed everyone to the meeting and confirmed very nice to see lots of new people joining us. Everyone introduced themselves to the group.

Minutes of the last meeting: All confirmed

Matters arising from the last meeting: Linda confirmed we will organise a presentation for the members who have now left the HSA. Ideas involved afternoon tea around 1:30pm prepared by the post 16 pupils as part of their projects. **Sally will check with post 16 for a date.** Paul Johnson to also be invited. Two children and a member of staff from each class will attend.

Linda will speak to Marie with regards to dual funding to cover costs. Linda will ask Becky to do costing for food for 50-60 people.

Linda confirmed letter being sent to Mrs Johnson as a thank you for her kind donation.

Report of the Treasurer: Jan went through financial report and confirmed money for Forest school still needs to be taken out of total.

Events:

Emily night – As a group discussion collectively agreed to plan another Emily evening to raise money. **Linda will confirm date Emily** is available and then we can look at venues and confirm booking. All agreed we need to advertise as early as possible.

Summer Fayre – Theme Forest School Date agreed on Saturday 30th June 2018. On the fields at Pensnett site or gym if bad weather. We need to advertise for stalls, bouncy castle, BBQ, summer games, Ice Cream van, Slush machine and balloon man. Will be open to the public so need to advertise in local shops and business. Local business can pay to advertise in programme and thank you's for donations. Kerry advised we could invite the fair. Marie confirmed best to keep in house this year, old building being demolished so we will relook at an external fair for 2019 if turnout is good this year.

Playscheme 2018 – Outreach to confirm dates of playscheme and costs.

Chaos have the school for first 3 weeks of holiday.

HSA will help advertise on facebook.

Rachel Coley will get further details about Chaos scheme.

Valentines Event

Wednesday 14th February 2018.

School disco in school day.

Family school outreach to liaise with school council to chose music for the disco.

Wear red mufti clothes and disco £2 donation.

Each class will have a separate time slot (half hour)

Clair will liaise with Jodie/Marie to allocate time slots

Parents will be invited to attend.

Linda and Steph to compile letter/poster. Also include the sweet cones to buy £1

One raffle prize – Chocolate valentines hamper – tickets to go home – these need producing.

Emma will produce the hamper a few weeks before so we can take photos.

Easter event / Parents Evenings

6th March at Ridge Hill

13th March at Pensnett

Clair and Linda to manage the table, which will sell Bunny gifts, Name the Bear (**Steph to organise 100 names**) Easter Hamper raffle (send tickets home) Tombola, £1 per ticket and every ticket wins. We need to send out a request to parents/carers for prizes.

Clair/Steph – approach Tesco for Eggs.

We would like to send home an Easter egg to each pupil we need list of pupils who cannot have egg so we can find an alternative. **Marie / Jodie to advise.**

Xmas Fair 2018 – Joint HSA and Family Outreach Xmas Fair, but with separate stalls and separate finances. Clair Robinson's father may be Santa. TBC.

Any Other Business

Official letter required from Pens Meadow to show when discussing with suppliers/donators. We can write up letter and Pens Meadow will print on official paper.

Try the supermarkets for the coin / token nomination.

Leaving Ball / End of Year Event. Sally discussed details.

HSA to produce quarterly newsletters.

Letter to be produced to local business's requesting funding/gifts. **Sue will let us have their template.**

Firestation – Hopefully this will be an annual event. Hopefully Nick Bailey will also be able to attend the summer fair. **Sue to liaise.**

Flowers for Shaun Housecroft – Kelly Clarke will kindly be donating flowers for the funeral. Will be bringing them in on Monday 15th January. Cat will be taking these to the funeral.

Future events where possible to be a joint enterprise between HSA & Family Outreach.

Outreach discussed a possible future Sibling Group.

Next Meeting – Thursday 1st March 2018. 9.30am.