

Pens Meadow Home School Association
(Registered Charity - No. 507259)

Minutes of Meeting of Trustees,
9.30 on 1.2.19 at Ridge Hill

1. Present

Linda Crockett, Emma Keefe, Kerrie Mason, Lee Mason, Eve Oakley

2. Matters arising from Charity Commission Update & Annual Return.

Guidance re Conflict of Interest was given to each trustee and Conflict of Interest Declaration form being prepared by School Business Manager for trustees to sign

3. Financial Matters: Cheques were signed for expenses for Linda to give to Sally Cartwright (£44 for hot dog sausages) and Sue Wale (£40 for Santa's chocolate gifts); various receipts for expenses and the auditor's invoice were handed to Eve as Treasurer

4. Valentine's Disco

- Thursday 14th February at both sites
- It was decided not to have a hamper as
 1. 1 hamper per term is enough,
 2. Only a limited number of parent/carers are likely to come as several will be working, and GDPR restrictions will make it difficult to sell tickets to any parents not there on the day.
- Kerrie is to ask the parent who kindly donated a candle arrangement to be used as part of the Valentine hamper if she's happy for it to be kept for a hamper at a later occasion or if she would have it returned with our thanks.
- Linda to confirm with Vicky that she is willing and free to operate the disco music etc.
- Linda will liaise with Val and Angela re class time slots and check with Marie that it is acceptable for Parent/carers to join their children at the appropriate time as happened last year
- Lee to liaise with Gavin at Post 16 re any input by HSA
- Arrangements for refreshments (tea, coffee, squash and biscuits) to be finalized in general meeting next week (8.2.19)

- Sticker/letter to include class time slot plus inform of choice to wear red and donate £1 on Valentine's Day celebrations (Thursday 14th) RH; Friday 15th P16)

5. Singing Hands

No reply has been received from the message Linda sent to Singing Hands on their website accepting their offer of visits on 2 consecutive days to Ridge Hill and Post 16 and asking for available dates, so it was decided she should email/phone the company.

6. Fundraising

- Linda will apply to the Midcounties Co-operative community fund for a grant from the Kingswinford branch to fund the visits from Singing Hands as soon as we have the dates and costs etc. confirmed.
- The possibility of applying to either the Dudley or Stourbridge branches of Tesco Extra for a grant from the Tesco Bags of Help token scheme was raised as we are within 5 miles of each of them and therefore eligible to apply to both. It was suggested that we might ask for funding for the Summer Fair. The matter will be discussed at the general meeting next week.

The meeting closed at 10.30