

Pens Meadow Home School Association

(Registered Charity - No. 507259)

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

Minutes of Meeting at 9.30 on 17.1.19 at Post 16

1. Everyone was welcomed to the meeting.

2 Present:

Carol Barker, Linda Crockett, Emma Keefe, Kerrie Mason, Lee Mason, Ann Pearson, Wayne Pearson, Sue Wale

3. Apologies

Marie Hunter, Eve Oakley, Clair Lester

4. Report of the Treasurer

Linda read the Financial Report for 5.10.18 - 29.11.18 (following on from the Annual Report 2018) detailing:

- Income: 8.11.18 Deposit (Indiluxe Night) £2,000
29.11.18 Deposit (Paypal) £57.50
- Outgoings: 30.10.18 Cheque: (for 3 Peaks Challenge) £2,614
- Balance: £10,207.08

5. Modified Constitution of Pens Meadow Home-School Association.

This was read and discussed, after Linda had reminded everyone that it had been necessary to modify the Constitution previously in existence because of the recent changes in legislation. Need for 8 members to be present to constitute a quorum was queried, especially as only 8 were present at this meeting. As this is a requirement for the Annual General Meeting it was agreed that a minimum of 8 members in attendance would be the minimum representation necessary to agree decisions made. At a meeting of trustees 3 need to be present to be quorate. The Constitution in its modified form was ratified. It was noted that everyone who was in attendance or had sent an apology to the meeting should have a copy of the Constitution.

6. Position re signatories at the Bank

Linda explained that there has been a delay in transference of signatory power from Steph Jasper to Eve as Treasurer because the bank queried parts of the relevant form. The queries were eventually sorted except for the bank requiring one of them to go in person to verify her signature which was considered to be different on the form from that already held by the bank. Her child's illness and absence from school prevented her doing so until earlier this week. Signatory power has now been transferred.

7. Reports on Christmas Activities

- Christmas Fair: Gross takings: £652; nett profit: £332.15
Thanks were recorded to everyone involved for their hard work, including:

Kerrie and Lee for the wonderful Christmas grotto,
Santa and his Elf helper
(reusable Santa suit purchased for the event);

Gill and her daughter for the tombola;

Maggie for the raffle;

Emma for 3 hampers;

Clair and Steph for the 'Name the Surname of the
Gingerbread Couple'-

(won by Georgina Norgrove for the
surname: 'Mr. & Mrs. Bailey')

Family Outreach for great support throughout.

- 2 'Christmas Fair' banners purchased. One at the end of Ridge Hill drive disappeared, so will use sheeting to make such a banner in future - pupil/student involvement?
- £100 per class: for class trips etc.
- £5 Intu Gift Cards for each pupil: total £530
- Pizza Party: pizza and chips/alternatives for dietary needs for all pupils.
Total cost: £151.60; £77.40 paid for from free school meals and payments per portion by participating Staff; nett cost to HSA: £74.20

8. Funds Agreed For Requested Resources

- These will be ordered and paid for now the aforementioned difficulties with the bank have been resolved.

9. 'Nail' Evening

- Jenna Bull with assistance from Agata Gorskil-Fornal and Natalie Williams, has offered staff a manicure session one evening after school, with voluntary contributions to be donated to HSA. Date and time slots to be arranged.

10. Valentines' Day and Disco

- Suggested dates: Thursday 14th February at Ridge Hill
Friday 15th February at Post 16
- Vicky Richards has agreed to provide disco music etc. at Ridge Hill - consultation re staffing issues with Val and Angela at Ridge Hill, Gavin at Post 16

- Time slots to be arranged for each class, with parent/carers invited to join their children/young people for the appropriate time
- Everyone invited to wear red, and donate £1
- Sally to be asked to arrange a Valentine craft session - Kerrie and Lee to lead
- Simple refreshments (tea, coffee, squash and biscuits) to be provided

11. Singing Hands

- In response to email sent before Christmas Singing Hands have offered visits on 2 consecutive days in March, April or May (Easter holiday 12.4.19 to 28.4.19) (Singing Hands would stay overnight at a local hotel)
- Can do sessions comprised of material suitable for older students eg pop songs
- Fees would be £650 per day
- Marie would welcome the visits and Gavin would like them to visit Post 16
- It was agreed to arrange 2 visits, dates etc. Relevant staff to be consulted re timetables, venues etc.

12 Evening with Emily

- Emily is willing to give us another evening in the Autumn Term when there is unlikely to be another HSA event before the Christmas Fair.
- Date and venue to be arranged.
- Linda is to inquire if Pensnett Welfare Club is still willing for us to have the room free as was offered after our Evening with Emily last year.

13 Easter Eggs and Easter Egg Hunt/Trail

- Sainsbury's and /or Asda to be approached by Kerrie with our 'donations' letter (when approved by Marie) to see if they will donate Easter eggs. (Last year Stourbridge Tesco Extra supplied 40, the rest bought on a 'bargain offer'.) HSA to purchase all/extra Easter eggs for all pupils/students able to have them.
- Linda to consult TLRs re suitable alternatives for those with dietary issues
- It was agreed to hold an Easter Egg Hunt at Ridge Hill.

- Linda to consult Val, Angela and Michelle Bowen Davis re the route to the 'Burrow', stages on the way, and time-slots for each class.
- Card eggs to be hidden around each stage of the hunt - need to check how many laminated card 'eggs' (made by the pupils last year) we have stored in the HSA shed, and whether we need more to be made
- Clue cards containing words and symbols to be read out by Emma/Linda to lead to the next stage.
- Objects of reference to be on display at the entrance to each stage.
- Linda to consult with Michelle re clue cards, objects of reference etc.
- Kerrie to supply Easter Bunny costume - Sally/ Kerrie to be Easter Bunny?
- Possibility of alternative site for 'Burrow' (eg Base used for Santa's Grotto)- but may be timetable /route difficulties. Family Outreach/TLRs to be consulted.
- Gavin to be asked if Post 16 want HSA involvement in their Easter Egg Trail
- Likely dates: 10th April Ridge Hill; 11th April Post 16; TLR's to be consulted

14. Summer Fete:

- Date: Saturday 15th June, 12 noon to 3 pm.
- 50p entrance fee
- Tombola
- Becky and post 16 to be asked if they can do refreshments
- BBQ - ensure arrangements for sufficient staffing
- Bouncy castle? Offer of bouncy castle by parent but Health and Safety issues
- Animal Man coming for 3 hours, for £300, with mini zoo. Arrive 30/40 minutes before event; animals and staff need respite breaks; brings gazebo, to be situated in quiet classroom; HSA to charge £2 entrance including photo; time slots to be decided

15. Hampers, tombola etc

- Emma to make 2 hampers at Easter, Summer Fair and Christmas Fair.
- Donations/payment of expenses for containers and contents.
- Family Outreach to be asked to arrange for craft sessions lead by Kerrie and Lee to be set up to make gift wrapping for items for tombola?

16. Fundraising

- Midcounties Cooperative community fund opening on 22.1.19 with grants up to £2000 for registered charity within 5 miles of participating branch (Kingswinford) putting on an event. Linda will have 3 months' membership by February so will apply for Singing Hands visits when dates are confirmed
- Dudley and Stourbridge Tesco Extra stores have schemes with the tokens for buying 10p bags going to selected causes leading to £4000, £3000, and £2000 prizes: we will investigate further details
- Wayne Pearson raised the possibility of advertising eg the Summer Fair on the 'My Area' website: this will be investigated

17. Fire Station Car Wash

- Sue Wale to investigate this being repeated for HSA

18. Any Other Business

- A letter of thanks will be sent to Jean Johnson for her generous donation when the exact amount is known. Eve to take her donated collection of coins (£100?) to the coin counting machine at HSBC in Merry Hill
- A donation of £25 is to be made to Claire Hospice in memory of Lauren Wattis

19. Time and date of next meeting

9.30 on Friday 8th of February 2019 at Ridge Hill

The meeting closed at 11.55 am