

Pens Meadow Home School Association

(Registered Charity - No. 507259)

Ridge Hill, Brierley Hill Road, Wordsley, DY8 5ST
Minutes of Meeting at 9.30 on 8.2.19 at Ridge Hill

1. Everyone was welcomed to the meeting.

2 Present:

Carol Barker, Linda Crockett, Emma Keefe, Kerrie Mason, Lee Mason, Eve Oakley, Ann Pearson, Wayne Pearson, Ecaterina Szabo, Sue Wale

3. Apologies

Marie Hunter, Clair Lester

4. Report of the Treasurer

Copies of the Financial Report for 29.11.18 - 23.1.19 were distributed, detailing:

- Income: nil
- Outgoings: cheque £100 for Bouncy Castle at Christmas Fete
Cheque £81.24 for Banner
Total outcome: £181.24
- Balance: £10,025.84

5. Charity Commission

- Charity Update: Modified Constitution and Trustee's details have been sent in and accepted by the Charity Commission
- Annual Return: needs to be set in by May (8 months after the end of our financial year). Filling in an Annual Return is legally required of Charities with an income over £10,000, but suggested as good practice for those with an income over £5,000. Linda has read the 2019 guide containing all questions and consequently will write 2 policies:
- Conflict of Interest Policy: Information has been circulated to Trustees and Alison is modifying the Governors' Declaration of Interests form to be signed by all Trustees
- Risk Management Policy: We obtain approval by School's Senior Leadership Team for all our activities to ensure we adhere to school policies and procedures.

6. Requested Resources

- Ordering and paying for these has been delayed because of difficulties with the bank (explained at the last general meeting on 17.1.19 and now resolved) and also deadlines to meet on entering details for the charity Commission. This will be now be dealt with.
- There has been a verbal request for HSA to consider funding a massage bench, but Sue is going to refer this to Marie and Michal as it may come under the remit of the N.H.S.

7. 'Nail' Evening

- Jenna Bull is going on holiday to Australia for a month so the manicure sessions for staff (with donations to HSA) will be delayed till after her return.

8. Valentines' Day and Disco

- To be held on Thursday 14th February at Ridge Hill and Post 16
- Everyone will be invited to wear red and donate a £1. Sue to ensure stickers to this effect go in Home-School diaries.
- Vicky Richards has agreed to provide disco music etc. at Ridge Hill
- Post 16 will do a disco etc. as part of their curriculum; no HSA input needed.
- There will be a Valentine crafts session at Ridge Hill lead by Kerrie and Lee from 9.30 to 11.30
- The disco will with take place in the hall during this time. A letter has gone into Home School diaries inviting parent/carers to participate in the activities and to join their children for the appropriate time in the disco if they wish
- Simple refreshments (tea, coffee, squash and biscuits) will be provided; Sue will liaise with Val Hill about the venue as she may need the Food Tech room for a scheduled meeting

9. Midcounties Co-operative Community Fund

- It was decided to apply to for a grant to fund HSA's forthcoming Singing Hands event which fits the criteria for a grant from the Fund of up to £2,000
- Linda will make the application which must be received by the 15th February
- Definite dates and final costs from Singing Hands must be included
- The grants will be signed off by 29th May and paid on 30th of June

10. Singing Hands

- Their offer of a visit over 2 days to Ridge Hill and Post 16 has been accepted.
- It was decided to book a visit in July as the dates offered (25th and 26th April) are in the Easter holidays; it will be a good end of term event.
- This will be confirmed as soon as possible to enable an application to be made to the Midcounties Cooperative

Community Fund before February 15th for a grant to fund the event

- Fees will be £650 per day +VAT + Premier Inn b&b + travel costs + subsistence
- The timetable will be decided through consultation with Gavin, Val and Angela nearer the time. However, it was agreed that it is likely to be best for Day 1 to be at Post 16 and Day 2 at Ridge Hill, as Singing Hands have stated that they will be able to start a 50 minute session at 11-11.15 on Day 1 followed by 2 after dinner, but can start earlier on Day 2

11. Hampers and Tombola

- It was agreed that Emily will kindly make 2 hampers each for Easter, the Summer Fete and the Christmas Fair, and that HSA will put £20 towards the cost of each one.
- There won't be an HSA hamper or tombola at the Valentine activities as GDPR restrictions mean we can only sell tickets to parent/carers on the premises on 14th February and many are unable to come in to school on that day.
- Alison is checking to see if we would be complying with GDPR requirements if we were to send a letter in the Home-School diaries inviting parents to request printed tickets for hampers on a tear-off form and return the form with the cost of tickets requested in an attached envelope; if so we will do this at Easter.
- Kerrie and Lee may run a craft session based on wrapping as tombola gifts wrapped in cellophane and ribbon attract a good response

12. Easter Eggs (and Easter Egg Hunt/Trail)

- Morrisons and/or Asda will be approached by Kerrie and Lee, and Sainsbury's by Ann and Wayne, with our 'donations' letter (which has been approved by Marie) to see if they will donate Easter eggs.
- Sally has a list of those needing suitable alternatives because of dietary issues
- (Easter Egg Hunt /Trail details outlined on 17.1.19 will be reviewed at our next meeting.)

13. Stourbridge Tesco Extra 'Bags of Help' Fund

- Stourbridge Tesco Extra sent an email to school on 17.1.19 inviting an application for selection for a 'Bags of Help'

grant; it was forwarded to HSA the details of which Linda outlined to the meeting:

- Selected applications go into a 3-box token scheme with prizes of £4,000, £2,000 and £1,000 according to the number of tokens put in by customers
- Selection takes up to 6 months, the grant can't be for work already completed and the project must cost at least the whole amount awarded
- Tesco recommend applying for £4,000 with the ability to scale back or supplement if necessary
- At the recent governors' meeting a sensory garden with arches and furniture was suggested. These items could be moved if and when there is a move to a new site adjoining Post 16
- It was agreed to make an application for the sensory garden, consulting with school senior management etc. and with advice from Tesco's 'groundwork staff' who are available to help with all applications to the scheme

14. Fire Station Car Wash

- We are among a number of causes that may be chosen; Sue will contact them again to say we are still hoping to take part.

15. HSA Newsletter

It was decided to defer this till after the next meeting as we will have news of resources purchased and events taking place, and also the last newsletter was in the second half of the Autumn Term

18. Any Other Business

- A letter of thanks to Jean Johnson for her generous donation has been drafted and will be sent as soon as the exact amount is known. Eve is taking the donated collection of coins (£100?) to the coin counting machine at HSBC in Merry Hill after this meeting.
- A donation of £25 is to be made to Claire Hospice in Liverpool in memory of Lauren Wattis
- Wayne will donate £1 to HSA for any 50p coin given to him to add to his collection; thanks for his generosity was expressed
- Eve raised the possibility of HSA funding a member of staff to attend a one-day course on Intensive Interaction being held in Bromsgrove in March. The course, delivered by the

Intensive Interaction Institute, is directed at professionals and parent/carers of children and young people who have Autism and severe learning difficulties with no or limited speech, and the cost is £150. This was agreed depending on approval by Marie.

- At the Trustees Meeting on 1.2.19 (Minutes available on request and on the website) it was decided that Trustees should do a Food Hygiene course, and Alison is organizing this. It will cost about £20 per person. All present agreed that this will be useful and that it should be funded by HSA
- Pens Meadow Team Challenge was discussed. Members are interested in the Team ascent of Snowdon on 24th June, and in the Walk from Post 16 to Ridge Hill which is also to be arranged. Further details will be available nearer the time. HSA as a registered charity will be the recipient of donations raised, to be passed on to school as a discrete sum, as was the case last year.

19.Date and time of next meeting:

9.30 am on Friday 5th April 2019 at Post 16

The meeting closed at 10.45 am.