

## Pens Meadow Home School Association

(Registered Charity - No. 507259)

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

### Minutes of Meeting 11.15am on Friday 5<sup>th</sup> April 2019 at Post 16

Linda welcomed everyone to the Meeting.

#### 1 Present:

Sally Cartwright, Linda Crockett, Caroline Iwuoffor, Emma Keefe, Kerrie Mason, Lee Mason, Ecaterina Szabo, Eve Oakley, Wayne Pearson

#### 2 Apologies

Marie Hunter, Claire Lester, Ann Pearson, Sue Wale

#### 3 Report of the Treasurer

The financial report for 23/01/19 to 25/03/19 detailing total income of £409.62 and total outgoings of £1,200.42, leaving a balance of £9,235.04 was accepted.

#### 4 Manicure Evening

It was agreed that Jenna should be contacted to see if she is still available to hold a manicure evening, initially for the staff, and if so, to arrange a date. It was noted that we hope this might be followed by a Manicure Evening for parent/carers.

#### 5 Valentine Disco

At Post 16 as part of the curriculum

At Ridge Hill by HSA. Held in the gym whilst Blue and Yellow Classes were manning their pop-up stalls in the hall. No time slots; pupils with parent/carers or staff were able to come into the disco at any time between 9.30 to 11.30. No charges for disco or light refreshments - felt to be inappropriate because part of the classes' stalls involved cakes etc; also HSA doesn't want to be always asking for money. It was generally agreed the event was thoroughly enjoyed.

#### 6 Parents' Evenings - Refreshments

No charge

Ridge Hill: manned by Lynda Berry and Linda Crockett; light refreshments by HSA and Family Outreach + special biscuits from Maggie Armson

Post 16: manned by Maggie Armson; light refreshments by school + special biscuits from Maggie Armson

## 7. Letters etc

- Letter sent to Claire House Hospice containing a cheque as agreed in memory of Lauren Wattis. The letter received in reply was read out and all agreed it was very touching
- Letter of thanks sent to Chris Davis, (mother of Louise Davis, teacher in Green Class) for the donation of £10 voucher to spend at Davis Bakery in Wall Heath. The voucher was handed to the Treasurer. A further letter will be sent when it is used as a prize
- Thank-you card from Post 16 Nurture Group for the sensory toys received was much appreciated and will be displayed on HSA notice board

## 8. Resource Requests

- Agreed requests for class resources have been ordered, paid for and distributed to classes. Amazon orders and toys ordered from Asda and The Entertainer paid by Linda's credit card. She has now been reimbursed for the total cost of £389.75.  
Agreed payment for Karen Portman's Yoga Communication Course was £249. It was agreed that the course has proved its value by the resulting work Karen is doing in school. Emma reported that Karen's Yoga Workshop for parent/carers had also shown its value; the necessity to persevere with the techniques to gain benefits was emphasized.  
Thus the total amount provided for staff's requested resources so far this academic year is £649.60
- Incoming requests agreed:
  - Yellow Class: orders amounting to £144.94
  - P.E. audit by Carrie Price: funding for playground equipment for Post16 and Ridge Hill, costing a total of £649.60; but it was noted that a few specific resources need to be more robust for long term use and HSA is willing to fund this. Linda is to discuss this with Carrie

## 9. Food Hygiene Certificate

Trustees achieved Level 2 to give customers confidence that we can safely cook and serve food at our events. HSA agreed to fund the £20 per course x 5

Before Eve had to leave for a medical appointment the following were brought forward:

- Treasurer to find the date for renewal of lottery license and renew if imminent

- Fashion Show – possibility of holding one for reduced price clothing. One held at the Brier recently; enquiries to be made into whether it was profitable enough for us to consider having one

#### 10. Singing Hands

Booked for Wednesday 17<sup>th</sup> July at Post 16 and Thursday 18<sup>th</sup> July at Ridge Hill at a total cost of £1,922.60 consisting of:

- Fees: £650; mileage £135.50; accommodation and subsistence £200; VAT £287.10
- Deposit of £961.30 already paid, the rest to be paid a fortnight before the event
- Booking form requires details of parking, timetable, rooms, microphone etc. Copies have been sent to relevant staff and will be discussed shortly after the beginning of next term
- Also requested: name of the nearest Premier Inn which is at Kingswinford
- Booking form etc. will be returned when all details are settled

#### 11. Midcounties Cooperative Community Fund

The completed bid for £1,700 to cover fees and estimated overnight accommodation was sent on 15<sup>th</sup> February 2019 having been seen and approved by Marie. It couldn't be sent earlier as the rules state the applicant must have been a member of Midcounties Cooperative for at least 3 months and Linda had joined at the end of October 2018. Also we needed confirmation of dates from Singing Hands

#### 12. Easter

- Hampers: one adult and one child's hamper completed by Emma were shown and our thanks to her and to Becky Lynch for her donation of 2 bottles of wine expressed. A receipt for £21 for Emma's expenses was given to the Treasurer.
- Easter eggs: Asda at Brierley Hill and Merry Hill donated 73 chocolate eggs thanks to applications by Wayne Pearson. A letter of thanks will be sent to Sally Flavell at Asda. HSA will buy the remaining eggs plus bubble tubes as an alternative for those with dietary issues - Sally will give Linda a list.
- Post 16 Easter egg trail: part of their curriculum; HSA supplying Easter eggs.

- Ridge Hill Easter Egg Hunt on Wednesday 10<sup>th</sup> April, organized by HSA

Timetabled slots for each class; any children unable to 'hunt' with their class

(eg because of swimming) to join another class together with a member of staff

A card template of an egg to be decorated by each child

'Eggs' to be found in places en route by each child so a clue can be read out

Thanks to Michelle B.P. for producing clues to 6 places, each clue with a verse,

symbol, photograph and object of reference.

Emma and Linda to lead the hunt to the Burrow in the Base, which is to be

decorated by Kerrie and Lee

Sally, dressed as Easter Bunny, will be in the Burrow to give an egg/bubbles to

each child. Kerrie will take over as soon as she can, about 10.30am

### 13. Evening With Emily:

This will take place in the Autumn Term but it was decided that it needs booking now as both Emily and venues get booked early. Emily is available Mondays to Fridays and Linda will try to book a Friday in late September/October/November at Pensnett Social Welfare Club: we held the last 'Evening With Emily' there, it was successful and the manager offered to give us our next booking free! If unsuccessful Emily will see if she can book where she often performs (Quarry Bank Labour Club?)

### 14. Small Bids Programme:

Linda had details of this Dudley MBC scheme granting £499 to selected out of school projects for disabled children and their families. Sally advised that this comes within the remit of Family Outreach and Linda should speak to Sue Wale about it before any further discussion

### 15. Tesco Bags of Help Grant:

- Stourbridge Tesco contacted school inviting a bid for this grant which if accepted would be 1 of 3 to go to public vote (with tokens in store) across all Tesco stores in the local region.
- HSA's intention to bid has been registered

- First prize= £4,000, second prize = £2,000, third prize = £1,000. The organizers advise bidding for £4,000 and planning so that if awarded less we can provide the remaining amount or cut back on the design
- The committee decided to follow the suggestion from governors and staff and bid for a grant to make a sensory garden outside Blue and Pink Classes
- It was agreed that Linda will liaise with Val, Chris Smith and other staff to decide on the main design and characteristics which will involve movable strong structures that can be transferred if and when our Ridge Hill site is moved to a new building
- Information, advice and help with the bid is available from Maddi Bennett, Community Project Officer at Groundwork (funding the grants for Tesco) and we shall make use of this offer!!
- It can take 6 to 12 months to hear if our bid is successful
- There is a rolling programme of selection every 2 months and a bid may be held over to the next session. If this happens with our bid we will be informed

16. Summer Fete:

Postponed until the next meeting

17. Fire Station Car Wash:

Postponed until the next meeting

18. Newsletter:

It was decided to include:

- Events since the last newsletter: Christmas Fair; Christmas vouchers; end of term pizza party at Ridge Hill; Easter eggs for all students and Easter egg hunt at Ridge Hill.
- Future HSA Events: Summer Fete on Saturday June 15<sup>th</sup> including a visit from The Animal Man; Singing Hands on Wednesday 17<sup>th</sup> July at Post 16 and Thursday 18<sup>th</sup> July at Ridge Hill
- HSA has funded a total of £638.75 for Resources since September: classroom resources amounting to £389.75; £249 fees for a Yoga Communication course
- HSA is in the process of funding: classroom resources amounting to £144.94 and playground resources for all our children and young people costing £649.60
- Invitation: to all to attend meetings

19 Any other Business

- A letter of thanks to be sent to Gary Blewitt for a donation of £5
- On Friday 21<sup>st</sup> of June there will be a sponsored circuit between Post 16 and Ridge Hill with refreshments at Ridge Hill for all who wish to take part
- Team Pens Meadow will be climbing Snowdon again this year on Saturday 29<sup>th</sup> of June
- On Friday 5<sup>th</sup> July an End of Term Summer Ball will be held at Post 16 for Post 16 students and Upper Phase pupils from 7pm - 10pm Sally informed the meeting. There will be a DJ and an official photographer. Kerrie knows a photographer who fosters so will be aware of GDPR issues and has a photo booth. Details will be passed to Sue Wale who is liaising with Alison re bookings etc.

20 Date of Next Meeting:

9.30am on Friday 3<sup>rd</sup> May 2019 at Ridge Hill

21 The meeting closed at 12.50pm