

## PENS MEADOW HOME AND SCHOOL ASSOCIATION

(Registered Charity No 507259)

### Minutes of Meeting at 9.30am on Thursday 12<sup>th</sup> September 2019 at Post 16

1. Attendance: Denise Emery, Steph Jasper Emma Keefe, Alice Lane, Kerrie Mason,  
Lee Mason, Ann Pearson, Wayne Pearson, Linda Crockett
2. Apologies: Sally Cartwright, Marie Hunter, Clair Lester, Eve Oakley
3. Report of the Treasurer: Reports for 24/5/19 – 17/6/19, 27/6/19 – 25/7/19 and 26/7/19 – 15/8/19, (detailing a total income of £1,126 and outgoings of £2,040.23 throughout the whole of the periods covered, and resulting in a balance on 15/8/19 of £7,835.29 in H.S.A's bank account) were accepted. News that Mollie Gedge's father, who is an accountant, has agreed to audit HSA's accounts at no cost or at least very cheaply, was welcomed, with thanks to Eve for arranging this. (Molly is in Purple Class.)
4. Matters arising from Minutes of the Previous Meeting
  - Going To the Beach Day. Monday 8<sup>th</sup> July: This was a great success; thanks to Clair for organising it.
  - Singing Hands: Linda explained that the letter containing the cheque for the final payment of £961.30 together with the booking form containing the arrangements for the visits to Ridge Hill and Post 16 went missing in the post, so the cheque was stopped and a replacement cheque was sent with an explanation and apology. A very pleasant email was received in receipt. It was agreed that a letter of thanks for brilliant performances will be sent to Singing Hands, and that they will be booked again for next Summer Term in late June/early July.
  - Ice creams on the last day of the Summer Term 2019 costing £52 for Post 16 and £86 for Ridge Hill were paid for by School Fund on behalf of H.S.A. A cheque for £138 will be paid to School Fund.
5. Resource requests: There have been no new requests for resources since the last H.S.A. meeting.  
Question: Are request forms clearly available? Answer: Request forms are in both staff rooms with clear notices inviting staff to request resources.  
Last term Linda met with Carrie Price to tell her about our decision to fund specified items amongst those on her request form for playground equipment that are more robust though more expensive, and she agreed to find stronger replacements and re-present the revised order. She left without having done this, so Linda is to give a copy of the order to Leah Hardwick (in Yellow Class) who has responsibility for Sport, explaining the situation.
6. Donations for Team Pens Meadow's Snowdon Climb are coming in to Just Giving and we have received a cheque for £600.27 which will be made over to Family Outreach. More will follow.
7. Tesco Bags of Help Grant: As part of Tesco's Centenary Year they are dividing the Fund between 3 nationwide causes rather than local ones. Therefore, it was agreed that Linda should contact Maddie Bennett, Tesco's local Community Project Officer, to ask if we need to postpone our application till after their Centenary Year.
8. Letter to parent/carers requesting agreement to H.S.A. contact on Parent Mail has been approved by Marie and has gone to the Business Manager who is devising a workable method for recording consent to enable Admin to deal with sending future H.S.A. communications by Parent Mail or Home School diaries according to which of these parent/carers have chosen. When they have a workable method,

the letter will go into Home School diaries. By obtaining consent in this way we will be compliant with GDPR

9. Evening with Emily:

- Advertising leaflets to go in staff rooms and reception areas at both sites, on Parents Voice page, School internet page and into Home School libraries; Kerrie to take leaflets to Pensnett Social Welfare Club (the venue); Linda to take some to Kids Orchard, Coppice Lodge, local libraries.
- Leaflets to contain information on venue, date (4<sup>th</sup> October) and time (7.30pm) plus school telephone number and cost of tickets: Adults £6, Children (under 16) £3 and a family ticket for 2 adults and 2 children £15. To be included: 'Donations for tombola or raffle gratefully received.'
- Printed tickets to be available on request (in compliance with GDPR) from school Admin. Thanks to be given for their help. Tickets also to be available on the door till 9pm on the night.
- Raffle prizes to be stored in H.S.A.'s shed. Denise to ask for possible prizes at Waitrose as she works there. Asda to be approached too. Wrapping Party (to put each prize in cellophane) at 9.30 on Thursday 3<sup>rd</sup> October at Post16.
- Maggie to have charge of raffle tickets to be sold on the night.
- Emma is to do one large adult hamper which will contain a lot of wine etc.
- Trustees and any other volunteers to meet at Pensnett Social Welfare Club at 9.30am 4<sup>th</sup> October to set up the room. Kerrie to liaise with the manager beforehand.

10. Christmas Fair:

- On Saturday 7<sup>th</sup> December at Ridge Hill
- 50p entrance, £2 Santa ticket
- Santa (Lee) in his grotto from 12 -3pm but with time slots and break(s); selection box presents from Santa; photos with Santa
- Ask for Begal Bear to be present – with Christmas hat etc.
- Enquiry to be made: can Enterprise be involved? (May not fit in with curriculum)
- Refreshments – food, drinks
- Stalls £10, free in-house
- Face painting (by Alice Lane)
- Tombola and raffle (Wrapping Party to wrap tombola prizes beforehand)
- 2 hampers: adult's and children's (by Emma)

Christmas Fair planning meeting tba separate from AGM

11. Ideas for Future Fund Raising Events

- Summer Fete: Post 16 generally favoured even though the sports hall cannot be used because of potential damage to the floor, and parking would be limited as only the top car park is available; also many more personnel would be needed to run the event than were needed at Ridge Hill. It was agreed that we should investigate further because the Post 16 site is likely to attract much greater numbers of people. Linda is to consult Marie initially about what areas could be used outside and/or inside, and necessary health and safety, safeguarding measures etc.

12. Midshires Cooperative Community Fund Bid: Linda received an email on 11<sup>th</sup> September inviting applications by Friday 20<sup>th</sup> of September, the closing date, for the grant of up to £2,000 towards an event to benefit the local community. It was agreed to apply for funding towards another 2-day visit from Singing Hands. Linda to complete application form asap
13. Sea Legs Puppet Theatre: a return visit was discussed as the staff had said the performances 2 years ago were very successful, but some members present felt that a considerable number of children and young people had not enjoyed them. It was agreed that the staff should be consulted before deciding whether or not to book a visit this academic year.
14. Any Other Business: *Brodie Palmer: All agreed that*  
*H.S.A. should show our feelings of sadness and sympathy for Brodie's family following her sudden unexpected death. Kerrie told the meeting that Donna (mother) has asked her if she could make Brodie's name in flowers to go on the coffin and Kerrie has agreed to do so, charging only expenses which she has found to be at least £150. It was decided that H.S.A. will pay for this, forwarding £150 pounds to enable Kerrie to begin and paying for any extra cost involved.*
15. Date of the next meetings:
- *A Christmas Fair Planning Meeting before the AGM which is only 2 weeks before this event. Venue, date and time to be arranged.*
  - *The AGM at post 16 at 9.30 on Friday 22<sup>nd</sup> November*

*The meeting closed at 11.33am*