

Pens Meadow Home School Association

(Registered Charity – No. 507259)

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

Minutes of Annual General Meeting 22.11.19

1. Linda welcomed everyone to the Annual General Meeting and everyone was introduced.

2. Present

Linda Crockett, Denise Emery, Emma Keefe, Clair Lester, Eve Oakley, Ann Pearson, Wayne Pearson, Emma Mason, Kerrie Mason, Lee Mason, Rose Marie Tromans, Sue Wale

3. Apologies

Maggie Armson, Sally Cartwright, Marie Hunter, Gill Wells

4. Report of Chairperson:

Linda read out her report to the Committee, thanking everyone for their hard work and support since the last AGM, especially her fellow Trustees. She referred to the considerable amount of resources requested by staff to enrich the experiences of their pupils, which we have funded; and the enjoyable events and activities that we have provided for our children and young people and their families. She specified some main events (including the Christmas Fair, visits by Singing Hands, the Summer Fete, and the Evening with Emily) and thanked Family Outreach for their supportive collaboration on many occasions. Whilst looking forward to a repeat of these successes in the coming year, Linda pointed out the need for additional fundraising events if we are to expand our provision of resources and occasions to enrich the lives of our children and young people. She predicted an exciting and successful year ahead with the continuing commitment already shown by the Trustees and other stalwart members of the Committee.

5. Report of the Treasurer

Eve went through the Annual Financial Report. She informed the meeting that Matt Gedge (father of Molly in Purple Class), who is an accountant, has audited these accounts without any charge. He is willing to continue to do so. It was agreed that a letter and token gift of thanks should be sent to him.

6. Appointment of Officers:

All Officers stepped down as is customary. The following were unanimously elected:

- Chairperson: Linda Crockett Proposed by Clair Lester, seconded by Eve Oakley
- Vice-Chairperson: Kerrie Mason Proposed by Ann Pearson, seconded by Lee Mason
- Secretary: Emma Keefe Proposed by Linda Crockett, seconded by Kerrie Mason
- Treasurer: Eve Oakley Proposed by Emma Keefe, seconded by Clair Lester
- Staff member (Ridge Hill): Gill Wells Proposed by Clair Lester, seconded by Kerrie Mason
- Staff member (Post 16): Maggie Armson Proposed by Linda Crockett, seconded by Eve Oakley
- Auditor: Matt Gedge. (accountant)

7. Requests for resources

Julie Rollinson (TA in Red Class) has requested a list of sensory resources to enable her to set up a Central Resource Store from which staff could borrow resources for a limited time to be used for O.T, communication, VI and mobility needs. The total cost of the resources requested is £371.31. Sue explained that the Occupational Therapist comes in to work with each class, advising on individual needs. Items could be borrowed from the Central Store as additional resources to work on meeting the identified needs of children in all classes at Ridge Hill and it was unanimously decided that HSA should provide the resources requested. Linda is to speak to Alison to ask if resource orders could possibly go through school and be refunded by HSA, thus avoiding VAT.

8. Christmas Events:

- Wrapping Party: The meeting room at Post 16 has been booked from 1-2.30pm on Thursday 28th November to wrap gifts for the tombola etc.
- Christmas Fair
Entrance 50p Santa £2 ticket Bouncy Castle 50p at entrance to gym
Advertising: We bought 2 Christmas banners last year: the one displayed on the Pens Meadow Banner on the hedge outside The Wordsley School was lost and the one used at Post 16 thought to be stored in the HSA shed couldn't be found. Chris Smith has agreed to put up the double A3-sized poster (made by Jade of Admin) on the railings at the side of Tiled House Lane outside Post 16 in addition to the A3 posters he has already attached to the inside gates. The Site Manager of The Wordsley School has kindly found and put up the Pens Meadow banner on the hedge at the side of Brierley Hill Road at Ridge Hill and Paul (Assistant Site Manager) has agreed to attach 2 double A3 size posters there. Lee and Wayne have delivered about 25 leaflets each to the local community and shops in addition to leaflets already delivered (as recorded at the meeting on the 11th October). Sue has arranged for the Christmas Fair to be mentioned on Black Country Radio.
Raffle for Hampers: adult's, child's and chocolate variety. Admin to be asked to print a letter with details (including closing date of Friday 6th December when the draw will take place) and with tickets attached, to go in Home-School diaries. Tickets can be returned with money in an envelope. Emma Keefe will wrap the adult's and child's hampers at the wrapping party. Denise will wrap the chocolate variety hamper. (Donated by Waitrose - letter of thanks to be sent.) All 3 hampers to be in Reception
Mystery box – £1 a go. Admin have printed sheets for name and contact.
Tombola: In Reception with wrapped prizes for tickets ending in 3/5, manned by Maggie and Gill.
Morgan will be front of house for work experience; Begal Bear won't be at the Fair.
Stalls: Admin is to contact Paul Leyshon to ensure he and Jan know of the change from the 6th of December to the 30th of November and find out if Jan wants a Jewellery Stall as usual at the Fair. There is the possibility of a Clothes Swap Stall also being set up and it was decided that it would fit well with recycling. There will be a We Love Carers Stall. Sue will ask classes to make and bag cornflake cakes for a Krispie Cakes Stall: Alice Lane is doing Face Painting. Sue will print letters to and from Santa plus colouring sheets for a Colouring/Letters to Santa Table if there is a

member of staff willing to supervise it. (Letters from Santa will be in his Grotto for him to give out). There will be a Table of Books, CDs and DVDs with a bucket for donations.

Refreshments: Hot dogs: Linda will get 50 finger rolls and 50 medium baps from Wheatmill and Sally will get the sausages and burgers from her butcher. Sue will get mulled wine and mince pies. Clair will get pop, probably from Farm Foods, buying 3 packs at £6 per pack of 24. Linda will get tea, coffee and squash.

Santa in his Grotto (from 1-3pm) will give each child a selection packet (purchased at 89p each and already wrapped by volunteers) as a present, and adults can take a photo of their own child with Santa. 2 tubs of 'Snowballs' have been bought to be thrown to call Santa from the grotto initially. It was agreed that Kerrie will order a fireplace flat-pack (off Amazon) to be used in construction of the grotto for this and following years. Linda explained that any materials such as paint, glitter, shaving foam etc. must now come from school resources to comply with health and safety COSHH rules, because materials from other sources could contain different ingredients potentially dangerous to our vulnerable children. Applications for school materials should go to Angela Sidaway, in Pink Class.

Bouncy Castle and Ball Pool have been booked from 9.30-3.30 on the day of the Fair and a cheque for £100 has been sent.

- End of Term Christmas Presents

£100 per class to be spent as chosen by the staff (and students/pupils?) for example on a Christmas trip.

£5 Merry Hill voucher for each child and young person

9. Future Fundraising Ideas

- Amazon Wishlist: Leah Hardwick suggested that HSA set up a Wish List on Amazon so parent/carers can buy items off it (for example at Christmas, end of year) if they wish to give a gift to HSA as thanks. Marie has said that sometimes people donate to school and we could use such a donation to buy larger items off the list. It was felt that such a list was a form of asking for gifts and the meeting voted against it.
- St Valentine's Day: Raffle for 2 hampers (adult's and child's) and a Non-Uniform Day (suggested wearing red) with £1 donation, and a free disco.
Outlets, including Geoff Hill's, to be approached for possible donated prizes, for the Valentine and/or Easter raffles
- Easter raffle with 2 hampers
- Easter eggs for all students after the Easter Trail at Post 16 and all children after the Easter Egg Hunt organized and lead by HSA at Ridge Hill.
- Singing Hands have been booked for Thursday 9th July at Ridge Hill and Friday 10th July at Post 16. Booking forms have been sent and we are awaiting the invoice. The fees are £25 more than last year. Linda has applied for a grant from Mid-Counties Cooperative Community Fund towards the cost but so far there has been no reply.

Ideas to be discussed at the next meeting:

- Dudley Trail: in May, with sponsorship. T-shirts with the Pens Meadow logo on are in the shed
- Stall at the Black Country Day at the Dell (around July 14).

- Bingo evening: (We have a lottery licence)
- Fashion show: Eve to find out more?
- Summer Fete: To be held at Post 16 if possible. We will need to have many more volunteers helping to run it than we have had for fairs/fetes at Ridge Hill. It was decided to book the Animal Man if available, for one and a half hours at £2 per person (not per family as happened last time). As he becomes booked up very quickly 3 possible dates were suggested: preferably 4th July, otherwise 27th June or 11th July. Linda will check school diary to ensure these dates are convenient for school, then contact the Animal Man.
- Non-Uniform Day at the end of the summer term, suggested wearing summer clothes with a donation of £1, with ice cream for all children and young people, and a picnic on at Ridge Hill.

10. Any Other Business:

- Newsletter (This was discussed earlier in the meeting before Eve, who has offered to produce it, had to leave at 10.40 for another meeting). Contents will include a brief report of HSA's main events this term, and Sue asked for it to contain a mention of the Induction for new families. There will also be news of some of the events planned for next term.
- Spending the Christmas Voucher: Rosemary pointed out the difficulty experienced by some families, for example with physical disabilities, of going to Merry Hill to spend the Christmas voucher. Sue said this could be raised with class staff who might include it in one of their community visits to Merry Hill.
- Flowers to be sent to Vicky Richards together with a card /letter with HSA's wishes for a speedy recovery, giving her our thanks for all she does and saying she really will be missed at the Christmas Fair!

Next AGM: 9.30 Friday 20th November at Ridge Hill

Next General Meeting: 9.30a.m. Thursday 16th January 2020 at Ridge Hill

Special General Meeting: re the Summer Fair: Thursday 30th January at Post 16, if this date is available for Mr Smith (site manager) and other relevant staff. Time to be arranged.

The meeting closed at 11.50 a.m.