

## PENS MEADOW HOME AND SCHOOL ASSOCIATION

(Registered Charity No 507259)

### Minutes of Meeting at 9.30am on Thursday 16<sup>th</sup> January 2020 at Ridge Hill

Linda welcomed everyone to the meeting and introductions were made.

1. Attendance: Emma Bostock, Sally Cartwright, Linda Crockett, Emma Keefe, Esther Mandale, Kerrie Mason, Lee Mason, Ann Pearson, Wayne Pearson, Sue Wale
2. Apologies: Marie Hunter, Clair Lester, Eve Oakley
3. Report of the Treasurer: Reports for 27/9/19 – 8/10/19 and 27/11/19 – 18/12/19 were accepted
4. Matters arising from Minutes of the Previous Meeting
  - Christmas Events
    - Christmas Fair: total takings: £735.30. £100 was paid previously for the bouncy castle so the nett profit was £630.30, the highest amount for our Christmas Fairs so far. This included £176 from the raffle for hampers, thanks to Emma Keefe and Denise Emery
      - £157 from the tombola, thanks to Maggie Armson and Gill Wells
      - £160.10 from refreshments, thanks to Sally Cartwright and Mr Wale
    - Santa in his grotto and Santa's elves were a great success, thanks to Kerrie and Lee Mason
    - Thanks to Family Outreach who worked hard to help make the Christmas Fair so successful
    - HSA gave Christmas Gifts: £100 to each class, mainly used for Christmas trips 2019
      - £5 Intu gift card to each pupil and student
    - £10 gift card donated to HSA was raffled and raised £32.98. It was won by Julie Wood in Green Class. A letter of thanks will be sent to Friends of Alfie Johnson
  5. Annual Return:

The Charity Commission has acknowledged receipt of the Annual Return for 2017-18. Linda apologised for the delay in sending this to the Charity Commission, due to illness and a mistaken belief that a detailed form and report was needed. As the total income was below £10,000 all the information required was our total income of £7384.26. The Annual Return for 2018-19 will be sent as soon as acceptance of the 2017-18 Annual Return is received.
  6. Resource requests:

Alison has agreed that orders HSA are paying for can go through School Fund, thus avoiding VAT. She kindly offered to take over the ordering as long as each item is very precise. When orders have been checked and paid for HSA will be given invoices to repay School Fund.

    - Orders already approved: Resources for a central sensory hub (Julie Rollinson) and resources for Blue Class (Craig Pugh) have been processed and are beginning to arrive, so we shall soon be invoiced for them by School Fund.
    - New orders: A request by Red Class for resources for physiotherapy, exercise and calming, totalling £58.46, and one from Green for a night light sensory toy costing £29.99 were approved and will be passed to Alison. There was general agreement that further resource requests are likely to be favourably received.
  7. Valentine's Day

On Friday 14<sup>th</sup> February, the last day of this half term, if convenient for school.

- A non-uniform 'Dress in Red Day' for a suggested donation of £1 was agreed
- HSA won't be involved further than this with Post 16 as they have Enterprise activities, but we would welcome Post 16 helpers at Ridge Hill if that is appropriate
- Emma K agreed to make a hamper for a child and one for an adult. Donations invited on the Parents' Voice page. Printed raffle tickets to be sent in Home School diaries. Alcohol can be donated (but no glass or alcohol delivered in taxis). Sue can store any alcohol sent
- Disco to be in the gym for Lower Phase and Complex Needs, probably in the morning and for Upper Phase probably in the afternoon
- Pop up stalls by any classes wishing to run them will be welcomed
- Craig's cookies – Craig has volunteered to make these!

## 8 Easter:

The last day of term for pupils and students is Thursday 2<sup>nd</sup> April.

- 2 Easter hampers, a child's and an adult's, will be made by Emma Keefe and shown at Post 16 and Ridge Hill.
- Printed Raffle Tickets for the hampers, + information regarding the closing date and arrangements for making any gratefully received donations will be sent in all Home School Diaries and put on the Parents' Voice Facebook page. The draw to be delayed till parent/carers have had a chance to see the hampers.
- 3D card carrots containing eggs: Kerrie, possibly with Post 16 students as part of Enterprise, will make card carrot containers (like the one she showed the meeting). All agreed that with little chocolate eggs inside they should sell well for £1.50 each.
- Provision of 108 Easter eggs (one for all on roll) + bubble tubes for those with dietary requirements was agreed. Wayne was thanked for obtaining the donation from Asda last year. He will request a donation of Easter eggs from Sainsbury's, and Denise may be willing to ask Waitrose (where she is a 'Partner') if they will donate some. Bubble tubes will be purchased from a cheap source.
- Date of distribution to be agreed. Linda to ensure Thursday 2<sup>nd</sup> April (or a convenient alternative if that is unavailable), is in the diary at each site and information is circulated as needed
- Date of delivery: all eggs + bubble tubes to be in by the previous week – probably Friday 27<sup>th</sup> March
- Post 16 to be provided with the appropriate number of Easter Eggs and bubble tubes at least a day before they will be distributed (date depending on curriculum plans).
- Ridge Hill Easter Egg Hunt on Thursday 2<sup>nd</sup> April/another negotiated date. Linda to devise the route, which will follow Easter eggs (decorated by the children and laminated) leading to clues giving directions to the different stages and eventually to the Easter Bunny's 'burrow' in a gazebo decorated by Kerrie. This to be in the gym if possible (cooler and in a different place from last year). Kerrie and Emma to share the role of the Easter Bunny (Kerrie to provide the costume) and Linda to lead the Hunt.

## 9 Summer Fete

Booked for Saturday 4<sup>th</sup> July

- Venue: The possibility of holding the Fete at Post 16 was discussed and it was unanimously decided that it is not feasible to hold the Summer Fete at Post 16 at present. A letter will be issued giving a full explanation of reasons.

- Location of banners advertising the Summer fete was queried; one is in the HSA shed (to be checked) and one is with Family Outreach.
- Advertising will be extended and will probably include extra schools, the Phoenix Centre and Brockmoor Specialist Nursery.  
Animal Man: a date has been booked but not times etc. It was agreed that Linda will book 2 hours, costing £250. Tickets, laminated and available on the door, will be £3.50 per child/young person, £1.50 for 1 or 2 carers (up to 2:1), then £1.50 for each extra person. It was suggested there could be a receptacle for tickets, (such as an owl with an open mouth) at the entrance door to the Animal Man, who will be in a quiet classroom (Yellow?)
- Hampers: 2 made by Emma as usual; printed tickets to go out at least a week before, with a delayed draw a week after the Fete (many tickets are usually sold in that week)
- Tombola: Collection of donations for this to be on-going, and given to Emma K or Kerrie for storage and wrapping. No wrapping party needed

#### 10 Singing Hands

Students have community visits and/or work experience on Thursdays so visits have been booked to Ridge Hill at 11am and 1.30pm on Thursday 9<sup>th</sup> July, and to Post 16 at 10am and 1.30pm on Friday 11<sup>th</sup> July (times to suit in the dining hall). The cost is £675 + VAT per day plus travelling costs, meals and accommodation. Full payment is required at least one month before the event, but it was agreed that as soon as the invoice is received a cheque will be sent in full settlement.

#### 11 Midcounties Cooperative Community Fund

Our bid was successful and we are to receive £1500 towards the Singing Hands visits. Linda received an email inviting 1 or 2 people to attend a Celebration Evening at Wolverhampton Racecourse on Tuesday 21<sup>st</sup> January to accept the cheque, and including this agenda: 3.45-5pm Masterclass on Fundraising Skill; 5-9pm Celebration meal and presentation. Sally and Sue will definitely attend from 5-9pm and possibly from 3.45-5pm on behalf of H.S.A.

#### 12 Sea Legs Puppet Theatre

There was excellent feedback from staff following a previous visit on 13.7.18 with a performance of 'The Selfish Giant' at Post 16 and 2 performances of 'The Ugly Duckling' at Ridge Hill. The cost was £440. All agreed the theatre is to be booked for this year, preferably for before Easter, Linda to find out what else is in its repertoire.

#### 13 Emily Night

Emily is willing to sing for us again, so Pensnett Welfare Club is to be booked, hopefully free of charge as before, on a Friday in October. There is to be printed tickets for a raffle with 2 hampers, and a tombola as usual. Kerrie suggested a Hallowe'en theme; other suggestions to boost income included 'Open the Box', face painting, and a 'Glitterologist' (Tina Jinks?)

#### 14 A Signed WBA football is being put up for a raffle prize by Emma Bostock, and she will enquire about further sporting donations, including from Wolverhampton Wanderers and Barnsley once she has a copy of our official letter requesting donations

15 Future Fundraising Ideas

*Letter containing a poll to measure interest in suggested activities + request for new ideas - to be sent in Home School diaries. Depending on interest shown a selection to be made from:*

- *Stall at the Black Country Day to be held at The Dell (approximate date July 14<sup>th</sup>) but it was emphasised that we should first offer Post 16 Enterprise a chance to do this.*
- *Participation in the Dudley Trail with sponsorship. Tee shirts with the HSA logo on the front are in our shed. We need to find the date this is taking place*
- *Fashion Show – Eve has offered to investigate organising this*
- *Psychic Night*
- *Quiz Night*
- *Bingo Night*

16 Newsletter

*It was decided this should be bi-annual rather than once a term.*

*Eve is going to produce it and has asked for a list of contents.*

Achievements since September

- *Participation in the Induction Day for families with children starting at Pens Meadow*
- *Emily Night*
- *Christmas: Fair; gifts of £100 per class + £5 gift card for each pupil and student*
- *Resources provided*

Future Events

- *Valentine's Day*
- *Easter eggs for all; Easter Egg Hunt at Ridge Hill*
- *Sea Legs Puppet Theatre (to be arranged)*
- *Summer Fete*
- *Singing Hands*
- *End of Year Party (to be arranged)*
- *End of Year Ice creams*

17. Any Other Business

- *It was agreed Maggie will book the ice cream man to come to the Summer Fete; also to come on the last day of term to Ridge Hill at 1pm and then to Post 16 for 2pm so that HSA can provide ice creams for all.*
- *Sue informed the meeting that Family Outreach has received notice that they need to apply for re-accreditation for the LPPA award during the next 9 months. She explained that to achieve this Leading Parent Partnership Award Family Outreach will have to prove that school has excelled in supporting and giving guidance to families, and ensuring that school is a welcoming, communicative and friendly place. This involves completing a considerable amount of paperwork and being visited for assessment. The fee for this is £1000.*

18. Time and Date of the next meeting: 9.30 on 27<sup>th</sup> February at Post 16

*The meeting closed at 11.30am.*

