

Pens Meadow Home School Association

(Registered Charity no. 507259)

Meeting at 9.45 on Thursday 5th May 2022 at Post 14

Attendees:

Linda Crockett – Chair

Elaine Deeming – Treasurer

Janet Harris - HSA

Denise Emery - HSA

Esther Mandale – Vice-Chair

Mical Pawlowicz - Deputy Headteacher

Sally Cartwright – Secretary

Apologies:

Emma Bostock - HSA

Emma Keefe - HSA

Sally Cartwright's request to interrupt the agenda due to needing to leave early to attend a meeting was agreed unanimously.

Pens Meadow Playscheme

Pens Meadow will be offering a playscheme this year to pupils who expressed interest in attending and they will be receiving 2 days each.

It was agreed to grant £500 as requested by Playscheme coordinators to fund

- Sassy Sensory mornings
- Resources

HSA Meetings

A discussion was raised about HSA meetings and how we can generate attendance from new families, especially moving forward into the new school year. The following ideas were agreed:

- Summer Fete: getting families on board - Esther Mandale undertook to promote this
- Newsletter in September 22
- Next meeting on 24th June to be a breakfast meeting in the community (venue probably at The New Wellington, Brettell Lane) *See NB at the end of the minutes
- Letter to be generated to families to explore options for the best day and time for meetings to be held

Summer Fete Advertisement:

Summer Fete Poster is ready to be sent out to our families. Extra hard copies to be sent to the local community, including SEN special school/nurseries

Treasurer's Report: Elaine Deeming presented:

- Income: £337.20 - Emily Night
- Outgoings: Amazon Christmas vouchers - £1,110 repaid for initial purchase from school fund
- BALANCE: £12,770.55

HSA PayPal account needs to be closed: [Linda and Elaine to action](#)

Charity Commission Annual Return has been completed and submitted by Linda

Thanks were given:

- Emily Night: Emily for beautiful singing
Admin team for supporting preparations prior to the event
Emma Keefe and Sally Cartwright for their work prior to and during the event
Pensnett Welfare Centre for providing their function room free of charge
[Linda to send letter of thanks](#)
- Easter: Waitrose for donation of Easter eggs- [Linda to send letter of thanks](#)
Denise Emery for arranging donation and remaining order
Emma Keefe and Sally Cartwright for supporting distribution of Easter eggs around
Ridge Hill site/Easter Egg Hunt

School Council Consultation Requests for HSA Funding Request: Michal Pawlowicz shared:

- Resources – Balls £39.95; Uno £22.50; Animal Man £300; Silent Disco £100
- Ridge Hill -Bubble Show £450 + vat
- Pensnett – tbc: Michal to confirm with Sarah Sparkes

Jubilee Celebration

- May 27th Five to Thrive activities
- Activities

Fundraising Ideas

- Sponsored Walk
- Triathlon ½ term distance sponsorship

[MINUTES TAKEN OVER BY ESTHER MANDALE](#)

Summer Fete:

Saturday 2nd July 12-3pm

- Entrance fee 50p
- Advertising: poster to be sent to our families in diaries, on Parent Mail and on Facebook (Pens Meadow Parents Voice); poster and leaflets in the Community; special school/nurseries; mention on local radio – [Linda to speak to Sally](#)
- Animal Man: 12.30-2.20, fee £250; needs designated parking space; arrival ¼ hour before; Student/pupil free, others £1 per person with stamp as 'ticket'; in Yellow Room; booked, invoice to be paid -[Elaine Deeming](#)
- Bouncy Castle and ball pool: 12-3 in gym; fee usually £100; arrival 9.15 to set up, removal 3.15; pay on door to person to be arranged; [Linda to book](#)
- Possible attendance of Fire engine: [Linda to speak to Sally about this](#)
- Raffle: tickets sold at the same time as entrance fee – for hampers? Emma will do one big hamper. Tickets to be sold before and on the day? Admin to be asked to produce tickets.
- Tombola: run by Maggie Armson in entrance hall; need a star prize
- Stalls: £10 fee per stall (free to school personnel)
Stall holders to be confirmed, but provisionall

Alice Lane - face painting - [Esther to ask her](#)

Jan Leyshon - jewellery

Emma Rickwood - candy floss

[Mihal to ask for volunteers in briefing](#)

Parent Carer Forum – will try to run a stall but may send leaflets (difficulty finding Personnel to man stall because of caring responsibilities ([as told to Linda](#)))

WE Love Carers - have the same problem and may send leaflets

Food: [Sally to organise, and ask for whatever help she needs;](#)

Ingredients for hot dogs, burgers (including vegetarian) [from Sally's butcher](#)

Baps, rolls from Wheatmeall – [Linda to order and collect](#)

Crisps

Soft drinks – tea, coffee, squash

Singing Hands

Visits booked: Thursday 14th and Friday 15th July

- Decide which day is most suitable for Post 14 and Ridge Hill [Linda to ask Gavin \(P14\), Val and Angela \(Ridge Hill\)](#)
- Email to be sent to Singing Hands informing of arrangements and requesting invoice -[Linda](#)
- Payment of invoice – [Elaine Deeming](#)
- Letter/email to then be sent informing Mid-counties Cooperative Community Fund that their grant of £1500 towards the cost of the visits by Singing Hands (deferred during the period of Covid restrictions) has been paid- [Linda](#)

LPPA

Sue Wale left folders in order before her absence and evidence is continuing to be collected; the award granted following the LPPA inspection last July was for 3 years so that allows sufficient time for this.

- Parent workshops are to be reintroduced
- Snap shot video casts on big issues will be put on the school website and YouTube for parents, especially for those who can't attend workshops, thus enabling as many parents as possible to be reached

Any Other Business

- Flowers and a card are to be sent to Sue Wale from HSA - [Linda to action](#)
- Linda suggested that notice of HSA meetings and events should routinely be put on the website – [Mihal said this would be followed up](#)
- Letter to be sent to Holloway Plastics telling them we put their generous £4850 grant, for which Matt Gedge applied, towards the boat costing £5072 installed in Forest School at our Pensnett site - [Linda](#)
- The meeting was informed of Consultation Meetings on Teams arranged by the Parent Carer Forum on the 26th and 29th of April and the 12th of May.

***NB: New Wellington is closed therefore**

Next Meeting: End of Term Breakfast at 9.30 Friday 25th July at Brewers Wharf, Stourbridge