

Pens Meadow HSA Meeting
02.02.23

| Minute No. | By Whom | Minute |
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| 020223-01 | | Introductions – New attender Claire Richards |
| | | Attendance - Linda Crockett – Chair (LC), Esther Mandale – Vice-Chair (EM), Elaine Deeming – Treasurer (ED) Kirsty Williams – Secretary (KW), Staff representatives - Sue Wale (SW), Michal Pawlovicz (MP) Denise Emery (DE), Emma Bostock(EB), Claire Richards (CR) |
| 020223-02 | | Apologies – Kerry and Lee Mason |
| 020223-04 | | Previous Minutes – Discusses and approved |
| 020223-05 | MP ED and LC | Treasurer Report – Account passed audit and been returned. Total Banked from fayre and Paul Johnson donation of £100 – thanks have been sent from Linda - £857.50. Christmas fayre expenditure £116.61. Current balance £10,470.47. SW raised how £300+ VAT paid to Singing hands but as a charity should be exempt to VAT but can be a lengthy process. Section 39d of vat act 1994 – you can apply for this back. However, going through school to book singing hands etc would also excluded the VAT and then the HSA to reimburse the funds would be an easier option moving forwards. Michal agreed this and invoices to be addressed to the school and forwarded to Alison Austin in future. Any transactions to be invoiced to school and to be arranged a year in advance so that it is one transaction or as few as possible to ensure minimal work for Alison. |
| 020223-06 | ED ED | Christmas – <ul style="list-style-type: none"> • Singing hands video – school paid, ED to reimburse £60 • Christmas Vouchers also to be reimbursed to the school - £1100 • Christmas Fayre – taking and donations. Thanks to be sent to Morgan Global for £100 towards the Christmas fayre. Thank-you letter has been sent to Geoff Hill Charitable Trust and Alfie Johnson Trust. Thank you to Sally and Sue, plus Denise for her hard work and everyone who donated and helped to run the day. Total Banked £736.00 which is highest total to date. Well done to all involved. |
| 020223-07 | DE ED | Hampers. Denise is in the process of making Hampers ready for Xmas 2023. Discussion held around doing a bigger fayre sautilising all the rooms at Ridge Hill and making this a main fund raiser and no fayre in the summer as this raised a minimal amount of funds considering the time and effort it took from staff and volunteers. One of the hamper monies raised were agreed by all to go to family outreach - £50.50 |
| 020223-08 | LC | Letters of thanks – these have been sent to Alfie Johnson, Thursday catering, Geoff Hill and Emma Keefe. Thank you letter still to be sent to Morgan Global for their donation towards the Christmas Fayre and to Ryan for Auditing the accounts for us. |
| 020223-09 | LC KW | Resource request – outside equipment £512.93 – all is packable and moveable to go to the new building. Approved to be paid by HSA and VAT to be removed from the total above. Kirsty will look into funding applications for this. Linda to send application letter template to Kirsty. |
| 020223-10 | SW | HSA Storage – Shed fine for Sue to put the donated BBQ to the shed. This is an ok place to store some items but does have damp and mould issues. BBQ would be fine to store there and all agreed the expenditure for the use of a shed for the amount it is used is not worth the cost. All agreed to keep items for fayres etc at their homes until the time they are needed. |
| 020223-11 | KW LC DE | Forthcoming events – Michal suggested just 1 man fayre/event and one in school event, plus the walk where these are bigger fund raising activities. Dates to be confirmed. However the Christmas Fayre has been planned for Saturday 9 th December. <ol style="list-style-type: none"> a. Singing hands 2 day visit £1800 minus VAT – in June/July. Kirsty will look into possibly funding sources for this. Linda to book this and ensure the invoice is sent to the school due to VAT issues. b. Easter Egg hunt - £110 with funds – Possibly double depending on the price of eggs and costs increasing – Michal to confirm the date of this event in school. Denise and |

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| | MP SW/MP LC MP ALL | <p>Michal to contact relevant people to see if they would look at donating any easter eggs towards this.</p> <p>c. Snowdon Walk 2023 – Saturday 24th June – staff and trying to arrange HSA members to attend, although this poses some difficulties with staff also needing to care for their children and the long car journey there.=. Sponsor forms to be created for this.</p> <p>d. Evening with Emily – to be planned for September</p> <p>e. Sponsored walks and engage parents in school – Michal to contact the Dell to discuss possible dates – ideally to tie in with the Kings coronation. Michal to link this into the curriculum and make it a Red, White and Blue day with HSA selling Tea and scones to purchase– ensure we state products may contain nuts – and have ingredients on all packaging. Sponsor form to be created .</p> |
| 020223-12 | LC KW | <p>HSA Newsletter to be created with all the new fund raising dates for the term and include the dates for what’s going to be happening. Linda to send template to Kirsty to create this. Include link with youtube videos to help with access support, apply for Blue Badge, Applying for DLA etc. Include Xmas Fayre date 9th December. The summer date when this is confirmed, upcoming charity events and the funds we raised from the Xmas fayre. Michal will then share this on parentmail</p> |
| 020223-13 | SW | <p>LPPA – Sue - Good rolling program of workshops happening. So more programs can be accessed online. Sue always engaging in parents. Breakfast mornings are positive at engaging more parent/carers.</p> |
| 020223-14 | MP EB | <p>Any other business – Last term made a video of your questions asked. Early help would like Michal to gather questions from parents that the children and young pupils can ask to Early Help to create a video to signpost parents/carers to in future.</p> <p>Pens Meadow is still looking for someone to fill the parent governor role. EB asked for more details.</p> |
| 020223-15 | | <p>Date of Next HSA Breakfast meeting – 19th March 9.30am Meeting Closed 11:54pm</p> |