

HHSA Meeting

13/05/2019

Attendees: Jo Green, Olivia Kibuka, Sarah Davis, Kim Crowdy, Jayne Wright, Kevin Thai

Easter Event:

Feedback from class staff has been received and was shared within the meeting. There was lots of positive feedback as well as some constructive points to consider for next year's Easter Event, it was felt the Easter Bunny was well suited for the Primary children but may need to think of something more appropriate for the secondary children. J Green will store the feedback forms for be considered prior to event planning next weekend.

Leavers Hoodies:

-The group have agreed that they would like to provide leavers with hoodies if financially viable, with the possibility of t-shirts as an alternative.

-Last year's hoodies were sourced through L Rowe, Jayne to discuss with L Rowe if this is possible to do again and gain a quote. When financial overview is provided and a quote for hoodies obtained a final decision will be made. The group have agreed to an approximate spend of £100, if the quote is considerably higher than this Olivia and Jo to consult further with the group.

-Year 11 children leave on 28/06/19 so decision need to be made in line with this date.

Summer Fayre:

-Summer Fayre taking place on Sunday 14th July 12-3pm.

-Need to consider work being undertaken on playgrounds that may affect the location of the fayre/stalls. Olivia to discuss this with J Kulyk and find out expected timescales. Olivia to also approach Hurst Green regarding use of the field and access gates as an alternative to using the playground.

-Volunteer List so far: L Slater, H Welborn, R Thomson, M Salt, S&S Davis, O Kibuka, J Green, J Lawley, K Crowdy, J Wright, L Lynch, C Ralphs, C Cox, N Harris, J Chamberlain, K Hopcroft, J Hardwick, A Burrows.

-Olivia to contact L Slater and J Lawley regarding holding stalls suggested on skills audit- Hook-a-Duck and Penalty Shoot Out. To also contact J Palaeri to discuss what family can offer from skills audit.

-Stalls: We Love Carers, P Haddleton- Skincare products (Parent), S Davis- Crafts, K Thai- Refreshments, L Walters- Facepainting, Bric a brac, Cake Stall, Bottle Stall, Tombola, Lucky Dip, Human Fruit Machine, "Name the Teddy"/"How Many Sweets in the Jar", Raffle, Pre-loved Uniform Stall.

-Jayne to contact L Rowe regarding a glitter tattoo stall and providing music/DJ.

-Food/Drinks: K Thai will be holding a refreshments stall with drinks and possibly food options, O Kibuka to contact Mr Guest regarding a burger and ice cream van.

-Raffle: K Cole has begun to send out letters for requests for prize donations but is yet to receive any responses. S Davies has requested work place (ASDA) provide hamper as raffle prize.

-Fire engine- Kim to discuss with S Devlin.

-Hayley is completing a funding request to be submitted to panel in May to cover the cost of the bouncy castle and face painter.

-Kim suggested having an animal man visit during the fayre, we discussed a potential programme of activities that could run throughout, suggestions included: animal man, circus skills (Brian Baughan), Music Bugs (Kim Crowdy), Dance Taster sessions (S Davies to discuss with local SEN dance school)

-Olivia will contact Woodgate Valley to see if there is interest in bringing horses to fayre to offer tasters in return for publicity.

-Letter to parents to be written by Jo Green including request for donations: bottles, bric a brac, tombola prizes, raffle prizes and pre-loved uniform.

-Flyers need to be designed- Jayne to speak to L Rowe about designing them and printing will take place in school. This year the event will be advertised to local community as well as Halesbury/SEN families. Olivia will complete a flyer drop with her class/secondary pupils to local neighbourhood.

-Decorations- No decorations were found when tidying HHSA resources, it is assumed that there were thrown away last year. S Davies stated she will donate some new decorations this year.

-We need to check the amount of gazebos that we have in school and consider if we need any more and also agree the layout with group members in the meeting prior to the fayre to ensure all members are happy with this.

Other:

-A storage cupboard has been organised for the group. J Green has tidied and stored resources in the cupboard although we are awaiting shelving to be put it.

-A report for governors has been requested, this is to provide a financial overview. Mr Young previously provided this, O Kibuka to request an up to date copy. J Green to also include brief event information in Family Outreach report.

-Skills Audit sheets have been returned by parents and carers and shared with the group identifying potential useful contacts to approach for support.

Summary of Actions:

- **Store Easter feedback forms for next year- J Green**
- **Receive quote for leavers hoodies- J Wright**

- Find out timescales for work taking place on playground- O Kibuka
- Discuss use of field with Hurst Green- O Kibuka
- Contact L Slater RE: hook a duck and J Lawley RE: Penalty Shoot Out- O Kibuka
- Contact family of J Paleari to request support with skills offered in audit – O Kibuka
- Contact L Rowe RE: glitter tattoos and DJ- J Wright
- Contact Mr Guest RE: burger and ice-cream van- O Kibuka
- Request for hamper as raffle prize from ASDA- S Davies
- Continue to request for raffle prizes from local businesses- K Cole
- Discuss fire engine with S Devlin- K Crowdy
- Complete funding application- H Welborn
- Discuss Dance Taster sessions with local dance group – S Davies
- Contact Woodgate Valley RE: horses- O Kibuka
- Letter requesting donations to parents/carers and email to staff- J Green
- Discuss flyer design with L Rowe- J Wright
- Complete flyer drop in local community- O Kibuka (with secondary pupils)
- S Davies to donate decorations
- Confirm number of gazebos stored in school- O Kibuka
- Financial overview to be provided for governors – D Young

Next Meeting Date: Monday 3rd June, 1:15pm