

## HHSA Minutes

06.03.24

Attendees – Kim Crowdy Chair, Duncan Young – Treasurer, Sarah Devlin, Kevin Thai, Amy Hofton-Hughes, Rebecca Smart, Jayne Wright, Kirsty Wassell, Abby Marsh  
Apologies - N/A

Minute No.	Action	Minute
060324-01		<p>Introductions to everyone. All Agreed for Kim to continue as head of HHSA. Thank you to Kim and for their continued hard work along with Kevin who has been helping behind the scenes. And also doing food hygiene to continue doing the catering. And thanks to Duncan for managing the accounts. Discussion held to highlight the hard work and many hours it takes to run events and ensure we raise enough funds for the fund days and activities.</p>
060324-02		<p>Funds and amount to cover the Fun day The current balance is £5,451 Summer Fayre Profit was £2,426 Christmas Fayre Profit was £1,389</p>
060324-03	<p>Amy</p> <p>Abby</p> <p>Rebecca</p> <p>Duncan</p>	<p>In school Fun Day where the date has been set as Friday 24th May</p> <p>Discussion held on the issues children and families may face with accessing fun and different activities, and how we want to ensure all children and young people are included. It was highlighted how all children have access to activities and opportunities held during the fun day.</p> <p>Kim attended a meeting to discuss with children and staff what they would like from the fun day. This was the first time the HHSA had had these discussions with the school and young people to get their direct feedback and thoughts. Kim met with representatives from the school. Kim highlighted that we need to ensure that Post 16 are also included into the fun days and activities. All agreed this was important to include all pupils within the school. And we also highlighted the change in the needs of the children between classes so ensuring there are appropriate activities for those who may struggle more with the changes to the school day and routine.</p> <p>Kim gave a list of this. Including – Obstacle Course, Tug of war, Bouncy Castle, Rock Climbing, Laser tag*, Ice cream*, Cooking and cookie dough*, Face painting and Outside games, Bubbles, Bouldering, Burgers which can all be classroom games. Kim highlighted that some of the activities which were suggested were not suitable or could cause more behaviours or have more risks attached to them. Which the HHSA agreed. Those with * are the ones the pupils would like to have the most.</p> <p>All activities need to be set up at 8am in the morning and collected from 3:30pm.</p> <p>Everyone at the meeting was allocated an item on the list to get quotes for.</p> <ul style="list-style-type: none"> <li>• Nerf Party/Laser Tag – this needs to be on astro turf – Amy</li> <li>• Bouncy Castle, bowling, Obstacle course as a hire set - these must be suitable to be on grass and we need to check their policies to see if they include wind speeds safety restrictions– Abby.</li> <li>• Ice Cream Van – Rebecca will contact someone who will offer £1-1.50 per ice cream and ensure that we can cover the menus. Mary Stevens hospice also could be looked into for the ice cream bike.</li> <li>• Rock climbing - Duncan</li> </ul>

	Jayne	<ul style="list-style-type: none"> <li>• Tough trays - Jayne. Sassy sensory. Jayne could set up the tough trays herself and consult with the classes to see what they would want and discussion held on how this should be ok insurance wise with it being in school and ensuring we list all the ingredients and risk assess from the schools point of view. Jayne also will enquire about constellations which would also meet some of the primary children's needs.</li> </ul>
	Kirsty	<ul style="list-style-type: none"> <li>• Face Painter – Kirsty to look into this – Shelleys treats, limit times – use on the hands or face. 10-2pm Max 172. She would move around the company.</li> <li>• Baking/biscuits - Kevin to look into prices of kits for classes to complete in the food tech room</li> </ul>
	Kim	<p>Kim has offered that she will supply some of the disco and sensory light and equipment that the school can use to make a disco in the classrooms, for those children who then struggle with moving around the school and they can then access the disco in the classroom. Kim has also agreed to train as a bubble lady through her business and then she will be the bubble lady for the event which will be more cost effective.</p> <p>Discussion around how all children will have access to various activities and change between the activities throughout the day.</p> <p>Tug of war – Mr Wood will supply this.</p>
	Kim	<p>Kim will meet with the children again prior to the next meeting in April and from the quotes let the pupils choose which activities they want to have that fit within the budget.</p> <p>At the next meeting Duncan will need to have all the information to be able to pay these activities direct from the HHSA bank account.</p>
	ALL	Email the quotes to Kim - hhsa@halesbury.dudley.sch.uk by the 19 <sup>th</sup> March.
060324-04		<p>Summer Fayre Sunday 9<sup>th</sup> June</p> <p>Fundraising and making it affordable. All agreed not to charge an entrance fee but also have a bucket for donations as an option.</p> <p>Each stall needs to count their money separately so we know what is making the most money and where the funds are being made. Children can only help with money handling but will not be able to help with any hired equipment. We would like to encourage the young people to help on the day where possible too.</p> <p>Brainstorm around what stalls we want</p> <ul style="list-style-type: none"> <li>• Bric a Brac – always sells and seems popular</li> <li>• Raffle – Big earner. The Bigger the raffle, the bigger the income. The Christmas fayre we brought the PS5 and then we made the money from this which seems to have raised more money from this being the prize. A person needs to be responsible for the raffle to ensure that we keep a list of all the people who have donated and then the thank yous which we need to send out. Letter to be sent out to provide proof of where the donations are going. Agreed we will purchase a PS5 again for the main prize at the raffle.</li> <li>• Food stalls</li> <li>• Cakes stall and/or cookies and crisps/snacks stall</li> <li>• Tombola</li> <li>• Bottle stall</li> <li>• Colouring and Playdough out for all to play with</li> <li>• Uniform swap</li> <li>• Name the number of sweets in a jar</li> <li>• Lucky dip/hook a duck</li> <li>• Bouncy castles x 2</li> </ul> <p>Kim as a bubble lady after her training.</p>

		<p>All the above stalls or external hirers for the stall need to hold insurance. Some of the HHSA stall are covered via the schools insurance but these may need risk assessments and checking prior to planning.</p> <p>Discussion on how much we are charging for the stalls - £15 per stall or 20% profit etc – to be decided. Bec can help on the summer fayre.</p>
060324-05		<p>Leavers hoodies – There are 13 leavers this year who will all be provided with Leavers hoodies by the HHSA</p> <p>Should Post 16 leavers have a leavers item funded by the HHSA – this to be discussed and decided nearer the time and with the more members present as 4 members left the meeting during Minute 04. The leavers item could be Mug/book/tshirt ??</p> <p>Once we provide this one year it will need to be continued for years to come, so a discussion was held on being mindful of this.</p>
060324-06		<p>Funding requests – to be continued at the next meeting.</p> <p>Some teachers are asking for funding towards trips from the HHSA or asking for donations. This may sometimes be by individual classes or as more of a whole school request. This needs to be discussed further.</p> <p>Also the school need start fundraising for a new school minibus. It was felt that this would be too big a project for the HHSA however the HHSA could support in other events and other ways. E.g. specifically hold fund raiser events just for the minibus.</p>
060324-07		<p>Other ways to raise funds.</p> <p>Hampers – chocolate ones for easter, or other hampers throughout the year.</p>
060324-08	<p>Kim</p> <p>ALL</p> <p>Kim</p>	<p>A.O.B</p> <p>We need to be trying to encourage more parents to join the HHSA, especially as this who currently attend are with older children who may be leaving in the next few years. Kim will be representing the HHSA at parents evening to talk to parents, and asked for any volunteers for this.</p> <p>Discussion also held around taking photographs of the activities we provide - as they are set up - without children if necessary - to show what the funding goes towards.</p> <p>Storage - again to be discussed at the next meeting. Can we buy a storage box where we can keep it onsite?</p> <p>The HHSA need to start advertising stalls for the summer fayre. Sarah Devlin to contact external stall holders.</p> <p>The HHSA Mission statement will be going onto the website in the next few days along with the minutes. Kim can amend and add to the HHSA section of the school website to keep this updated.</p>
		Meeting Close 11.12pm
		Next Meeting Wednesday 10th April 9:30am