

## HHSA – Minutes Of Meeting Of 27<sup>th</sup> November 2018

**Location:** Food Tech Room

**Present:**, Rosie Thompson , Olivia Kibuka, Duncan Young, Jayne Wright, Georgina James, Mr Kulyk

**Apologies:**

### **Agenda:**

1. Changes to group
2. Christmas Fayre
3. AOB

#### **1. Changes To Group :**

- Sadly Hayley has now left the HHSA. As a token of appreciation for all her hard work the group are to buy her a £20 bouquet of flowers. DY to purchase, JW to arrange delivery. It is planned to do this on Mon 3<sup>rd</sup> December. **DY will action.**
- Georgina James welcomed as Vive chair

#### **2. Christmas Fayre**

Points recorded during a discussion regarding the above:

- Our Chair of school governors has kindly offered to assist at the fayre. A role will be found for her at the fayre. It was requested that she should have access to a chair in whatever role she does. **RT To action**
- Sensory balls have been ordered for Santa at Xmas Fayre not arrived to date.
- Santa not decided for either event. Husband of GJ has volunteered if nobody else can be found. School to ask either Mr smart or Mr Campbell to consider. **OK, MK to action**
- Bottles required for fayre, a groupcall is to be send out for these **OK, MK to action**
- A list of raffle prizes was to be drawn up and sent out with flyers for the Xmas Fayre to boost ticket sales **RT to action**
- In order to get sufficient quantities for Xmas fayre it was estimate that in the region of 80 – 100 adults would be present. Based on this 100 mince pies would be ordered. Any surplus would be sold after school play **(???) To action**
- Paper plates required for fayre GJ will purchase 100. **GJ to action**
- KS4 will post letters to local residents regarding Xmas fayre. **OK, MK to action**

- Mrs Palmers daughter requested a stall at fayre selling hand crafted toys, group agreed that if a £15 donation was made then this would be Ok. **OK to action**
- We love carers have requested a stall at the Xmas fayre, as they previously donated to HHSa there will be no charge for this. **(From last meeting). DY will liaise with Hayley and chase this up.**
- Ok gave DY invoice from Pixie painting for attendance at Fayre (face painting). **DY To action**
- Agreed that all involved with fayre would arrive at 10:30 on Sunday 9<sup>th</sup> December to setup in time for 12:00 opening.

### **Finalising of Fayre arrangements**

- Although not specifically discussed in meeting can the floor plan and list of roles at fayre be appended to these minutes and uploaded to internet? Does the floor plan need modifying for Mrs Palmer's daughter. Can people be contacted to confirm that they are still Ok to attend? **(RT will action parents, OK to action school).**
- Can a summary be provided of all important information for the day such as entrance fee (previously agreed 50p pp or £2 family), cost of face painting and cost of drinks? **Group To action**
- Can numbers be confirmed of who is arriving at 10:30 on day of fayre to see if sufficient resource is available to setup stalls? **Group To action**

### **3. AOB**

- Preparation of the code of conduct for HHSa members is still ongoing. Group has been informed that it needs to be in line with schools. MK to send DY schools code. DY to produce **DY will action.**
- The purchase of vouchers by group was voted on watts app group and carried without any discussion from school. In future any ideas must be discussed with school. **All**
- Current balance of HHSa funds is approximately £1300. DY to send update to school. **DY will action.**
- Mr Campbell requested £60 from HHSa funds to upgrade Orange class school trip to include a Santa visit at Drayton Manor Park. Group agreed to fund. **DY will action.**
- A coffee morning will be arranged before end of term. **All**