

HEYMANN SUPPORT ASSOCIATION

Minutes of the HSA Meeting held on Tuesday 14th January 2014 at 6pm.
Teacher staff room Heymann Primary School.

Present:

Katy Freeborough	(KF)	Chair
Marijke van Eerd	(ME)	Secretary
Nick Heard	(NH)	Treasurer
Jenny Duce	(JD)	Teacher/ Committee member
Vibeke Caspersen	(VC)	Active member
Natalie Braber	(NB)	Active member
Pam Johnston	(PJ)	Active member

Apologies:

Jennie Hullis	(JHu)	Vice Chair
Lynda Noble	(LN)	Head Teacher
Helen Parnham	(HP)	Committee member
Annette Lee	(AL)	Committee member
Julie Hickling	(JHi)	Committee member
Shaun Smith	(SS)	Committee member
Mindi Banning	(MB)	Active member
Louise Walker	(LW)	Active member
Preeti Patel	(PP)	Active member
Anne Hamilton	(AH)	Active member
Urmi Pathak	(UP)	Active member
Deirdre Bencsik	(DB)	Active member
Elaine Robson	(ER)	Parent

CHAIR: The meeting was chaired by Katy Freeborough

MINUTES OF THE LAST MEETING

The minutes of the committee meeting held on Tuesday 12th November 2013 were agreed as a true record with no outstanding matters.

Christmas Fair and calendars

The Christmas Fair was a fantastic success again making a profit of £980. Together with the calendar money (we are just awaiting the final total) last terms fundraising was once again a fabulous success. Thanks were expressed to all who contributed both through their time and donations.

MATTERS ARISING

Trim trail

As a result of the several years HSA fundraising, the wooden activity Trim Trail has finally been ordered. This will be located on the current school site (the new Junior school) and will cost the HSA just under £10,000. Thanks goes to all who have made this possible by fundraising over the years. Construction is due to start the week of the 20th. The HSA and school hope to organize an official opening in the Spring. Any suggestions very welcome.

School quiz

To be held on **Friday 24th January**, doors open 7.30, start 7.45pm. Tables of 8 people. Most of the preparations are done. JHu is sorting tables. NH will buy 8 bottles of wine for the winners and 8 spatulas (or wooden spoons). NH will liaise with Jennie about what to get for Charlie and Richard as maybe not go for bottles of wine. NH will get this too. KF will sort raffle tickets.

Action: JHu, NH, KF

Spring Disco

Will take place on **Friday 21st March**.

KF will email a list to everyone with what needs doing for the disco. Sarah Heard has agreed to buy sweets again. KF will work with the committee to reduce the number purchased, based on what sells well at discos. This is so fewer sweets are stored in the cupboard between events. This disco will still be held at this school rather than the new school due to it being held shortly after the new school opens. Discussions will take place later in the year as to plans for next year's discos.

Action: KF

Summer Fair

Sunday 11th May.

The HSA are trialing the fair on a Sunday this year due to the Number of sporting commitments people have on a Saturday. There was a suggestion from the committee that at the same time the fair could be trialed for 3 hours rather than 2 hours, suggestion 11am until 2pm. If the weather is nice, this could make it less of a rush. This will depend on people agreeing to man the activities for this time but the committee think it is a good idea to try. People who help out might probably be happy as they are already there anyway and it would give them more time to visit the activities with their own families.

A discussion took place about what bigger games to try. NH would like a large 'field' event. JD suggested Zorbing. Gladiator ring was a success last year, but not in the best place as very close to the BBQ area. This may have been due to power points. JHu has been the contact in the past for booking and negotiating deals with Billabong so KF will liaise with her and contact Billabong. **Action: KF, JHu, LN**

Summer Fair Raffle

Last year we did the hampers again. KF suggested that we could have a go at getting a few good prizes for a slightly bigger raffle again this year. JD suggested getting 2 nice big baskets for each school and fill them, so that the hampers for the raffle are great and the basket could be used too. KF will contact Lesley to ask if we can have a copy of the letter she used to send out to businesses. She will also send the letter she used previously to NB.

NB is happy to lead on the raffle. She will source different places and if there is a need she will delegate some of the phoning or going to places to ask for raffle prizes. Any ideas, please contact NB or KF. KF will send out a parent mail and write a piece for the newsletter to ask if there are any parents who work somewhere they can get raffle prizes from. Would be good to get sports items like signed photos, posters and T-shirts. Shruti has said she will be able to get some nice prizes from hotels.

Action: KF, NB

Discussion took place about hiring ice cream van or candy floss lady. We could look into hiring the candy floss kit and do it ourselves.

KF will check with LN whether she has asked about access to the West Bridgford Schools May Pole that weekend.

As this is a May Fair, KF enquired with local Morris Dancers as an activity on the field; they would like a £30 donation to a suggested charity if they did appear. The committee thought this was a nice idea in terms of having a visual event to watch whilst eating their BBQ food, along with school activities and groups. KF will check if they are available.

Action: KF, LN

ANY OTHER BUSINESS

Trophy for H-factor and school houses

JD asked for a trophy for H-Factor that can be engraved and used every year. She would also like an individual medal for the winning contestants. ME suggested trophy for house prizes at the end of the year too. Members of the committee present agreed. JHi, JHu, HP, AL, SS have agreed via email. JD will price up the trophy and medals and let us know.

Action: JD

Bicycle stands

ME asked about bicycle stands at both school. We have had agreement for bicycle stands at the new school; the old school is keeping the existing stands. ME suggested they are old and damaging to bikes, so will talk to LN about the options.

Action: ME

Office equipment

Office has used up the budget for the new site. They haven't got funding at the moment to buy shredder for the office or laminators. KF will look into it further. Cost would be approx. £400. Committee wanted to take a proper vote on this as felt it was not really a cost appropriate for the HSA. A shredder would be a necessary item of office equipment for the office, committee had a discussion about whether the funding should come from the HSA. No decision made yet, to be discussed further.

Correspondence from LN to KF after the committee meeting:

There has been an error on the request of office equipment for the HSA, this shouldn't have come to us and there won't be a need to fund the office items.

Notice board at entrance to school

JD and LN were going to speak to Kevin to see if the notice board could possibly be moved so it is more visible. JD had already left the meeting at this point, so we will check at future meeting.

Action: JD

Meeting days

It was felt that always holding the HSA meetings on Tuesdays is excluding the same people each time, even though they would like to be involved in the discussions. The committee agreed to trial different meeting days. By doing this and holding an hour long meeting every 1-2 months (depending on the events we are organizing) we hope this will be more accessible to a range of people, hopefully including all who want to be actively involved with the HSA. For this reason the next meeting is to be held on a Thursday.

Date and time of next meeting:

Thursday 6th March 2014 at 6pm

Everyone welcome