**HSA Meeting : 21st September 2017 : KS2 1815**

**Attendees**

* Anna Stavrinides Chair
* Laura Gray (LG) Vice Chair
* Nick Heard (NH) Treasurer
* Jean Panagamuwa Secretary
* Tracy Cruickshank (TC) Teacher
* Lynda Noble Head Teacher
* Katy Freeborough (KF) Committee Member
* Natalie Braber (NB) Active Committee member
* Marijke van Eerd (ME) Committee Member
* Helen Tindle (HT) Committee member
* Nivita Sharma (NS) Active Committee member
* Claire Saxon-Owen Active Committee member
* James Farmer Parent

**Apologies**

* Janine Patrickson (JP) Committee Member
* Amanda Nash Teacher

The meeting was chaired by Anna Stavrinides

The meeting started by Anna welcoming everyone back for the new school year and running through the key dates below

* MacMillan Coffee morning : 29th September
* HSA AGM : 5th October 1800
* No Kids Allowed Disco : 14th October
* Christmas Fair : 8th December
* Quiz 19th : January 2018
* Spring Disco : 23rd March
* Summer Fair : 13th May

**Committee and AGM**

**AS** confirmed stepping down after AGM as working in office and cannot be in a named role. Can still be on HSA. LN big thank you to date. AS asked that if anyone was interested to come and talk to her about the role, but also stated there would be a bit in the newsletter and that the 1 month required notice for the meeting had already gone out.

**AS** for volunteers for active committee Annette Lee has left, so does anyone want an active committee role. **ME** stated was happy to step in assuming no other interest. **LG** confirmed does not want chair role but happy to stay as Vice Chair.

It was highlighted we need enough people at the meeting for the voting to be valid

**MacMillan**

KS1 in the hall straight after drop off, cakes would be lovely but no nuts please, and also only bring cakes on the day. Would be great to have AM and PM volunteers as we did a lot of business selling cakes after school last year.

Volunteers are needed for KS1 Hall. MVH, TC, JP all around in the morning. AS asked LN if we can use boiler in the kitchen again and the jugs. AS to check what we might need in terms of tea/coffee and bags for takeaway cakes.

We can no longer use HOOSC room for route in so we need to confirm new entrance, there was some discussion over potential options

After school both AS and LG confirmed they can be around

**No Kids Allowed**

* Sean has been confirmed as DJ’ing the event
* LG to design letter to go home in bags and parent mail. Letter to include tickets and playlist choice
* Price is £5, if bought in advance comes with a free drink else £5 on door
* JP to do TEN application to ensure we can sell alcohol
* Still need to confirm source of alcoholic and non alcoholic drinks.
* Nivita to ask bookers regarding Prosecco and also find out about Samosas
* We need a rota for door and bar to ensure we all enjoy the event :
  + KF, JP, MVH, NB, NS, HT all confirmed attending and happy to help
* Glowsticks for adults wrists to show on entrance under discussion

We need to push tickets more in advance so can understand what volume we need for drinks and snacks .

CSO asked whether we could we sell during MacMillan / advertise during MacMillan.

**AOB**

**Eco Project**

* Anna had email from Anna Bielka around chickens and eco garden. Waiting for chickens to hatch. AS to give Nick a rough list of prices. JP asked AS for recent website for an update.

**Bags**

* AS said this week the bags for life going out.
  + Nursery and Yr1
  + Reception and Yr 2
  + Yr 3 and Yr 4
  + Yr 5 and Yr 6

£5.50 each. AS to do picture on parent mail

**Disco**

* Stock check for Christmas and the kids disco. After stock take, CSO to lucky dip upstock cupboard. CSO also to get glow-sticks where we have various options. All agreed rings are the most popular. CSO to do some price taking. AS/CSO to catch up.

**Christmas**

NH offered to do Santa, think about options. LN to ask KCT father

**Other**

* ME asked about bike stands. Still not fitted as need to be properly fitted, LN to ask Kevin about fitting again. If not possible can HSA fund easier ones to fit.
* LG mentioned leaflets on a labeler stamper where HSA gets funds if people use. LN said as long as clear what it works on
* LN said CoOp card users can register to have their CoOp points card linked to our charity so that every time they use it HSA benefits and it is a one off activity to link. LG/JP research to get HSA added as one of charity options
* LG to attend reception curriculum meeting and promote HSA, Disco and AGM.
* HT said she would advertise HSA at the upcoming phonics workshop.
* HT asked whether for Summer Fair we want to give some space to local sports companies where they could provide and activity / inflatables. TC to ask WB Tennis Club if they would do something.

The meeting was closed with a final reminder on AGM and if anyone wanted to consider being chair.