**21st September 2017 - Meeting**

**Attendees**

* Claire Saxon-Owen : HSA Chair
* Laura Gray (LG) : Vice Chair
* Nick Heard (NH) Treasurer
* Jean Panagamuwa Secretary
* Tracy Cruickshank (TC) Teacher
* Lynda Noble Head Teacher
* Amanda Nash Teacher
* Katy Freeborough (KF) Committee Member
* Anna Stavrinides Committee Member
* Sian Gasgoyne Active Committee member
* Nivita Sharma (NS) Active Committee member

**Apologies**

Marijke van Eerd (ME) : Committee Member

**The meeting was chaired by Claire Saxton-Owen and Claire thanked people for attending**

**School Disco:**

Disco did well, good takings slightly up on last year. The three discos really worked and Yr5/6 enjoyed their own one.

Next year consider whether raffle should finish the disco – but still warn children disco ending so can get final sweets.

**Book Fair Volunteers**

Book Fair is at KS1 end of day, and KS2 beginning of day other than grandparents days when it is at both sites in the afternoon

* Thursday 23rd November :
* Friday 24th November : Grandparents day from 1:30 at both sites
* Monday 27th November

We still need volunteers please.

**Book Fair Volunteers:**

Thursday, Friday and Monday KS1 at the end of the day.. Need to clarify cash only

* KS2 at beginning of day :
* KS1 at the end of the day 2P 3:10 – 3:40

We have plenty of tea bags and cups, but might need coffee. TC said would check we can use kitchen and the jugs.

**Christmas Fair : 8th December :**

* **Santa** : Classroom by Classroom works better (Nick to be Santa)
* **Nursery** : Take fair to them as it works better
* **Classes** : Try and split before and after lunch better so more even

LG confirmed with LN we can still use hall as long as we vacate at lunchtime.

We still need A LOT of chocolate for the tombola and a note will go in the bulletin and we need a few prizes for the raffle, CSO had letters if people needed them for places visiting, TC said would ask some of holiday clubs if they wanted to donate again,

Decision not to wrap lucky dip prizes, just make it hard to peak.

Need to sort tombola, will do night before (7th December) from 1900 at KS2

Discussion on class gifts from Santa and whether should increase from £10 to £15, decided to stick to £10 unless contacted about needing more

AS confirmed to NH need float topping up if taking the £10 each class.

**AOB**

* Claire has done dates for meetings of the rest of the year, these have been handed out and will be emailed out with the minutes.
* School Bags : We have enough for each year group other than Yr1/Nursery but as we are only a few short we will make up order and try to sell
* LN said Andy approached about a film night. Found somewhere we can get £95 a film pre release. Do we need separate film nights KS1 and KS2 .
	+ Seating sits 180
	+ Twice a year

Ratios wouldn’t need to be that high. Think about dates and options post Christmas, whole group thought good idea

**Actions**

* AS to let CSO know what classes are visiting fair when so that Santa Rota can be completed.
* JP to send note to Lisa for Bulletin on Monday with poster for fair and note asking for Chocolate Tombola donations and cakes on the day
* TC to ask holiday clubs if they will donate again
* JP to email group for volunteers for book fair and Christmas fair

**Meeting Closed**