

# The Cobbs Infant School Home School Association (HSA)

## Minutes of the Meeting of the 12<sup>th</sup> July 2006

**Present :** Sue Woodhouse (Chairman)  
Sally Green (Minutes)  
Blandine Martin (Treasurer)

Nicki Jones, Mandy Riley, Andrea Howard, Gaye Towler, Jacquie Watson, Linda Forde, Wendy Williams, Rosemary Barker, John Hayes, Marc Morris, Tim Eden, Jayne Dailey, Debbie Wright, Ann Galvin, Becky Soens, Sally Mulholland (Yummy Mummy), Alison Hatfield, Maxine Lummis, Yvette Blake, Sue Jackson

1. Sue opened the meeting by asking if everyone had received copies of the minutes of the last meeting and the minutes were agreed as being a true representation of the meeting.

2. Sally updated the meeting on the results of her action from the last meeting to investigate the financial setting up of the HSA. There is an extremely useful website run by the National Confederation of Parent Teachers Associations - [ncpta.org.uk](http://ncpta.org.uk) - which provides all information about legal requirements and general advice for setting up and running a PTA or HSA. The main point is that any organisation (whatever it is called PTA/HSA/Friends of) which generates income over £1,000 p.a. for charity (including schools) then it needs to register as a charity, and so will require the three main posts of chairman, secretary and treasurer to be filled and accounts (however brief) to be prepared and be scrutinised. The HSA can run up to the point of earning £1,000 without needing to register as a charity. It was agreed that the HSA should run and organise an event and then see how it goes and how much support there is for it before planning to register as a charity.

3. It was agreed that the roles of Chairman, Secretary and Treasurer need to be filled and that as no one person wants to carry out the role by themselves a group of HSA members be responsible for each function. The joint holders for each role are:-

Chair:- Sue Woodhouse, Nicky Jones, Linda Forde, Jackie Watson, Sally Mulholland, Rosemary Barker

Secretary:- Sally Green, John Hayes, Tim Eden, Jayne Dailey, Wendy Williams, Gaye Towler

Treasurer:- Blandine Martin, Andrea Howard, Becky Soens, Alison Hatfield, Mark Morris, Maxine Lummis, Mandy Riley

4. It was also agreed that representatives of the HSA should liaise with parents of each class in the school and so each class should have a representative with a child in that class. The reps are shown below but there were no reps present for Class 9 and Class 12 and these roles need to be filled.

Nursery am	Sue Woodhouse	Class 6	Mark Morris
Nursery pm	Sally Green	Class 7	Ann Galvin
Class 1	Nicky Jones	Class 8	Jayne Dailey
Class 2	Caroline O'Neil	Class 9	?
Class 3	Becky Soens	Class 10	Linda Forde
Class 4	Sally Mulholland	Class 11	Rosemary Barker
Class 5	Jackie Watson	Class 12	?

5. Mandy explained to the meeting that a Constitution, Chairman, Secretary and Treasurer and minutes of meeting agreeing to set up a bank account, signatories and numbers of signatories for a cheque all had to be agreed (and probably more stuff) before a bank account could be set up. It was agreed that in the mean time we would be working on a cash basis!

Yvette Blake said that she was willing to support the HSA in the initial stages by the provision of a float for the first event (though subsequently we agreed the first event to be a cake stall which hopefully will not require any cash input, but the second event may need more financial support Yvette). The school is currently supporting the HSA with refreshments at the meetings and the HSA is very grateful for this support.

6. There was a general discussion about circulating minutes and it was agreed that, as no one particularly wants hard copies of minutes, they would be put up on the notice boards in school and nursery and the school website (via Val Owens). If anyone wants copies sent to them they should ring the secretary who can email them or send a hard copy to them. It was agreed that all parents need to be kept informed of events and this is to be done through the school newsletter which is coming out next week. All those present at the meeting were given names and phone numbers of all others present so that we can keep in touch and get things moving outside the formal meetings.

7. Events to set the HSA going in the new school term were discussed and the following agreed:-

1. Yummy Mummy Week cake stall and non-uniform day fundraising event. Cake proceeds go to CLIC Sargent childrens' cancer charity and the £1 per pupil for non-uniform goes to the HSA. Sally Mulholland is to organise this event to be held on Friday 22<sup>nd</sup> September. Cakes will be sold on stalls at the main school and nursery at 3pm. Any one interested in helping with this to contact Sally. To be publicised in next school newsletter.
2. End of first half term party - fancy dress? To be organised by Sue Woodhouse Splinter Group. Anyone interested in helping with this to contact Sue.
3. Old uniform sale possibly to be held at same time as cake sale day. To be publicised in next school newsletter.

**The next meeting is to be held in school on Tuesday 26<sup>th</sup> September, 2006 at 8pm.**

**All parents are welcome.**