

**The Cobbs Infant School  
Home School Association (HSA)  
Minutes of the meeting held on Tuesday 26 September**

**1 Present**

|                         |                  |
|-------------------------|------------------|
| Wendy Williams          | Sally Green      |
| Sally Mulholland        | Blandine Martin  |
| Linda Forde             | Ann Galvin       |
| Mel Atkinson            | Becky Soens      |
| Jacqui Watson           | Caroline O'Neill |
| Rosemary Barker         | Alison Bullock   |
| Alison Morgan (minutes) | Diane Houghton   |

**2 Apologies**

Sue Woodhouse

**3 Chair**

In the absence of Sue Woodhouse, Sally Mulholland agreed to chair the meeting.

**4 End of half term Fancy Dress Party**

There was a general discussion about the detail of the party arrangements. The date was agreed as **Friday 20 October** and this would include Reception, Year 1 and Year 2. The start times and intervals are listed below -

4.00 - 4.45(Reception)

5.15 - 6.00 (Year 1)

6.30 - 7.15 (Year 2)

It was agreed that a letter would be sent out to all parents on the **29 September** with details of the party which would clearly state that parents will not be able to stay due to lack of space. However, if this wasn't possible i.e. children in both years then parents should offer to help. It was also agreed that the letter would include a tear off slip asking for volunteers to help.

Another meeting has been arranged for **Tuesday 10 October at 9.00** in the staff room for the HSA group to meet and discuss the detail of the tasks involved, this would be followed by a further meeting on **Wednesday 11 October at 8pm** in the school hall with the volunteers so that everyone is clear what they will be expected to do.

It was also agreed that the tickets would be sold at £2 on Wednesday 3 October through to Friday 5 October and as many volunteers as possible would be required to help. Each class representative would be asked to arrange for a helper to sell tickets on each night. The name of the child and class would be written on the back of the ticket.

The group agreed that the following points need to be planned and carefully considered -

- Music, dance and games (including disco lights and sound system)
- Prizes for best fancy dress for each year
- Raffle tickets/prizes
- Hot Dogs (vegetarian option) and juice - including purchasing the food and plastic plates etc
- Toilet duty (CRB)

- Car Park
- Fund matching
- Help with activities
- Cake and coffee
- First Aid
- Fire Safety
- Help with cleaning and tidying between parties

Yvette agreed that she will check with the canteen to see if it was possible to use the kitchen. He confirmed that toilets in Class 4 and the year 2 block were available for use and made it clear that upstairs will be closed off.

## 5 Bank Account

The group all agreed that it was important to open an account asap. Becky Soens stated that she had looked into some options with the Natwest. However, it still needs to be agreed as to who will take this responsibility. It was agreed that in the meantime a small amount of float money is required for the party etc and that the remaining money will be put into a brownie account which is already set up by Wendy Williams.

## 6 Insurance

Linda Forde mentioned that she has looked into taking some insurance with NCPTA and that this would initially cost £10 for 3 months and after this £85 per year. The group agreed for Linda to arrange this ASAP as Yvette made it clear this is very important.

## 7 Cake Stall

Everyone agreed that the cake stall was a success and £753.57 was raised. Sally Mulholland asked for a thank you to be mentioned within the letter that will be sent out. Sally also mentioned that the leftover homemade cakes were delivered to Broomfield Residential Home and the bought cakes will be sold at the next stall. Yvette and Ann Jackson stated that any money raised could be used to purchase new computers as they are having problems with the current ones.

## 8 Christmas party

There was a general discussion about the Christmas party and some members of the group felt that that this may be too ambitious at present to arrange. The date also needs to be confirmed as it clashes with other events. It was thought that the HSA could donate party bags on the fun day instead. Further discussion will take place at the next meeting.

## 9 Body Shop Party

Becky Soens stated that she had made contact with a lady that was prepared to hold a party at the school and that she would donate a percentage of any money she makes to the school.

The date agreed to hold the party is **Tuesday 14 November** although this date will be confirmed.

## 10 Date and time of the next meeting

**Tuesday 7 November at 8pm in the staff room**