

# The Cobbs Infant School Home School Association (HSA)

## Minutes of the Meeting of Tues 7<sup>th</sup> November 2006

**1. Present:** Wendy Williams, Tim Eden, Sally Green, Diane Houghton, Becky Soens, Blandine Martin, Sally Mulholland, Ann Galvin, Alison Hatfield, Alison Bullock, Caroline O'Neill, Jacqui Watson, Ann Jackson, Linda Forde, Rosemary Barker

### **2. Minutes from last meeting**

These were distributed and approved.

### **3. Review of Autumn Party event**

Money taken in from this event = £480.50, Outgoings = £137.33

(this includes disco lights, torches and whistles, all of which the HSA now own, and outfits hired for the dancers)

Overall profit = £343.17

The group wished to express their thanks to all helpers (parents, cleaners, etc.) and a note to this effect will go out in a future newsletter.

Some thoughts regarding the party's success included:

- \* Too many parties in one night, and each too short - ambitious!
- \* Next time parties could last for one and a quarter hours each.
- \* Year 2 party could be in winter and subsequent parties in the year would descend by year group.
- \* Reception party needs to be later when children are older and nights are lighter.
- \* Some children missed a few minutes due to ticket collection and so really did have a short time there.
- \* Lots of positive feedback from parents and children.
- \* School council could find out what the children liked/want in future.
- \* Nursery could have a tea party in school time which would get them used to using the dining hall.
- \* Some helpers arrived not knowing they weren't needed; maybe a list could go on the notice-board and parents be used in rotation to keep them keen to volunteer.

### **4. Summary of events so far and profit made**

The next newsletter will summarise this information. Money shall now be donated to school - £500 to be used on the new ICT suite. Parents need to know this quickly and the group decided to send such information out directly after every event.

### **5. Setting up a constitution**

There was some confusion over the term "raised" as the group has now taken in over £1,000 but has less than that figure in profit. Either way, it is time to apply for Registered Charity status which will facilitate fund-matching. This has been investigated and the model constitution needs three temporary volunteers to take the three key roles until the first AGM at which time more permanent posts need to be created (at least for the first year).

The following very kindly offered to fill this temporary role:

Chairperson = Blandine Martin

Treasurer = Becky Soens

Secretary = Wendy Williams

Within a discussion of the group's role it was pointed out that Yvette Blake would like to see a copy of all letters before they are distributed to parents and that all necessary material for the website should be emailed to Val Owens.

## **6. Ladies' Night**

This will take place on Tues 14<sup>th</sup> Nov:

Stalls set up from approx 6.00pm

Doors open at 7.00pm

Body Shop demo from 7.30pm till 8.15pm

There should be little outlay for this event and profits will come from:

- \* Ticket sales (£3 each but 80p goes to cost of body butter, plus some to cost of a glass of wine so overall profit will be less than £2 each)
- \* 10% of sales from stalls/Body Shop
- \* Raffle tickets, which will be charged at 50p each (prizes donated by stalls)

It was suggested that volunteers for the facial/make-up could write their names on the backs of tickets to go into a draw.

Some parents were upset that other stallholders have taken responsibility for sales of a certain product which they, as parents, would have liked to have represented. It was pointed out that such parents may want to relinquish their commission. Suggestions regarding this issue included:

- \* Invites could possibly have gone out to parents first.
- \* Such parents will be apologised to and given the opportunity to set up a stall at other future events, or a different stall at this one.
- \* Such parents should be encouraged to attend HSA meetings?
- \* A master list could be created through asking for details of interested parties so that an even distribution across events could be monitored.

It was also suggested that stalls be "sold" a set price rather than collecting 10% commission in future. The group discussed help needed at this event and the following allocation was suggested from those present:

Door = Diane/Sally

Raffle = Blandine/Jacqui

Cakes = Rosemary

Food (on platters) = Sally/Alison

Wine = Ann

Old school uniforms will simply be left on a table with a box for donations. A brief discussion took place here regarding where best to leave boxes for money for tickets for future events within school; somewhere fairly public seemed sensible but where minimal disruption would be caused for school staff. The table in the reception area at the front of the school was decided upon.

## **7. Christmas Party**

This is not going to take place. The HSA will instead make a contribution to the fun day e.g. a toy or party bag.

## **8. Future events**

To be discussed at a future meeting.

## **9. AOB**

There will be an Open Morning at school on Tues 21<sup>st</sup> November and the HSA will be expected to set up a table with information and also assist in showing parents around. A similar representation will be needed at the Christmas Concert, including the provision of some food and drink.

## **10. Date and time of next meeting**

This was not settled upon as the meeting had to be wrapped up fairly promptly.