

## **HHSA Minutes 04/06/2019**

**Attendees:** H Welborn, R Thompson, S Davis, K Thai, O Kibuka, J Green

### **Family Fun Day**

- O Kibuka has contacted Hurst Green and booked the use of the field for that day, this will be used alongside the Primary Playground and new play area. Plan for rainy weather will be created using hall and classrooms.
- O Kibuka has booked an ice-cream van to attend the event and is unsure as to if we are able to source a burger van.
- At present there are three gazebos in school, this will have to be taken into account when completing a plan for the event. Outside agencies will be requested to bring their own gazebo.
- The event will run from 12-3pm, volunteers will be needed from 10am to support set up. O Kibuka to request K Wools opens school by 9.30am.
- Entry cost will be 50p per person or £2 per family.

### **Stalls/Area's needing manning:**

- Front door – N Harris
- We Love Carers- Booked (outside agency)
- Face Painting- Booked (L Walters)
- Balloon Making – R Thompson to book
- Animal man- K Crowdy to book
- Bric-a-brac/book stall
- Tombola
- Refreshments- K Thai
- Crafts- S Davis
- Bottle Stall- J Wright
- Cake/Tea and Coffee Stall- M Salt
- Penalty Shoot Out- J Lawley
- Fire Engine – Booked (Mr Devlin)
- Bouncy Castle- Booked- O Kibuka
- Raffle- K Cole & R Thompson
- Circus Skills- B Baughan
- Pre-loved Uniform
- Name the Teddy Bear- St Davis
- Lucky Dip

Stalls run by outside agencies will be charged at £15 per stall.

H Welborn to request D Young compile floats for stalls.

S Davis to purchase a teddy bear for 'Name the Teddy Bear' stall by end of next week.

Penalty Shoot Out Prizes will include medals and sweets- medals ordered by H Welborn (96 medals at a cost of £12), K Thai will purchase sweets/lollypops from wholesalers.

R Thompson & S Davis will purchase Cups, Coffee and Milk

Pre-loved uniform needs to be organised and a clothes rail sort- J Green and O Kibuka

### **Raffle**

- K Thai has kindly donated £300 to the HHSA for the purchase of raffle prizes- big thank you to Mr Thai.
- Prizes being purchased: Amazon Fire Tablet, Nintendo DS, £50 Smyths voucher, £50 Merry Hill voucher and set meal voucher for 4 at K Thai restaurant.
- R Thompson to purchase raffle books.
- R Thompson & S Davis to sell raffle tickets at parents evening and transition event.
- H Welborn will be purchasing raffle prizes this week and will drop them to school to put in J Kulyk office.
  
- O Kibuka is currently in discussion in regards to music- last year music was provided free of charge by SG Disco's- Olivia is investigating using this service again or requesting support from staff member K Hipkiss.
- Flyer- L Rowe has agreed to create a flyer for the event. This will be passed on J Green to distribute to pupils and share on website/social media, O Kibuka will complete a flyer drop in the local area to advertise the event and R Thompson will share flyers with local special needs provisions.
- J Green to complete a letter inform families of the event and request donations of Bric-a-brac, bottles, tombola prizes and inform of dates of next meetings.
- Non uniform day to take place on Friday 12<sup>th</sup> July with request for donations of cakes.
- J Green to create a programme 2 weeks prior to the sent to be given out to guests on the day.

### **Leavers Hoodies**

- Hoodies have been ordered and paid for at a cost of £180.
- Leavers assembly will take place on 28<sup>th</sup> June when hoodies will be given- HHSA have been invited in to give these out if possible.

### **Other**

- J Green/O Kibuka to send group call prior to next meeting to encourage higher attendance.

## Actions

What?	By Who?	When?
Organise burger van	O Kibuka	This week
Request K Wools to open school at 9.30am on 14/7	O Kibuka	This week
Request floats from D Young	H Welborn	Prior to event
Purchase Teddy Bear	S Davis	Next week
Book Balloon Making	R Thompson	ASAP
Book Animal Man	K Crowdy	ASAP
Purchase cups, coffee and milk	S Davis & R Thompson	Prior to event
Purchase raffle prizes and send to school	H Welborn	This week
Purchase raffle books	R Thompson	By 13/06
Sell raffle tickets at events	R Thompson & S Davis	13/06 & 20/06
Organise Music	O Kibuka	ASAP
Create Flyer	L Rowe	This week
Distribute flyers	O Kibuka, J Green & R Thompson	Ongoing
Compile and send letter	J Green	This week
Create Programme	J Green	2 weeks prior to event
Leaver hoodies to be given out	HNSA members	28/06/19
Group call reminder RE: Next meeting.	O Kibuka	28/06/19
Organise pre-loved uniform	O Kibuka/J Green	Prior to event
Compile a volunteer list	O Kibuka	ASAP
Sweets/lolly pops to be purchased as Penalty shootout prizes	K Thai	Prior to event
Lucky Dip prizes to be purchased	HNSA	ASAP