

## **HHSA Minutes- Monday 18th March 2019**

**Attendees: Jo Green, Olivia Kibuka, Mr J Kulyk, Sarah Davies, Hayley Welborn, Kim Crowdy, Kevin Thai**

### **Easter Event:**

- Request to be made to teachers to support the HHSA by making decorations for the hall and their classrooms for the Easter Event.
- Small Bids funding for the Easter Bunny was declined therefore the whole cost will be paid from the HHSA budget with request of £1 donation per child from parents.
- Rainbow class have requested that the Easter Bunny visits them in their classroom due to the difficulties pupils have accessing the hall, J Green and O Kibuka will also check the preference of red and yellow classes also. A time table for the afternoon will be produced a week prior to the event and supplied to H Welborn to share with the mascot company.
- Discussions were had in regards to whether the Easter Bunny should provide each child with a small chocolate during the event. It was decided that due to dietary requirements and cost this would be unnecessary and each child would receive an Easter Egg in class afterwards.
- All Easter Eggs have been purchased and dietary requirements catered for.

### **Summer Fayre:**

- Summer Fayre is taking place on Sunday 14<sup>th</sup> July 2019.
- Volunteers are needed to ensure the event is a success- email to be sent to staff requesting volunteers, letters to be sent to parents/carers requesting volunteers. This needs to be done prior to next meeting so idea of numbers is available for planning.
- K Cole is supporting the group by contacting businesses for raffle prizes, supporting letter provided by school.

### **All other business:**

- Storage of HHSA resources was discussed. Mr Kulyk agreed that after the Easter holidays a cupboard would be allocated for storage.
- Website- the group requested an update in regards to the website. Mr Kulyk informed the group that we are currently awaiting the appointment of a new IT technician to update the website and this will be in progress ASAP.
- Thank you to Rosie Thompson and Sarah Davis who attended Parents Evening to represent the HHSA and encourage further parental support.
- The group requested that Mr Kulyk encourages staff to support with events by sharing information in briefing.

- We discussed the idea of staff feedback form to be given out after events to seek positive ideas of how events can be improved in the future and better suited to the needs of the children.
- Aims for the future were discussed- the group was in agreement that an aim for the future is to be able to fund or part fund a trip for each class once per academic year. This trip would be in addition to those already provided by school funds.
- Skills audit to be sent out to families to encourage volunteers and seek out skills that may support the HHSA or school.

**Actions:**

- Teachers to make Easter Decorations for the Easter Event taking place 10/04/2019
- O Kibuka/J Green to complete a timetable for the Easter Event and present to H Welborn at least 1 week prior to event.
- H Welborn to liaise with Mascot Company regarding Easter Bunny.
- Easter Eggs to be packed into classes in order to be distributed on day of event- O Kibuka.
- Email to be sent to staff and letter to parents regarding volunteering for the summer fayre- J Green.
- Raffle prizes to be sought in preparation for the Summer Fayre- All HHSA members
- Skills Audit to be sent home to parents/carers- J Green
- Create a staff feedback form for events- J Green
- A storage area and updates on the website to take place ASAP- J Kulyk
- Staff to be encouraged to support the HHSA- J Kulyk

**Next Meeting Dates:**

- Monday 13<sup>th</sup> May 1:15pm
- Monday 3<sup>rd</sup> June 1:15pm
- Monday 1<sup>st</sup> July 1:15pm