

**St John the Evangelist C of E Primary School**  
**Home School Association**  
**Minutes of Meeting**  
**25<sup>th</sup> February 2008**

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**Present:**

Charlotte Moss(Chair), Tessa Farley(Vice Chair), Mandy Rigby(Secretary), Michele Mead, Jo Leeming, Simone Foote

**Welcome**

Charlotte welcomed everyone to the meeting

**Apologies:** Ceri Hickman, Rebecca Gotta, Leah Reeve, Catherine Stephens, Glyn Edwards

**Minutes of previous meeting (24<sup>th</sup> January 2008)**

The minutes were approved by the committee. The previous minutes were agreed by Michele Mead and seconded by Jo Leeming

**Matters Arising**

- Printer cartridges – Awaiting confirmation from Ceri of the amount raised by collecting cartridges last year. It was agreed to carry out another collection, at a date to be arranged principally for the re-cycling benefits  
***ACTION: Collection date to be arranged (CM)***
- Cake Raffle – A letter had been drafted to go to parents as a reminder for those wanting to join the raffle for the next half term. It was noted that the draw is popular with the children
- Playground markings have been completed during half term
- Easy Fundraising – CM had had an email about possible changes – CM to forward info. to SF for clarification. ***ACTION:CM to send to SF***
- Christmas Cards – JL reported that a company had been booked. Completed cards would need to be collected on 16<sup>th</sup> October for a delivery date of 24<sup>th</sup> November.
- Yellow Moon – MM reported that this had been cancelled by e-mail

**Treasurer's Report**

CH was not present at the meeting, MR to obtain figures from CH for minutes.

***ACTION: MR to contact CH***

**Secretary's Report**

MR told the committee that apart from contact with Phil Holmes to update the website there was nothing to report.

***ACTION: no action required***

**Teacher's Report**

- Head Teacher - TF advised that a Head Teacher had been appointed
- Christmas Bazaar - TF still required breakdown of figures from class stalls to allocated profits to the teachers – this was passed over by CM

- Interactive White Board – TF advised that there was a great deal of interest and anticipation from school staff regarding the possibility of a big smart board in the main hall. The committee agreed to donate at least £4,000 towards this project, from funds in the account at present and funds from future fundraising events planned throughout the year

### **Parent Council**

It has been documented that involvement from parents or carers in their children's education enhances learning. TF is keen to find new and different way of involving parents in the school and requested participation from the HSA. CM read through extracts from a booklet received from the Department of Education and Skills, detailing case studies from different schools who had already set up parent councils. The outcomes included better communication and relationships between home and school, with parents feeling they had a way to make their voice heard through the parents' forum. Discussions followed as to how we could set up a parent council at St Johns. Suggestions included; re-launching the HSA, arranging a telephone tree for communication, having an adult class representative that attends HSA meetings, topical meetings lasting half an hour to an hour maximum, e-mail contact for parents through an HSA or parent council link . It was agreed that a joint parent governor and HSA meeting would be beneficial, therefore CM is to contact the Chair of Governors to set up a meeting in March if possible

***ACTION: CM to liaise with Chair of Governors to arrange a joint meeting***

### **Planning Forthcoming Events**

- Disco (6<sup>th</sup> March) – The disco has been booked, the tickets printed and advertising posters circulated. A letter has been drafted to go out to parents tomorrow. MM and JL volunteered to process tickets to enable them to go out in book bags on Tuesday. JL, MM, MR volunteered for the evening and TF will arrange colouring activities. RG to purchase mini eggs for the exit plus an Easter themed non chocolate alternative if possible

***ACTION: RG to purchase exit sweets***

- Easter Fair (19/3/08) – A 3pm start was agreed. Donation request letters had been sent out and we have had responses from Burford Garden Centre (two gift vouchers) and Waitrose have agreed to make a donation. We still need 2 hamper baskets and a soft toy, it was agreed to wait until 10<sup>th</sup> March before purchasing in case a donation is received. The hampers this year will be:- Nursery & Reception – gardening, Year 1 & 2 – children's activities, Year 3 & 4 – Easter food, Year 5 & - family treats/pampering. The caps will be used to make "Easter bonnets" with the best 3 from each class going on display at the fair and the overall best 3 receiving a small prize (judging to be within school). Other stalls will include face painting, book/toy stall, guess the name of the soft toy, ducks in the pool, tea/coffee & cake/biscuit stall, egg tombola (MM agreed to arrange ticketing) Also year 6 will have the opportunity to run their own game stalls. A request was made to have a HSA box with cellotape, glue sticks etc. kept in school, it was agreed to keep one in the store room. It was also agreed to keep all HSA equipment in the store room.

- Summer Fete (5/7/08) – It was agreed to make this event a whole committee event this year with committee member taking responsibility for individual tasks. Suggestions so far include; penalty goal kick, bar, bbq, grand raffle, face painting, outside companies (paying a £10 pitch fee), guess the sweets in the jar, bouncy castle (MM to investigate costing), any further thoughts or ideas – please email CM or MR  
***ACTION: All - ideas email to CM or MR***

### **Advance Planning**

- BBQ evening – 17<sup>th</sup> July (t.b.c.)
- Fashion Show – It was agreed to hold the fashion show in September (**MR to research**)
- Ladies Night – It was agreed to leave until later in the term
- Evening event in June – t.b.c.

### **Date of next meeting**

The next meeting is planned for Thursday 8<sup>th</sup> May at 7.30p.m

Tessa Farley will not be attending the next meeting as it will be with our new Head Teacher. Tessa thanked the committee for all their hard work and commitment to the school.