

## HIGHFIELD SCHOOL ASSOCIATION

# AGM 2018 01/10/18

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### ATTENDEES

Jackie James, Louise Barton, Richard Pugh, Yvette Melia, Pete Marston, Natalie Trist, Katrina Cathie, Louisa Green, Antulio Tarzona

### KEY ACTION POINTS:

- **Vice Chair and Vice Treasurer** appointed. – with a view to taking over chair and treasurer roles in summer 2019
- **Secretary post** is vacant from Sep 18 and we need a replacement.
- **New Publicity post** open to anyone wishing to help promote all HSA activities.
- **Flyers and poster** – need help with the design of Quiz night and Xmas Party posters.
- **HSA Xmas party** – this is in replacement for the Xmas Fayre. Details below. Need volunteers for the event and help with the promotion.
- **Next meeting** – Monday 12<sup>th</sup> November @ 7.30pm

### HSA COMMITTEE:

- Current standing committee – Louise (Chairman), Yvette (Secretary), Richard (Treasurer), Jackie (School rep).
- **Current Secretary** stepped down Sep 18. **This post is currently vacant.** Main duties include arranging meetings, taking and circulating notes, working on publicity materials and supporting event management.
- **Current Chair** will stepping down in Sep 19. Katrina Cathie and Jonathan Cathie to stand as Vice chairs Sep 18 – Sep 19 and work alongside current chair. Yvette nominated Katrina and Jonathan for Vice chair and was seconded by Richard.
- **Current Treasurer** will stepping down in Sep 19. Pete Marston to stand as Vice Treasurer Sep 18 – Sep 19. Yvette nominated Pete and was seconded by Louise to second.
- **New Publicity role.** Looking for one or a number of people to manage the PR, social and online updates of the HSA events. In design experience would be helpful to make up posters and other promotional material.

### HSA PROMOTION:

- Suggested new HSA strapline ‘Making Memories for our kids’
- Jackie and Pete to work with some pre-selected children on a multimedia project to promote the HSA cause and the great events that we put on, and what we have raised money for including the new playground equipment, ipads, etc. Video to be completed by the end of October.
- Video to be launched at ‘The Great Playground ‘unveil w/c 5<sup>th</sup> November at Infants and Juniors. Parents to be invited by the kids to test the kit for themselves.
- Drawing competition as an art project for the best drawing of the playground equipment.
- Need greater and more up to date presence on the school website – ideally need someone with experience to manage this

## UPCOMING EVENTS:

- October 18                    **Xmas cards** - kids design their own Xmas cards. Packs to be sent out ASAP and back before half term.
- November 18                **Tea towels** - Kids self-portraits on tea towels. Managed via school.
- Friday 2<sup>nd</sup> November      **Parents Quiz night.** Juniors 8pm – 11pm. Bring your own drink and snacks. £5 per person. Tickets on sale via Ticket Tailor. Flyer and posters to be designed – need help with the design.
- Friday 7<sup>th</sup> December      **HSA Xmas party.** Kids disco, Santa’s Grotto, BBQ, Raffle, and bar. Need volunteers for the event and help with the promotion.
- February 19                 **Kids disco.** More details to follow.
- Sat 16<sup>th</sup> March 19          **St Patrick’s parents ceilidh.** Juniors. More details to follow.
- June 19                        **Outdoor cinema.** More details to follow.
- June 19                        **Summer Fayre** – More details to follow

## FINANCE UPDATE:

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|---|------------|
| • Starting balance:   | £6,480.80  |
| • Total net income (Xmas Fayre, Summer Fayre, Disco, film night, other) | £4,803.21  |
| • Investment in school (Rock Challenge, Music Stands, teachers funds)   | -£1212.94  |
| • Bank balance end of 2018 school year                                  | £10,431.07 |

£7,000 on hold for playground equipment unless funding obtained through alternative means, in which case money will be used for alternative equipment..

Suggestion of canvassing teachers about what priorities they have for HSA funding so we can have a specific fundraising target and goal. Mini bus was suggested as something the school would really benefit from having. Team to investigate potential options.

**HSA Contact:**

Louise Barton (Chair)

Yvette Melia (Outgoing Secretary)

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