

SPRINGFIELD School Home School Association Meeting Minutes



Date & Time 22/04/2024 18:00

Location Springfield School

Attendees	Name	Class Representing
	Laura Tadier	Year 1 and Year 5
	Jen Gibb	Year 2
	Rachel Baines	Year 3/ Reception
	Leanne Duffy	Year 3
	Sian Parmiter	Year 3
	Anthea Carroll	Deputy Head
	Mal Robson	Head Teacher

1. Welcome

Mal Robson welcomed everyone to the meeting.

2. Apologies

Apologies had been received from Amy Hamon (Yr 1).

3. School update

Mal advised that three new members of staff (appointed prior to the last HSA meeting) had now started at the school. Firstly, Andrea Le Blanc joined the school office, as Secretary. She was already familiar with Springfield, as her own daughter was previously a pupil at the school. Since Easter, two new keyworkers have also begun work with their respective classes: Alexa, mainly in Year 3, and Ellie, across Early Years. All three are enthusiastic and settling in well.

The new school meals provider, Apetito, has also made a successful start, improving the quality and range of food on offer (including Halal and allergen-free options), and reducing waste. Positive feedback had been received from children and staff – reinforced by parents on the HSA. A few minor technological issues had arisen but these had been resolved and orders were now pulling through accurately to the school.

Some building work had been done to enlarge the kitchen, mainly to accommodate two large catering freezers, and there has been a broader refit of other kitchen equipment to ensure new, larger trays fit in the dishwasher. All that remains to be done is some painting and other cosmetic tidying up.

4. Treasurer update including funding requests

Leanne Duffy (Treasurer) provided the following update on the HSA accounts. Incoming funds amounted to £118.80, and expenses £8.72, as detailed below.

Incoming

Bingo night	£313.80
Total	£313.80

Outgoing

Activity charges/ maintenance	£8.72
Total	£8.72

The **overall balance** was £10,882.32 with **available balance** of £10,882.32.

In relation to funding requests, Anthea Carroll advised that the After School Club would like to purchase two replacement bikes suitable for 5-7 year olds, for £320 in total. This was approved.

In addition, a replacement interactive whiteboard had been requested by Mrs Green for Reception. This was a much greater expense – roughly £5,500 - £6,000 – but the importance of the technology was recognised and the request was approved by members, with a view to enabling installation over the summer.

5. Fundraising for this term

As usual, two summer events were proposed; both likely to bring in substantial funds. Firstly, **sponsored walks** were planned for Thursday 6th June (for nursery and Year 1) and Friday 7th (for Years 2-6). The **summer fair** would be on Friday 21st June (to avoid multiple end of year activities, yet allow Year 6 to devote time to planning stalls after their SATS. The fair requires a lot of preparation, ordering of supplies and support on the day with logistics and manning stalls. There was some discussion of options for additional entertainment (such as live music) and guest stalls, alongside the traditional cake stall, toy stall and 2nd hand uniform sale. Anthea and Mal agreed to approach musicians and Anthea would order a bouncy castle. Staffing arrangements and roles would be finalised at the next HSA meeting, two weeks prior to the fair. Information on the walks, fair and help requested for both events would go to parents this Friday in the school newsletter.

6. Any other business

The funding request for new bikes (above) prompted Laura Tadler to mention children in the after school club cycling without helmets securely in place, despite them having been instructed by staff to wear them. Mal thanked her for raising this and said that after school colleagues would be made aware. In addition, the vital, life-saving role of helmets would be reiterated to children in assembly later in the week.

Mal raised the issue of leavers books, explaining that providing hardback books personalised to all Year 6s is an enormous undertaking, involving a great deal of time and effort – probably a solid week's work - to compile comments from teachers (including former staff) and pupils, along with photos from children across the years, and arranging (UK) printing. The HSA has historically both funded and produced the books, but it was recognised that current members did not necessarily have time to do this – and neither did Mal himself. However, following discussion at the leadership team meeting, Mal was happy to commit to producing a simplified version – perhaps ring bound, retaining the key features of photos and space for messages. HSA members made suggestions for compiling phone or video messages, or setting up photo booths with backdrops incorporating old photos.

In contrast, leavers hoodies were simpler to organise. Normally the HSA covers one half of the costs, and parents the other. The intention would be to order in time for children to wear them for the last month or so of Year 6. Again, Mal would review costs with suppliers and include information for parents in the next newsletter.

Finally, Laura queried the system used for sending emails to parents, highlighting that when emails arrive in a parent's inbox, the subject and sender are not always immediately clear. Mal agreed to look at this.

8. Date of next meeting

It was agreed that the date of the next meeting would be Monday 10th June.