

Springfield School Home School Association Meeting Minutes

Date & Time	12/06/2023
Location	Hybrid (In Person & Online)
Attendees	Mal Robson Anthea Carroll Jo Berthou Stacey Hedley Brian Hedley Leanne Duffy Christina Jandron

Welcome

Jo Berthou welcomed people to the meeting.

Apologies

Apologies were received from Mariusz Sliwka & Jennifer Gibb.

School update

Mal Robson advised that the children were told in assembly that we hope to have the staffing model for next year ready in the next week or so. It is usually sent as a separate letter to the newsletter.

Mal Robson advised that the crossing at St Marks Road is progressing. There is a meeting on 7th July 2023 with the planners to get the schools input on the plans from a safety perspective. All of the work will be carried out in two phases over the summer holidays. The first phase will be the roadworks and the second phase will be the reconfiguration of the crossings. There will generally be less traffic during the holidays, which makes it easier to complete the works.

Mal Robson advised that the school meals project is still on track. The advert for the staff will go live this week for two weeks. There have been some expressions of interest from parents and carers, which is good. The interviews will be handled by the leadership team at the school. This will give Mal Robson & Anthea Carroll the chance to evaluate the people selected. The online ordering system is being completed this week from an IT perspective. Mal Robson wanted at least 4 weeks before the end of term to communicate the details regarding the meals project. The children were consulted about the menus to get their input and this has been taken on board. The three-week cycle menu will be included when the online platform is up. The work to modify the kitchen will be done.

Treasurer update

Stacey Hedley advised that £224.23 has come in since the last meeting. This can be broken down as per the table below.

Second hand uniform	£56.00
Dress down day	£134.30
Easyfundraising	£33.93
Total	£224.23

Stacey Hedley advised that the available balance is £7,796.70. One of the items in reserve is the greenhouse for £400. Mal Robson advised that this reserved item can be removed, as we have the planters. Stacey Hedley advised that another item in reserve is the Go Wild tortoise for £500. Mal

Robson agreed to check with Lorraine Ponting whether this has been paid. Stacey Hedley advised that another item on reserve was an iPad, but this is no longer needed.

Stacey Hedley advised that two fund requests had been received. The first one was for £400. Anthea Carroll advised that the ADHD foundation in England have an umbrella project. The smallest thing they will do is £400 and they will provide neurodiverse umbrellas as well as additional resources for children to use. Anthea Carroll advised that it would help the school to celebrate their award. CAHMS are keen for all schools to have this award. If we pay before Wednesday, there are two webinars that Anthea can attend. Mal Robson advised that the school will get the award based on the work done and it would be a nice thing to celebrate. Anthea Carroll advised that 50% of each class has some neurodiverse children. The request was approved.

The second one was for £511.40 to purchase balance balls and resistance bands. Anthea Carroll advised that the resistance bands can be put on the bottom of chairs so that they can be used during lessons. The request also includes 2 wobble chairs for foundation and 1 wobble chair per class. There is a need to provide neurodiverse children with brain breaks. These are long lasting resources. Leanne Duffy advised that it is good to have resources to further support the children. Anthea Carroll advised that she has strips of wood with ribbons at present under desks for children who need to fidget while learning. They have proved very popular and more have been requested by students. The request was approved.

HSA meetings – move day?

Jo Berthou requested to move the date of the HSA meetings due to personal circumstances. It was requested that the meeting be held on a Monday evening rather than a Wednesday evening. Mal Robson and Anthea Carroll advised that Monday evenings would work better for them, as they meet as a leadership team on a Monday. Anthea Carroll proposed the second Monday after the start of each half term. Mal Robson advised that we can be flexible with bank holidays. Mal Robson advised that the constitution mentions the day of the week in brackets. It was agreed that the change is minor and it doesn't need to be voted through. The change of the meeting day to a Monday was agreed.

Jersey Children's Day – 2nd July

Mal Robson advised that the theme is linked to the rights respecting schools agenda. Kits have been provided to make dreamcatchers. The school has a couple of weeks to make 30. They will be picked up from the school and there will be an event in Howard Davis Park on 2nd July 2023 with all of them hung up. Mal Robson advised that Anthea Carroll will be doing an assembly on the Summer Fair day with all the children regarding Jersey Children's Day. Mal Robson advised that the Summer Fair day will be a "wear something that makes you happy" day. It will make it a more relaxed afternoon. Anthea Carroll hopes that there will be some rights respecting lessons. There will be some officials coming in on the 14th July 2023. Anthea Carroll requested some quotes from Jo Berthou & Leanne Duffy for her presentation.

Summer Fair and other end of term activities

Anthea Carroll advised that Pretty Vegas are going to be providing entertainment at the Summer Fair. Anthea Carroll advised that the Jersey Music Service offered to come to the Summer Fair to promote their service. This was approved.

Mal Robson queried the list of stalls for the Summer Fair to know for donations. Stacey Hedley advised that we usually ask for plates, toys, books & bottles in advance and cakes on the day. Mal Robson advised that it will be put in the newsletter. Stacey Hedley advised that Sarah Highfield used to get the food, drinks and coconuts. Leanne Duffy agreed to procure these and Jo Berthou offered

to support. Mal Robson advised that there is some food and drink in the HSA cupboard. Stacey Hedley advised that there might be some Baker Ross toys in the HSA shed. Anthea Carroll advised that there are plenty of Baker Ross toys to sell. Jo Berthou agreed to bring serviettes. Stacey Hedley advised that we had ice lollies last year. Anthea Carroll agreed to follow up with Danielle for around 200 ice lollies.

Stacey Hedley queried the quantity of Year 6 children that will be manning each stall this year due to the double intake. Mal Robson advised that it needs to be more than 2 due to space limitations on site. Mal Robson and Anthea Carroll will pick this up tomorrow with Year 6 staff. It will give some of the Year 6 children time to look around the other stalls. Stacey Hedley advised that she can help this year.

Anthea Carroll queried the timings of the Summer Fair. It depends on whether they eat their lunch before or during the Summer Fair. If it happens too late, the burgers and hot dogs don't get sold. Mal Robson advised that it is more of a matter of staffing. Leanne Duffy queried if food could be made available from the BBQ and then the Summer Fair opened afterwards. Anthea Carroll advised that the handover between teaching and supporting the stalls is tricky. Stacey Hedley proposed that the children are collected but the fair not started until 15 minutes later to give the staff time to get to the stalls. Mal Robson advised that holding the children in the hall with the teaching assistants while the teachers go out to the stalls would probably work best. Anthea Carroll advised that we would need 4 teaching assistants in the school hall to look after those not collected by parents and carers.

Leanne Duffy queried about volunteers for the Summer Fair. Mal Robson advised that this will be communicated to parents and carers. Anthea Carroll advised that there is a particular need to help with setting the fair up. Mal Robson advised that Angus MacCormick will bring the tables out after assembly.

Mal Robson advised that there is a HSA disco scheduled for Friday 14th July 2023. Anthea Carroll advised that Key Stage 1 will be from 17:00 to 18:15 and Key Stage 2 will be from 18:30 to 20:00. Stacey Hedley advised that last time, it was proposed the tickets for items were sold from a central location on site. Mal Robson advised that this would be sensible and should speed up the process for buying items. Anthea Carroll queried if the entrance ticket includes a hot dog and a dilutable juice. This was agreed at an entry price at £3.50 per person. Stacey Hedley advised that we will need vouchers for glow sticks. Mal Robson advised that the school will create the vouchers. It was agreed that the entry price will be £6.00 for two people. It was agreed that the items on sale in the evening will be glow sticks and tattoos. Anthea Carroll advised that all children must be collected from the event, which includes Year 6 children. Mal Robson advised that the school will start a list in the office to reflect who has paid to go to the disco. Jo Berthou requested that this be communicated to parents and carers so that they know not to expect entrance tickets. It was proposed that each glow stick and tattoo be priced at 20p.

Anthea Carroll advised that the Year 6 leavers BBQ will follow the leavers assembly after school and last until around 17:00. Mal Robson advised that the leavers assembly will be just for Year 6 children and their parents & carers due to the quantity of people. The leavers assembly will start at 13:30. The leavers assembly lasts for an hour. Parents and carers mingle outside until the end of the school day. The HSA usually pay for food. Anthea Carroll advised that she usually makes a few different salads. We will need to get plates and cups as well as disposable forks. Anthea Carroll agreed to procure the items.

Christina Jandron asked for a cheque for the Year 6 leavers books. Stacey Hedley requested the invoice and will write a cheque.

Leanne Duffy queried whether a second-hand uniform sale would take place this half term. Jo Berthou proposed Monday if it helps or Thursday morning. Stacey Hedley advised that she can support the sale. It is more the setting up and putting away that takes the time. Leanne Duffy advised that the Summer Fair will have second-hand uniform sale. It was agreed that a separate sale would not be held.

Anthea Carroll requested a non-uniform day in aid of Epilepsy Jersey, perhaps on the disco day (Friday 14th July 2023). This was agreed.

Any other business

Stacey Hedley advised that we had to track 6-7 other teachers that had left for their contributions to the Year 6 leavers book. Stacey Hedley proposed that each year a summary is obtained from each teacher and kept in a safe place. In addition, Stacey Hedley advised that she struggled to get the Reception photos for the two classes. Miss Hosking used to take these photos when she worked in Reception. Stacey Hedley contacted the Jersey Evening Post and got the photos from the paper, which cost £19 each. Mal Robson thought that was a great substitute. Stacey Hedley proposed that the school take a Reception class photo each year going forward. Anthea Carroll advised that we will need a central point to save them. Stacey Hedley agreed to forward the JEP email address to the attendees. Mal Robson was grateful for the feedback.

Mal Robson queried who will take on the HSA treasurer role. Leanne Duffy said that she was happy to. Stacey Hedley advised that she was happy to continue in the role until the end of the summer term. It was noted that the work of the treasurer comes in peaks and troughs. Jo Berthou proposed helping the counting of the money to split the work between people. Anthea Carroll advised that Barbara O'Driscoll can sometimes help. Leanne Duffy queried who will take on the role of HSA secretary. Mal Robson advised that Jenn Gibb had agreed to take on the role.

Stacey Hedley advised that Christina Jandron will provide a list of tips for doing the Year 6 leavers book. Anthea Carroll advised that we need to increase the amount of parent & carer support in the HSA.

Stacey Hedley advised that the free books support would need to be handed over. The books have been sorted. Each week, she comes in before 12:00, sets up the area with a selection from the 3 categories (Younger Readers, Older Readers and Non-Fiction) opposite the multi purpose room. She then supervises the collection of books by the children and packs it up at 13:00. Anthea Carroll proposed putting it back to being held on a Friday to support the alliteration.

Mal Robson wanted to pass on the thanks from the school to Stacey Hedley, Brian Hedley & Christina Jandron. He felt that the service provided for the children at the school was fantastic. The example set by these three people was of huge importance. The thanks was gratefully received.

Date of next meeting

It was agreed that the next meeting would be held on Monday 18th September 2023 at 18:00, which will be the Annual General Meeting.