

Springfield School Home School Association Meeting Minutes



Date & Time 18/09/2023 18:00
Location Springfield School

Attendees	Name	Class Representing
	Laura Tadier	Year 1
	Michaela Drelaud	Year 2
	Jen Gibb	Year 2
	Rachel Baines	Year 3/ Reception
	Leanne Duffy	Year 3
	Sian Parmiter	Year 3
	Joanna Jeffroy	Year 5
	Stacey Hedley	(Outgoing Treasurer)
	Anthea Carroll	Deputy Head Teacher
	Mal Robson	Head Teacher

1. Welcome

Mal Robson welcomed everyone to the meeting. He thanked Stacey Hedley in particular for staying on to hand over her responsibilities as Treasurer. Mal led the meeting following Jo Berthou's departure as Chair over the summer.

2. Apologies

There were apologies from Amy Hamon.

3. Defining of roles

Mal Robson outlined the HSA roles (see Point 4 below), explaining that as Head Teacher, he acts as President, with Anthea Carroll as Vice President. Ideally the Chair would come from the parental body but Mal would undertake that role until / unless it was assigned elsewhere. All members are welcome to contribute to discussions on any topic.

4. Election of officers

Mal Robson advised that this is the Annual General Meeting of the Home School Association (HSA). The following roles were assigned and agreed by those present.

Role	Responsibilities	Assigned To
Chair	Oversee the committee and lead the half termly meetings Construct meeting agendas in advance of meetings Liaise with all other members of the committee	Mal Robson
Secretary	Take formal minutes of every meeting and then circulate to all members of the association, including the school website	Jen Gibb
Treasurer	Oversee the HSA funds and bank account. Track any income and expenditure and report the current position in each half termly meeting	Leanne Duffy
Communication Officer	Responsible for any letters or detail that is communicated to our school community. Link to local press and invite them to school events when appropriate.	Michaela Drelaud (with Mal Robson & Anthea Carroll)
Procurement Officer	Investigate prices and availability of resources that are to be purchased for the school. This may include any items needed for school events.	Joanna Jeffroy

5. School update

Mal Robson advised that he would use this section of the meeting to share updates on the school, and to seek feedback from parents and carers.

Firstly, he welcomed the arrival of two new teachers, Mr Mendes (Year 5) and Mr Lewis (Year 3), and new support staff, Alisha Marsh and Mrs Mbarek. All four are settling in well to the team.

Secondly, he outlined the new school development priorities. This year, Mrs Green (Reception) is taking on the role of Lead for English, with the aim of improving progress in writing. They are also focusing on Multilingual Learners (MLL, previously ESL) following a push from the Education Department, to fully embrace home languages and ensure those children are not disadvantaged at school. In addition, Springfield is embarking on an Oracy project with an organisation called Voice 21. Across Jersey, 12 schools have already joined the project and Mal commented on how inspiring it was to see children from those schools engaging enthusiastically at a celebration event last year. Mrs Webber and Miss Sampson are leading on this, with the aim of developing vocabulary and confidence in speaking and listening, which will naturally improve children's writing, and ultimately, life chances. The final priority is providing a range, and choice, of development opportunities for all school staff.

Mal also highlighted the imminent launch of the new school meal service. Three new staff (including Michaela and another parent with children at the school) had been appointed to work 11 – 2pm Monday to Friday. They had attended training at Springfield and at CYPES in advance of the launch on 27th September. Uptake has been phenomenal. Nursery are not participating, but with 180 children on the school roll, over 100 parents signed up on the first day. Numbers were expected to rise through word of mouth, and as children opted in to join their friends. There was some discussion of the difficulties of persuading picky eaters to try items on the menu (and of informing parents about whether meals had been eaten or rejected). Mal advised that some changes had already been made to make menus more child-friendly. It was recognised that they had to meet stringent nutritional requirements, and that there had to be a balance between encouraging children to eat healthy foods and providing food likely to be eaten. Parents as well as children will be able to give feedback. Mal expected to have to make some tweaks to lunchtimes and to tackle logistical challenges, but overall was delighted that the launch was happening, after so many hurdles had been overcome in finding suppliers and equipping the school kitchens. He explained that towards the end of the initial 10 day provision period, invoices would be issued – which ensured that any meals missed through absence would not be charged. (A nominated person in school would check registers against food choices, and record absences.) The current system, reliant on parents completing a Google forms document is temporary but a proper platform is being built for all school meals. Going forward, bookings would be made in two week cycles. Hot dinners and packed lunches would be consumed at separate times in the hall for practical reasons; there is not room to have everyone in the hall at once.

6. Treasurer update

Stacey Hedley (outgoing Treasurer) provided the following update on the HSA accounts.

Expenses for the period totalled £1,667.25. This can be broken down as follows.

Outgoings	
Summer Fair Expenses	£522.73
Disco	£80.82
Leavers BBQ	£154.18
Leavers Books	£453.26
ADHD Foundation	£400.00
Bank Fees	£56.26
	£1,667.25

Total income was £5,701.82, from sources as listed below.

Incoming	
Sponsored Walk	£3,952.61
Summer Fair	£1,175.32
Disco	£438.64
Potato Sale	£41.75
Miscellaneous	£93.50
	£5,701.82

Available funds totalled £12, 853.85. Of this, £511.40 was reserved for ADHD resources, which Anthea advised had not yet been purchased, so would remain in reserved funds and be used gradually over several months. (£500 previously in reserve for the Tortoise Trail was no longer needed as a sponsor had paid for it on behalf of the school.)

Two funding requests were made. Firstly, Sara Crocker asked for £150 for quiet corner equipment and materials, such as a rug, large pillows, beanbags and fairy lights, to create a warm and inviting reading/ calm area outside the year 5/ 6 classrooms. While fully supporting this idea, HSA members felt parents might be able to offer some of these items, and Anthea said she could provide some fairy lights which had already been safety tested and used in school. Mal agreed to send an email to parents asking for donations, on the understanding that anything still required to complete the quiet corner could be secured this term from the £150 requested.

Secondly, Anthea Carroll (retrospectively) requested £400 to cover activities already undertaken by Year 5 children at St.Aubin's Fort in July 2023. This was also approved.

7. Fundraising for this term

Mal advised that this is challenging as currently two out of three teaching unions are in dispute with the employer and on action short of strike. Union guidance includes to stop 'goodwill' activity – which will impact on any events as staff cannot be expected to engage in activities outside school hours. Any fundraising will have to be done in school time – non-uniform days are no problem and easy; evening discos are not possible unless solely staffed by parents. It was hoped that there would be a quick resolution to the dispute such that normal activities could resume next term.

Suggestions for fundraising this term included something around culture, language or nationality– for example, a non-uniform day on which children could wear national dress, or bring traditional food. This could potentially link with International Children's Day, Culture Day, World Food Day or the end of democracy week. Mal undertook to explore the ideas with staff, and it was agreed that the most suitable day would be the last Friday before half term - 20th October.

Anthea Carroll advised that she had had requests from Brightly (a charity based at The Bridge, who provide support and practical assistance to care leavers and their families) and from Healing Waves (who provide accessible water sport activities) for funds raised from non-uniform days. Options for splitting income between the HAS and these charities were discussed, and members were in favour of fundraising for both organisations, but it was agreed that the first non-uniform day of this school year would be for the HSA.

It was also suggested that, whenever there was a need, newsletters could appeal to parents for items wanted within the school – starting with the items requested above for the quiet corner. In relation to second hand uniform (for which Mal advised that there was now improved storage), Stacey advised that there were several full tubs, and new bags of donated clothes to sort through. It was thought that there was an uneven spread of stock in terms of sizes and items, however, and Sian suggested putting together a full stock inventory or spreadsheet which could be maintained in order to keep parents up to date about what was available, and needed. It was acknowledged that it can be difficult for working parents to visit 2nd hand sales before, during, and after school – but that outdoor (playground) sales at the weekend might be more suitable in the summer than at this time of year. Stacey offered to do some more work to sort out recent donations, and Sian offered to help compile an inventory. Potential dates for a uniform sale were discussed, and it was agreed to go ahead on the morning (drop off) and afternoon (pick up) of October 6th. Jo and Rachel expected to be able to help out on that date.

Further fundraising would be discussed in the next meeting, after half term.

8. Any other business

Mal Robson advised that there was one slight change to the Constitution which needed to be formally adopted; the decision to move meetings from Wednesdays to Mondays. All members supported the change and this was approved.

Mal also advised that progress was being made in relation to initial plans for the school site redevelopment. The Gas Place site had been agreed, Springfield and St. Luke's would close and other catchment areas would also be redrawn.

9. Date of next meeting

It was agreed that the date of the next meeting would be Monday 6th November, in line with the move to hold meetings on the 2nd Monday of each half term.