



Herne Association of Families and Staff (HAFS)
Meeting

Monday 5th February 2024 at 7.00pm

Minutes

<p>Members Present: - Georgina Jenkins (Co-Chair), Gemma Moore (Co-Chair), Lucy Susans, Kate Duthie, Anna McGurk, Helen Dennis, Jo Ball, Roz Orchard, Becky Higgs and Gillian Young.</p> <p>Apologies: Lisa Ashbrook, Andrea F, Christopher McGurk,</p>		
	Action	By Whom
<p>Welcome and Introductions GJ welcomed everyone to the meeting and thanked everyone for coming. Introductions were made by attendees.</p>	-	-
<p>Approval of minutes of the last meeting: Agreed. No amendments. All minutes are available on the Herne website HAFS tab.</p>	-	-
<p>Matters Arising:</p> <ul style="list-style-type: none"> a) New Treasurers to become bank signatories. Emails will be set up, apps downloaded and card ordered. b) Googledrive Access New HAFS committee to remove/organise as they please. BH and RO to add Any outstanding documents to the drive, - Calendar (time tree) JB has created a calendar including school holidays and events. Can be used as admin reminders for ordering and planning, Responsibility of the lead of events to add reminders to calendar. Trelo project management check list to be linked to calendar. Trelo can also allocate tasks to people. GM volunteered to set up basic Trelo 		<p>KD, AM, CM</p> <p>All</p> <p>JB lead GM</p>

<p>c) Headteachers Wish List To date the school has not been ready to accept funds for the library revamp. Funds for the nurture room has been transferred. New HAFS chairs to discuss payments with SS. BH willing to cc new treasurers into email's regarding donation transfers via East Hampshire CC to school. JB is happy to support planning of the Nurture Room. JB to directly email Erika Marshall to discuss.</p> <p>Co-Chairs and Vice-Chairs to meet once every half term with SS or deputy head teacher to discuss where funding is required and ensure dates for planned events are suitable.</p>		<p>Co-Chairs BH JB</p> <p>SS</p>
<p><u>Planning for Mother's Day</u></p> <p>Discussions and planning for Mother's day gifts. Gifts have been decided and to be sourced. HAFS looking to distribute gifts on Friday 8th March (subject to change). Payment to be made via BACS and google forms for ordering. 3 gifts maximum. £3.50 per gift. Deadline for submission of orders scheduled for 23rd February. KD to set up google form. RO and BH to order items. LS to order cards. HD, LS and GM able to lead on sorting items for classes.</p>		<p>LS RO BH HD LS GM</p>
<p><u>Calendar of Events</u></p> <p>Please see separate attachment of events.</p>	-	-
<p><u>Future Events</u></p> <p>Father's Day Deferred to discuss at next HAFS meeting.</p> <p>Quiz Night SM may be willing to consider helping again. HD reports most money was raised on the bar.</p>	-	<p>All</p> <p>SM/HD</p>
<p><u>PTA Events Platform</u></p> <p>The committee discussed using the PTA Events platform. A Facebook group is run by PTA and offers advice on how to use this. The platform can offer event management assistance, generate reports, booking and e-ticketing. Reports. Links well with stripe. Just loaded a gambling option to the platform so could be used for raffle. KD, AM and GM to discuss using this and trial.</p>	-	<p>KD, AM, GM</p>
<p><u>World Book Day</u></p> <p>RO to lead on a purchased item for the children on the playground after school. LS, HD and KD offered to volunteer. Play music from new film. Vegan alternatives to be sought. Donations to be sought. GJ to enquire at local independent book shops. BH to ask PTG</p>	Imminent	<p>RO LS/HD/KD GJ BH</p>

HAFS events March- July 2024

Event	Date	Person responsible for co-ordinating	Actions required
World book day- Wonka Bars	7 th (and 8 th March if chocolate is still left).	Roz	Liaise with school to confirm this is possible Speak with local businesses for gifts (?P-field theatre group, one tree books, go ape) Purchase of chocolate bars (500) Poster for the newsletter (state that when they are gone they are gone) Printing of Wonka tickets Set up the sum up machine (ensuring it still works) Volunteers to be confirmed for selling in playground Make arrangements for the bars to be sold in the playground and set up tables in playground
Mother's day	8th March	Kate to sort out google forms Georgina to send information out in the newsletter Becky/Roz to order sunflower seeds Helen to go into school on 5 th March to sort our distribution of the items	Liaise with school about cards being made in values time Google forms to be set up (cut off date 23 rd Feb) Sort out google forms Information out in newsletter (by 9 th Feb) Order sunflower seeds and card making stuff (26 th Feb)
Easter relay	18 th March	? Roz	Liaise with school to confirm date (?to be done in track time) Pull together equipment (egg and spoons etc) Sort out a poster ?Consider sponsorship forms Sort out a timetable for races
HAFS meeting	24 th April	Georgina or Gemma	Remind teachers that the meeting will be taking place and we need someone to lock up Ensure that the school links attend Advertise in newsletter Prepare agenda
Colour raffle	? Beginning of April	TBA	? Trial PTA events Liaise with school re date Purchase raffle tickets and baskets etc...

			Poster for newsletter Collect donations (not too far in advance of the raffle) Sort out hampers Draw raffle and notify winners
Colour run	? 17 th May (end of SATS week)	TBA	See guide on google drive
? Ice cream sales	? Starting in summer term	TBA	TBA
Cake sale	? May or June	TBA	TBA
Quiz night	? May	TBA	TBA
Father's day	16 th June (to take home on the 14 th June)	TBA	Google forms to be set up (cut off date 31 st May) Sort out google forms Information out in newsletter (by 9 th Feb) Order sunflower seeds and card making stuff (3 rd June)
Herne fest	Mid June	Georgina	See guide on google drive
Summer discos	? Early July	Roz and Becky (shadowed by Gemma)	See guide on google drive