



Hyland House School Home School Association (HSA) Committee Meeting

Purpose of Meeting

This meeting has been arranged by the HSA Committee and HH School Administration with the purpose of extending a warm welcome to new parents, reviewing fundraising plans for the new academic year, facilitating the recruitment of a new committee, receive suggestions and collaboratively come up with solutions to any concerns.

Date: Thursday 9th November 2023

Time: 18:00

Location: via [Zoom](#)

Meeting ID: 335 140 6659 **Passcode:** HYLAND1

Facilitator: Anesha West, Errol Gayle

Attendees: Parents, Carers, Staff

Agenda Items

1	Opening Prayer, Welcome & Introductions	18:00 – 18:05
2	Recruit HSA Committee (Appendix 1)	18:05 – 18:10
3	Family Film Afternoon Feedback	18:10 – 18:15
4	Fundraising - HSA Events / Activities (Appendices 2 & 3)	18:15 – 18:30
5	Swimming Lessons	18:30 – 18:35
6	Communication	18:35 – 18:40
7	AOB	18:40 – 18:43
8	Date of Next Meeting – Tuesday 16th January 2024 @ 6:00pm	18:43 – 18:44
9	Closing Prayer	18:44 – 18:45

Appendix 1

HSA Treasurer

The Treasurer oversees lawful and proper management of HSA funds, maintaining detailed financial records and providing regular financial reports to the committee. They ensure financial decisions are recorded and handle event funds, payments, and banking arrangements. Experience in finance or accounting is beneficial for this role, particularly previous treasurer experience or financial expertise, including bookkeeping or an ACCA Qualification.

The Treasurer is responsible for:

- Managing funds, ensuring accurate financial records and reporting at each committee meeting.
- Handling event funds, making authorized payments, and coordinating money counting at events.
- Operating the bank account, reconciling statements, and managing bank-related changes.
- Co-signing payments and ensuring invoices are retained for record-keeping.
- Preparing annual accounts and collaborating with an Independent examiner of accounts.
- Establishing appropriate financial procedures for the committee.

Experience in a treasurer's role or financial expertise, ranging from bookkeeping to a formal accounting qualification such as ACCA, is advantageous for potential candidates.

HSA Co-Chair

Deputising for the Chairperson when necessary, the Co-Chair helps to ensure that the Committee and all of the events continue to run smoothly. As with the Chair, leadership, enthusiasm and energy are necessary qualities for this post. To support the chair in all aspects of their role, to ensure that the business of the HSA is conducted in accordance with the wishes of the representatives of the HSA and to uphold the constitution of the PTA.

Duties include:

- To chair meeting in the absence of the Chair
- To draw up annual HSA programme in consultation with the Chair.
- To prepare meeting agendas by consulting with the HSA Chair.
- To welcome and involve other parents into the HSA.
- To lead parent and wider school community engagement in HSA (class representatives, use of local contacts and skills).
- To prepare with the Chair the HSA annual report

Committee Members

Committee members are invaluable and will be needed to help make decisions alongside the Chair.

Their duties will include:

- Attend HSA meetings and HSA committee meetings
- Participate in planning, owning and running events
- Run smaller projects
- Encourage participation and enthusiasm for the events organized by the HSA

Appendix 2
HSA Events Calendar 2023/4 (Proposed Dates)

December 2023		May 2024	
13	Christmas Party & Jumper Day	16	Open Evening
14	Christmas Programme - Refreshments	29	Family Film Afternoon
19	Family Film Afternoon: Christmas		
January 2024		June 2024	
16	HSA Meeting	12	School Trip – PWP, Legoland?
26	Bag2School collection	23	Father’s Day Celebration
28	Roller Nation @ Bruce Grove	28	Sports Day Refreshments
30	National Storytelling Week	30	School Fete
February 2024		July 2024	
4	Sing ‘N’ Paint		School Fun Day
13	Family Film Afternoon: Love	11	Graduation - Refreshments
24	Family Quiz Night	14	Picnic in the Park
March 2024		August 2024	
1	World Book Day		School Clean Up (Payment: Lunch)
13	Museum Trip		
17	Mother’s Day Celebration		
28	Easter Treasure Hunt		
April 2024			
2	Family Film Afternoon		
25	HSA Meeting		
27	Spring Gala		In School’s Calendar

Appendix 3
Current Fundraising

Bag2School - A fun, free and easy way to raise funds.

Bag2School is a **free eco-friendly fundraising scheme** that helps schools, businesses, community groups, local councils, and charities **raise funds through textile recycling** as well as spreading textile recycling awareness.

We offer the best market prices! Get **50p** per kilo or **£500** per tonne.

Visiting HH in January 2024