**HSPTA Minutes – 6 October 2016**

**Hiltingbury Junior School Hall**

**Attendees:**

Cathy Moden (Infants) Sam Hunter (Juniors) Nicola Merrick (Co-Chair)

Cat Perrin (Co-Chair) Maggie Langley (Infants) Sarah Hill (Secretary)

David Holdsworth (Treasurer) Carol Jones (Treasurer) Helen Beeken

Kaiyee Burnet Jeanne Capey Cath Grimer

Clare Home Sophie Liddell Erin Newcombe

Kate Randall-Coles Nicky Wood

**1. Introduction:**

NM confirmed this would be a short meeting to cover forthcoming events.

**2. Apologies:**

Clare Funnell, Rob Gair, Annabel Stewart, Natalie Metcalf

**3. Fundraising: Events and Initiatives**

*School Discos:*

KB/KRC both confirmed all is in hand. NM ask if they had completed a Risk Control Document. KB/KRC confirmed it had been written. NM asked if a smoke machine was listed. KRC said it wasn’t. NM confirmed it cannot be used for the Infants disco, but it could be used during the Junior one as it doesn’t set the smoke detectors off. NM stated when they are ready the Risk Control Document needs to be sent to CM/JC to sign off.

**KB/KRC ACTION:** KB/KRC to email risk control document to CM & JC.

CP said that the Reception area in Junior School has been previously used as the First Aid Area, but that feedback was that office staff would rather not have children in the area. SH confirmed her office could be used.

**KB/KRC ACTION:** KB/KRC to ensure admin/office area is cordoned off, no access allowed for children.

CP asked whether the DJ had been asked to keep the noise level lower. KB/KRC confirmed this had been done.

KB/KRC asked what they needed to do to have a pop up shop selling tickets. CG confirmed tables can be obtained from the school hall. DH can arrange a float, until signatories have been completed by the bank.

**KB/KRC/DH ACTION:** Pop up shop to be run by KB/KRC. DH to provide float.

KRC confirmed volunteer numbers are good and ticket sales are progressing well.

**CP ACTION:** CP to discuss EPI pens and First Aid with KB & KRC at next sub event meeting.

*Spooks & Sparks:*

CG confirmed that all is currently on track. Flyers have gone out, adverts are also out in Discover magazine. The request for people to have Spooks & Sparks advertising boards at the front of their properties has gone out. CG needs help to list who needs a board.

**CJ/CG ACTION:** CJ to assist CG putting the board list together and associated emails.

CG confirmed the residents’ letter has been prepared and is ready to go out. SL offered to help.

**SL ACTION:** SL to liaise with CG to send out residents’ letter.

CG said there are 1750 tickets available and would hope to sell 1000 before the event. The team is coming together with the Rotary Club providing marshalls, Adam Sparks (Spark Ellisons) overseeing the BBQ, SL on café and Maggie Jones’s son is setting up the PA system.

*Christmas Fair:*

NM stated that CP ran the last 2 events successfully. CP confirmed she would not be running the event this year. EN confirmed she would be happy to take over.

**CP ACTION:** CP to meet with EN and mentor her in Christmas Fair lead role.

CP asked if NW/CH would be happy to rerun the silent raffle. NW/CH agreed. CP asked if ML would be happy to oversee pocket money toys. ML agreed. SH stated she would be happy to run the bottle store. SL confirmed she would be happy to organise the café. SHill confirmed she would be happy to organise arts & crafts. CP would chat to Collette about organising the grotto.

**CP ACTION:** CP to speak to CF to see if she is happy to organise the grotto.

**4. Upcoming Dates**

Next Committee Meeting to be confirmed.

**5. AOB**

CP confirmed that the new committee members will need to get a DBS check from the school office. CP asked if JC & EN could be added to the committee list on the HSPTA website, so they would receive all circular emails. CP also asked if SHill could email all members the contact list.

**EN/JC ACTION:** EN & JC to get a DBS check from the school office.

**HB ACTION:** HB to add JC & EN to the website.

**SHill ACTION:** SHill to email committee contact list to all members.