



**HSPTA Committee Meeting Minutes**  
**Thursday 10<sup>th</sup> November 2022**  
**Zoom Meeting 7:30pm**

Attendees:

**PTA Committee Members**

Nikki Folland (Chair)	Charlotte Hartley	Balli Bains
Anna Lewis (Vice Chair)	Phillippa Longman	Georgina Staplehurst
Louise Hilton (Treasurer)	Erin Newcombe	Kim Palmer Taylor
Jacqui Cunningham (Secretary)	Liz Dodd	Katherine Andrews
Claire Ansell		

**PTA Attendees**

Richard Bright

**Apologies**

Zoe Loosemore	Laura Flood
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1. Welcome and Apologies

Nikki Folland opened the meeting and acknowledged apologies from Zoe Loosemore and Laura Flood.

2. Minutes from last meeting (15.09.2022)

The minutes from the previous meeting were accepted as an accurate record. It was agreed these could be published on the website. Legacy books still need to be delivered to the schools, all other actions have been completed.

3. Updates from the schools

**Infants**

The children enjoyed arts week. PL thanked the HSPTA for funding the various visitors who provided exciting experiences for the children. The vote to sanction expenditure was recorded as 10/16 HSPTA committee members in favour.

Lots of the infants children attended spooks and sparks with their families and enjoyed the evening. The infant school are now excitedly looking forward to Christmas.

PL advised that the Infant School are working with the school library service to update the available books in the classrooms; this will include more books on diverse cultures. It was requested that the Infant School would like to use some of the HSPTA funds to provide an advent calendar of books for each class, whereby the class would open a new book everyday of advent. The HSPTA agreed in principle and requested further information (i.e., cost) before an official vote can be called.

PL advised that the Infant School are still waiting for quotes to come back to develop the scooter pod and Y1/2 outdoor areas.

**Juniors**

CH echoed the comments from PL, the junior school are grateful for all the money raised.



Scooter racks and bike sheds are planned, however no firm request is made at this time.

The Junior school have agreed that a speaker/PA system would be a useful addition. LD noted that Sebastian Day has looked into quotes for the PA system. He will be able to offer trade prices and it is likely that one per school could be purchased.

CH also noted that new library furniture and lunchtime equipment is requested. The HSPTA agreed in principle however a formal vote will be required when quotes are available.

The Pantomime scheduled for January 2023 was voted on and agreed by the HSPTA members earlier in November, the vote was carried with 8/13 members voting yes.

NF noted that NF/AL met with Zoe, Charlotte, Phillippa, and Vicky Batten. This was a useful meeting to get everyone on the same page to ensure the schools are aware of the HSPTA plans and how we want to work.

#### 4. Autumn 1 Events Review

##### a. Uniform Sale

Uniform sales went well with around 50 jumpers sold; some feedback was received suggesting that a different time of day would be useful for parents who are not available at pick up. Online sales will now be distributed via the school offices rather than Gina delivering to doorsteps.

##### b. Quiz

The quiz went well, good feedback was received regarding the event and the food offered. The quiz raised just under £700.

##### c. Spooks and Sparks

LH noted that the event was a great night and thanked all of the committee members and teachers that helped.

It was noted that LH requires feedback so if anyone has any thoughts on what went well or what could be improved, please could they email Louise and this will be included in the debrief document that CA and LH are writing.

LH has advised that she will provide support to Nikki as the lead event organiser in 2023.

##### d. Legacy Books

Infant's legacy books have arrived at KPT's house. These need to be delivered to school. No update on Junior's legacy books.

#### **ACTION – Book Order KPT**

#### 5. Autumn 2 Events

##### a. Pottery and Prosecco

So far 20 people have booked for the event. Risk assessment needs to be signed by PL.

##### b. Christmas Cards

EN noted that the ordering window is very short. Reminders need to be sent to all What'sApp groups as there is no possibility to accept late orders.

##### c. Christmas Trees



104 trees have been sold to date. In 2021 187 trees were sold. 3000 leaflets have been delivered across the Hiltingbury and wider Chandlers Ford area.

The mark up on the larger trees is really good. A large tree will be donated to the Junior School to be put up for the Carol Service which takes place on 14<sup>th</sup> December.

Richard Bright confirmed that Selwood would display a sales banner to help.

It was also agreed that flyers should go to local businesses to inform members of staff to encourage more sales.

### **Action LD to arrange banner**

#### **d. Elfridges**

Enough items have been sourced to ensure the Elfridges shops are well stocked. LD noted that the variety and quality has been more difficult to achieve this year at our price point but overall noted that this has been successful.

LD noted that ZL has agreed to a wrapping event at the Junior school which would help as currently this activity relies on LD collecting and delivering items which is relatively inefficient.

Elfridges at the Junior School will take place in the school hall, it was noted that the teachers will be needed to help move the gift tables out of the way for the lunchtime service. LD will also require access the night before for set up.

LD noted that more volunteers are needed to support the Juniors event. The infant's event is well staffed.

#### **e. Dine with Santa**

LD needs volunteers to bake and a message will go out on the HSPTA volunteers whatsapp group.

Keith in the catering team will be making the sandwiches and cakes for the afternoon events. So far 78 covers have been sold across the 4 sittings. Craft activities will be available, and these are currently being prepared.

Having learnt from the experience last year, a narrower choice of food will be offered. It was also noted that a separate allergy kitchen will be implemented to help reduce the chance of cross contamination.

#### **f. Santa Letters**

With the cost-of-living crisis in mind, it has been proposed that letters will also be available for multiple child households. These are offered at £7.50.

Volunteers will be required for the delivery of the Santa letters.

### **6. Equipment/Uniform**

Card Readers – All SumUp card readers are currently working.

It was confirmed that the schools can cover the costs of reasonable printing and laminating.

It was noted that the school fences need to be available to our sponsors and the Gair banner will need to go up soon for the Christmas events.

### **7. Finances**



The treasurer's report is as follows, to summarise the Infant School balance is £17,519.92 and the Junior School balance is £31,045.60.

Handover from Julia Whatley has now been completed apart from the SumUp account where we are waiting on SumUp to transfer the administrator role.

The Accounts for last year have been signed and submitted and the Charity Commission form updated with new Trustees.

The bank signatures have been updated to include Nikki and Anna. However, neither Nikki or Anna can sign off payments yet. Julia & Rebecca have been removed. Therefore, at this time only Jacqui and Louise can sign off expenses so please ensure expense requests are submitted ASAP.

We have raised the following amounts so far this year.

Lottery	250
Uniform	445
Bus Direct	14
Donations	38
Tuck Shop	338
Quiz	692
Spooks	5,712 (estimate)
<b>Total</b>	<b>7,415</b>

LH noted that now Lloyds Bank has closed in Chandlers Ford, more notice is required if floats are needed. It was suggested that it might be possible to do banking at the local Post Office.

### **Action LH to follow up**

#### **8. AOB**

##### **a. Constitution**

The HSPTA constitution is currently under review. This is to ensure that funds raised from events that are specific to one of the schools are allocated appropriately. At the moment the constitution does not allow any other split than school capacities. When the revised constitution is drafted an EGM will be called.

##### **b. Next Committee Meeting**

The next HSPTA meeting will be 12<sup>th</sup> January 2023. There will be a PTA committee social event on 6<sup>th</sup> January; all committee members welcome.

##### **c. Licensing**

The HSPTA were advised that a Temporary Event Notice covers 499 people. This permits alcohol to be sold and live music to be played. The maximum number of people at an event needs to be controlled to 499. This means for example that Spooks and Sparks cannot currently operate a bar. The alternative would be to hold a premises license (£80) and have a named licensee (£40), this person would be required to attend any event where live music/alcohol are available and the number of attendees exceed 499. The HSPTA agreed that this is the right option and Anna Lewis agreed to be the licensee.