



HSPTA Committee Meeting Minutes

16th September 2021

Zoom Meeting @19:30

Attendees:

Lou Hilton (Chair)	Phillippa Longman	Katie Ford (part)
Rebecca Hall (Vice Chair)	Charlotte Hartley	Erin Newcombe
Julia Whatley (Treasurer)	Kim Palmer-Taylor	Liz Dodd
Jacqui Cunningham (Secretary)	Zoe Loosemore (part)	Sangit Sandhu
Claire Montague	Balli Bains (part)	Smruthi Prasad
Paula Beattie		

1. Welcome and apologies

Lou Hilton opened the meeting and acknowledged apologies from Laura Flood.

2. Minutes from previous meeting (10.06.2021)

The minutes of the previous meeting were accepted as an accurate record.

3. Update from the Infant School

a. Fundraising needs

PL advised that the infant school are planning to create an outdoor learning area in the space in front of the Yr1 and 2 classrooms. The school are working with Hampshire to map out how this will be developed but it is likely that this will be the fundraising focus in the coming year. It was also noted that the Bike Shed/Scooter parking area is in need of re-development.

b. Call down requests

None raised

c. PTA relevant updates

None raised

4. Update from the Junior School

a. Fundraising needs

ZL noted that the Junior school are also looking to re-develop outdoor spaces to focus on learning outside. Mrs Richardson is leading this activity with the Garden area and the space near the Hall gate the top of the list.

ZL advised that a proposal will be put together to request funds and will include learnings from other schools.

b. Call down requests



The PTA were advised that the iPads have not been purchased yet as important infrastructure work, upgrading the servers and wi-fi, had to be carried out first.

c. PTA relevant updates

The PTA were informed that the DBS check process has been changed and will now only be suitable for visitors that attend the schools regularly. A core group from the PTA committee could be checked and they would have the responsibility to supervise the other volunteers. There was a concern that this will have an impact on School Disco events as the Disco team are not part of the PTA committee.
LH agreed to provide a list of names to Vicky and Jan in the school offices.

Following the purchase of the new tables in the Junior School there are only 8-10 old style tables left. The PTA raised a concern that this will make events more difficult. Previously 30 tables would be used for the Christmas fair. The new style tables will be available for the Quiz, and classroom tables can also be used.

Also any events using the Junior Hall would need to specify no stiletto heels to avoid damage to the new floor.

5. Event Feedback

a. Colour Fun

Both schools agreed that the colour fun was an excellent way to finish the school year. Feedback from parents has also been positive. Photographs from the Juniors event will be shared with the PTA

ZL to share photos

6. Event Planning

a. Welcome event Year R

It was agreed that a welcome event for the new parents in Year R should go ahead. The infants school hall is available. It was proposed that Yr1 could also be invited as they missed these events in 2020.

BB to organise

b. Quiz

KPT/JC/LD are organising a quiz for parents which will be held on 8th October. Tables will go on sale ASAP. LD agreed to follow up with pizza restaurants to arrange food.

CH agreed to follow up with Mr King with regard to the lock up procedure.

c. Craft Bags

Craft bags will be sold in the run up to Halloween with delivery by 25th October. EN/LD/JW/PB volunteered to help with distribution

d. Christmas Cards

The deadline for Christmas Card artwork needs to be confirmed with the supplier. Artwork should be completed as soon as possible; it was requested that this is completed in School again as this was successful last year.

EN will provide the artwork packs to the schools w/c 20th September

e. Spooks and Sparks

Planning for Spooks and Sparks is underway; it is planned for 4th November. LH and SS have been working with Sophie to learn how to operate this event.



It has been decided that the event will run on lower capacity compared with previous years. In addition, there will not be any homemade cakes for sale or Yr6 stalls. Glow in the dark face paints have been sourced which may be quicker and more environmentally friendly than glitter tattoos. LD/KF to discuss. Volunteer lists will be on the website when tickets go on sale.

CH confirmed Mr Wright will DJ again. LH confirmed we will get the PA equipment and set it up ready as per previous years.

LD/KF discuss face paint options

f. Christmas Trees

Prices for Christmas trees will need to increase this year. There will be three dates for buyers to collect trees. These will all be Saturday mornings. Thornden students have been volunteered to help assist with tree collections as part of their volunteering requirement for Duke of Edinburgh.

RH will align prices with Fryern

Flyers for Christmas trees will be distributed when the Spooks and Sparks notices are posted to local houses. It was agreed that the Craft bags would be a good advertising opportunity for Christmas trees too.

g. Christmas Fair

The Christmas Fair is scheduled for 4th December. This coincides with Valley Park Community Centre Christmas event.

To manage crowds the Christmas Fair will be extended from 1-6pm. It was noted that a thorough planning event will be taking place on 20th September with the Christmas Fair organising committee.

h. Elfridges

Elfridges is planned to go ahead on 16th December for the Infant school. The same format as 2020 will be used as this worked well for the younger children. A display of gifts will be taken to the classroom and children can choose their items. These will then be prepared in the Library.

For the Junior School the 15th December was proposed however this may not work with the Juniors' schedule. An alternative of Tuesday pm/Wednesday am (14/15) was suggested.

CH will confirm which option would be suitable

i. Disco

It was agreed that the Disco would be risky in Autumn term and so we will bring back to the table to discuss in the Spring term.

7. AGM Planning

It was noted that the AGM will be held on 7th October 2021. Any items should be raised to secretary ASAP. Year reps for YrR and Yr1 need to be agreed. CM agreed to take on YrR. KPT may have a volunteer for Yr1.

The AGM should be advertised via the Highlights Newsletter.

JC to follow up with Year R attendee

KPT to send details of Year 1 rep



8. Finance and Governance

The accounts are currently with the auditor in order to close the year. Preliminary information suggests there will be £18137.92 to share between both schools after expenses.

Total raised 2020/2021 (£)	19393
Lottery License (£)	-20
Christmas (£)	-906
Year 6 Party (£)	-329
To Distribute (£)	18138

9. AOB

a. Asda Green Token Giving

It was agreed that a clickable link is needed to encourage more people to join in. We are currently in 2nd place, the event runs until 30th September.

b. Logo Competition

The HSPTA logo competition is running until Christmas, no entries have been received yet.

c. Sponsorship

The cost of the website is met by the three main sponsors, however it was noted there are more opportunities for sponsorship as we have more events.

d. Business Directory

A new volunteer is required to keep the business directory going. This will be advertised in the Highlights and on the website.

RH to prepare an outline job description.

e. Newsletter

LH asked the committee if the monthly newsletter should be continued. No one had a strong view either way

f. Diary Dates

It was suggested that the break the rules event should be changed from 24th to the 28th January. The Colour Fun event will be held at the end of the school year again in place of the traditional picnic. The proposed changes were agreed and the file was updated.