**HSPTA Committee Meeting Minutes**

**11th November 2021**

**Zoom Meeting @19:30**

Attendees:

|  |  |  |
| --- | --- | --- |
| Lou Hilton (Chair) | Phillippa Longman | Katie Ford |
| Rebecca Hall (Vice Chair) | Charlotte Hartley | Erin Newcombe |
| Julia Whatley (Treasurer) | Kim Palmer-Taylor | Liz Dodd |
| Jacqui Cunningham (Secretary) | Zoe Loosemore (part) | Smruthi Prasad |
| Anna Lewis | Laura Flood |  |
|  |  |  |

1. **Welcome and apologies**

Lou Hilton opened the meeting and acknowledged apologies from Rob Gair.

1. **Minutes from previous meeting (16.09.2021)**

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

1. **Update from the Schools**
   1. **Fundraising needs**

Infants

PL advised that the plans for developing the outside learning areas at infant school are in progress. The plans will be shared with parents when further details are available. It is likely that the bike/scooter parking area will also be redeveloped.

Juniors

CH noted that the Junior school outside space plans are also in progress. CH noted that the children will be invited to have an input into the designs. The areas that will be redeveloped have not been decided yet.

* 1. **Call down requests**

None raised from the Infants school. The PTA were advised that the iPads are still required by the Junior school but have not been ordered yet.

* 1. **PTA relevant updates**

None raised

* 1. **Class Christmas Gifts**

As in previous years, the PTA agreed to support a gift of £50 per class. Teachers will be asked to determine the items required and the office team for each school will purchase the items. The PTA will wrap the presents and if possible distribute them too (COVID restrictions permitting). LD noted that in 2020 the class gifts were provided to the infant school on the Elfridges day.

CH/LF to raise with teaching team

1. **Event Feedback** 
   1. **Quiz**

The quiz was held on 8th October, it was well attended and there has been good feedback. LD noted that the organising team (3 people) was too small to run the quiz and the logistics of the event. In future a “front of house” team/coordinator is required. The winning team agreed to prepare the questions for the next event.

It was noted that microphones were not available with the sound system which made it difficult to hear the questions. Mark Petley (parent 4CO) was thanked for providing microphones to support the event team. CH agreed to follow up with Tony Bidgood to confirm if microphones were still available in the school for PTA use.

Date of next quiz to be confirmed with winning team

CH to confirm microphone availability

* 1. **Craft Bags**

Craft bags were sold and distributed to coincide with the October Half Term. It was agreed that these were a good fundraising opportunity, and it was suggested these are repeated at Christmas.

* 1. **Spooks and Sparks**

The HSPTA agreed the event went well. There was a good presence on the gate with volunteers being supported by Police and the Eastleigh Lions Club. Lots of positive feedback has been received through various channels. KF noted that having card readers was a significant improvement as very few people had brought cash with them.

The costs of individual items such as food/drinks/glow sticks was queried as it was felt the prices for the BBQ food could be increased without effecting the numbers sold. The organising committee will review this feedback in preparation for future events.

Alternative Firework suppliers will be sought to ensure the best value for money is achieved.

1. **Autumn 2 Event Planning** 
   1. **Christmas Craft Bags**

It was agreed that craft bags should be sold again with a Christmas theme. LD noted that 2 crafts will be made available during the dine with Santa. KPT/LD to discuss to ensure no overlap of craft activities.

* 1. **Christmas Cards**

Christmas cards are on sale. It was noted that stickers have been distributed to the infant’s classes however flyers/stickers do not appear to have been given out by the Junior School. It was noted that lots of parents were unaware the Christmas cards were on sale and both schools were asked to promote in order to raise funds for the schools.

EN noted that the card company have not seemed as helpful as in the previous year and would look to find an alternative company next year. LF advised that she could share contact details of another company which she has used previously.

LF share card company details for future events

* 1. **Christmas Trees**

LD advised that as of 11.11.2021, 158 trees had been sold. Trees will be available for collection on 27th November and the 4th/11th December. A request for volunteers to help with trees will go out in the Christmas newsletter.

LD agreed that more leaflet drops could be done with the remaining flyers and noted that these leaflet drops do result in business. There has been lots of repeat business from within the wider Hiltingbury community.

* 1. **Elfridges**

Shopping for Elfridges gifts has started however it was noted that website sales seem to be slower than usual. 309 have been sold so far and the Elfridges team are conscious of not wanting to over buy and end up with too much stock.

Wrapping will begin this weekend

The schools were asked to get the message out to families to ensure participation.

Pupils entitled to pupil premium can purchase one gift FOC, LH will show the office teams how to place complimentary orders for the affected pupils.

LH follow up with office teams (Julia Welch/Vicky Batten)

* 1. **Breakfast/Afternoon Tea with Santa**

Sales are going well for this new event. 21 different families have so far signed up. Volunteers will be needed on the day.

The Christmas team will meet up to ensure all events are covered and any issues resolved.

* 1. **Letter from Santa**

45 letters have been sold to date.

* 1. **Dress down day**

It was agreed that due to the number of non-uniform days coming up over the autumn term it was agreed that the HSPTA would not run one.

* 1. **Welcome event Year R**

Due to outbreaks of covid it has not been possible to run the planned welcome meeting for year R parents. It was agreed that this should be rescheduled to the Spring term.

1. **Spring 1 Event Planning** 
   1. **Committee Dates**

Committee dates for Spring term were agreed as 20th January and 10th March 2022. These will be held via zoom.

* 1. **Quiz**

The winning team of the previous quiz will be contacted to determine an appropriate date.

* 1. **Disco**

The organisation of the Disco will need to be reviewed due to changes in DBS rules. It is likely that more teacher support will be needed across both schools. There have not been any dates agreed yet, this will be deferred to the next committee meeting.

1. **Equipment and Uniform**

The HSPTA were informed that the urn owned by the PTA is broken. This will need to be replaced, in addition it was noted that for Spooks and Sparks 1 urn was borrowed from the infant school and 2 from the 4th Chandlers Ford Scouts. The PTA were asked to consider if further urns should be bought to cover future events. It was suggested that this could be proposed as sponsorship opportunities for local businesses.

A stock take has been completed. The sheds and cupboard have been cleared of unusable items. An inventory is still required and it was noted that the storage of items in the sheds needs to be more durable. Cardboard boxes should be replaced with plastic where possible.

A candy floss machine was found and will be tested.

RH to ask ASDA for plastic storage donations

KPT test candy floss machine to confirm if operable

1. **Finances**

An overview of the finances was presented (see below). The amount raised from Spooks and Sparks has not yet been confirmed but I estimated at around £5000.

|  |  |
| --- | --- |
| Lottery | 480 |
| Donations | 290 |
| Crafts | 166 |
| Uniform | 127 |
| Quiz | 750 |

It was noted that the accounts for academic year 2020/2021 have been signed off by the Independent Auditor and submitted to the Charity Commission.

1. **Sponsorship Update**

Gair Gas have agreed to sponsor the Christmas Events.

1. **AOB**
   1. **Succession Planning**

It was noted that LH/RH/JW are in their final year of officer roles. LH is happy to stand for the treasurer role from 2022/23.

* 1. **Logo Competition**

The HSPTA logo competition is running until Christmas, no entries have been received yet. The schools agreed to support this competition by asking children to complete their entries during school time. It was agreed that some additional guidance for the logo size/shape could be provided.

RH to send guidelines to Heads

PL/ZL to arrange time for this activity to take place

* 1. **Business Directory**

A new volunteer is required to keep the business directory going. This will be advertised in the Highlights and on the website. AL expressed interest and will discuss further with RH.

RH/AL Discuss business directory

* 1. **Website**

The PTA committee were asked to ensure their photographs are on their profiles on the pta-events website.

* 1. **GDPR**

GDPR guidelines and signoff will be circulated following this meeting. All committee members must complete.

* 1. **AOB**

The BBQ gas bottles need a new home, there are three bottles. JW agreed to take these and store at home.

KPT raised that her daughter has suggested a children’s branch of the PTA could be created where the children are able to create items for sale in order to raise funds, via pop up shops. It was agreed that this was an avenue worth pursuing and it would be good for the children to pitch the idea to the schools via assembly.

KPT agreed to follow up

EN noted there are spare tea towels from the sale last year it was suggested that these are donated to the staff rooms.

PTA committee Christmas drinks will be arranged – a poll will be circulated.