



HSPTA Committee Meeting Minutes
Thursday 12th January 2023
Zoom Meeting 7:30pm

Attendees:

PTA Committee Members

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

Apologies

Zoe Loosemore	Charlotte Hartley	Claire Ansell
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1. Welcome and Apologies

Nikki Folland opened the meeting and acknowledged apologies from Zoe Loosemore, Charlotte Hartley, and Claire Ansell.

2. Minutes from last meeting (10.11.2022)

The minutes from the previous meeting were accepted as an accurate record. It was agreed these could be published on the website. Actions were complete as follows:

Banking at the post office – it is possible to deposit cheques however large floats will still need to be requested at Lloyds Bank in Eastleigh and therefore LH requires at least 2 weeks' notice.

Licensee – AL reviewed the requirements for Club Licensee. A course needs to be completed to obtain the license and it was suggested that it might be more appropriate to identify a licensee with younger children to ensure that it would cover a longer period.

Action – AL follow up with requirements

Legacy Books – These have now been delivered to the school and are in use.

3. Updates from the schools (only Infants School update available)

a. Fundraising Needs

Plans are still being worked on to redevelop outside areas. The Trim Trail needs to be replaced as the wooden posts are rotten and the area is now out of bounds.

The Year R lead is currently looking at commissioning a role play company to come in and work with the children, it was proposed that this is something the HSPTA could fund. PL to request funds

The Year R outdoor area also needs to be developed in the near future.

b. Call Down requests



PL thanked the HSPTA for funding the Advent book event. The vote to sanction expenditure was recorded as 10 votes in favour, none against. LH noted that the HSPTA has not received an invoice to pay for the books yet. PL agreed to follow up with business manager.

PL thanked the HSPTA for the Christmas Events including the pantomime.

4. Autumn 2 Events Review

a. Uniform/Christmas jumper Sale

Great feedback was received for the Christmas jumper sale. This made a good profit especially as there was no expense incurred. IT was suggested that a similar event might be possible with nativity costumes however storage needs to be identified before this could be considered. The infants site manager is reviewing if there is space.

Action – LD to follow up

b. Pottery evening

The pottery evening went well. It was suggested that a similar event could run including children in the run up to e.g., Mother's Day.

Action – AL to follow up

c. Christmas cards

This was the first year we had used this company. EN noted that in future we need the artwork completed much earlier as it was quite rushed with concerns that items wouldn't be back in time. Feedback from parents has noted disappointment that all the children in some classes followed the same design. LF agreed that this didn't meet the art curriculum expectation and will be avoided in future.

d. Christmas trees

LD noted that this was the best year for Christmas tree sales. 200 trees were sold, despite needing to increase prices there was no early bird offer so more profit was raised for the charity. It was suggested that in future the price could be advisory as a minimum donation and customers are free to pay more should they wish to.

A delivery service could also be offered if parents with suitable vehicles were able to help.

e. Dine with Santa

The Dine with Santa event went well. Cooking in the Junior school worked much better than barbecuing the breakfast and should be continued in future. The afternoon tea was well organised and there was lots of help on the day. The clean up crew needed to be better resourced and in future more volunteers will be needed.

Good feedback was received about the grotto gifts and the different activities/photo opportunities on the day (including face painting/glitter tattoos and the Sleigh). All those that helped in preparation and on the day were thanked as it would not have been possible without them.

f. Wreaths and centrepieces

The wreaths and centrepieces sold out and were made with minimum outlay as the foliage was donated by the Christmas Tree farm. The florist will be asked to offer a wreath making workshop Winter 2023.

Action LD arrange date for wreath making workshop



g. Elfridges

Both events (Infants and Juniors) went well. LD thanked AL for stepping in to cover the Juniors event due to sickness. The HSPTA agreed that in future all major events need a deputy leader assigned to ensure continuity in unforeseen circumstances. It was also noted that photos (not including children) are useful for set up if you are not familiar with the event.

It was noted that some issues were encountered in the Infant school due to timing and the availability of class teachers to send children out to the event. PL agreed to follow up for next year.

The wrapping event to support Elfridges was well attended with over 1000 presents being wrapped on the day.

Pupil premium children were mostly covered by the “donate a gift” option on the website.

Action – LD to create “how to” guide for Elfridges and store on google drive

h. Letter from Santa

Lovely feedback has been received from parents. The costs were kept low as the printing was completed by LD/LH at home and both donated ink/toner. The delivery process went smoothly, and any mistakes were picked up by the team of proof-readers. This year a “family” letter was offered as well as letters individually addressed to children. A google form was used to obtain the information this year, which was exported to excel, and mail merged, this resulted in some people missing the link to the form. This process should be reviewed for 2023.

5. Spring Events

a. Make the Rules day

It was proposed that this could be held on 10th February (day before half term). The Junior school need to confirm. It was also suggested that the “rules” could be defined by the children (teacher led). Donations can be sent in cash, the HSPTA will have donation buckets on the day or children can pass to class teacher. Alternatively, the donations can be given via the HSPTA website.

Action: NF confirm with Junior school if 10th February is OK

b. Quiz

It was suggested that the winning team should be approached to run a quiz after half term. The Junior school will need to propose some dates. GS agreed to order the food.

Action: NF contact Junior school to request possible quiz dates

Action: LD contact Winning team to determine quiz date

c. Easter Egg Hunt

The Easter Egg hunt was proposed for 24th March. It was suggested that a wrist band system would work better than the registration lists used in 2022. The band could be removed once the child has received their egg and therefore there would not be any confusion.

EN will lead the event with support from NF and GS.

A potential star prize could be offered, this will be considered further.

Action: NF contact junior school to confirm Easter Egg hunt date



d. Easter Craft Bags

NF suggested that Easter Craft bags could be created and would be happy to lead this event. It was suggested that bags could be distributed at the end of the school day rather than via delivery to individual houses.

6. Equipment/Uniform

Trolley – it was agreed that flatbed trolleys are needed to improve the transport of items from the sheds/cupboard to events.

It was proposed that Plastic Storage Tubs for events would be very useful.

Action: AL/LD to provide cost proposal.

Following the Christmas Events a stock take is required.

7. Finances

The treasurer's report is as follows, to summarise the Infant School balance is £17,531.42 and the Junior School balance is £31,065.97.

Lottery	614.00
Uniform	506.00
Business Direct	14.00
Donations	325.00
Amazon etc	96.00
Tuck Shop	523.00
Quiz	692.00
Spooks	5,770.00
Pottery	285.00
Dine w/Santa	1,428.00
Wreaths & Prints	83.00
Xmas Jumpers	145.00
Elfridges	2,822.00
Christmas Trees	2,346.00
Santa Letters	469.00
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	16,118.00

The SumUp account administrator role has been transferred to LH.

The bank signatures have been updated to include Nikki and Anna. Nikki now can sign off expenses. Anna is still waiting for access.

Parentkind have been paid the annual subscription which covers event insurance.

Sponsorship – it was noted that all three sponsors have paid the website sponsorship. Sparks Ellison have agreed to sponsor the Easter Egg Hunt and ALB to sponsor the Colour Fun (both to be invoiced). It was agreed that other sponsors could be sought for other events that take place in the year.

8. AOB



a. Summer Fair

The committee agreed that a vote should take place on whether to run a Summer Fair. Action – NF to raise vote.

It was recognised that a significant organising team would be needed to run this event and a volunteer drive should be started.

AL suggested a calendar of events should be created to identify event leaders and support teams. The committee agreed to hold a separate meeting for event planning on 19th January.

b. DBS

NF/AL/BB/LD/LH all have DBS which will apply across both schools.

c. Succession Planning

The secretary role will be vacant at the next AGM (JC will have completed the maximum consecutive 3-year term). GS/KA showed an interest at sharing the role. The role can be advertised in the newsletter.

d. Next Committee Meeting

The next HSPTA meeting will be 9th March 2023.