**HSPTA Meeting Minutes**

**Thursday 5th May, Infant School, 7pm**

**Attendees:** Maggie Langley, Jon Clark, Sophie Liddell, Nicky Wood, Sarah Hill, Helen Beeken, David Holdsworth (Treasurer), Nicola Merrick (Co-Chair), Cat Perrin (Co-Chair), Clare Wilson(Co-Secretary).

**Apologies:** Cathy Moden, Clare Funnell, Cath Grimer, Clare Home, Chris Moss, Annabel Stewart

**Actions from previous meeting**

* Jon Clark to progress the policy around supporting children with special needs at events such as the school discos. To be carried over.
* Cat Perrin to progress sponsorship for the PTA for next year. Cat has spoken to Sparks Ellison and Eric Robinson, who both confirmed they are keen to continue to support the HSPTA. Cat to speak to Gair Gas. To be carried over.
* Cat Perrin to develop a Christmas Fayre planning document. To be carried over.
* Nicola Merrick to take forward recouping one payment from the Fish and Quiz night. To be carried over.
* David Holdsworth confirmed the Trustees Report has been submitted to the Charity Commission. Cheques have also been paid to each school to hand over money raised from last year.

**Events**

Easter Egg Hunt

* Congratulations to Clare Funnell and Sarah Shipway for another successful Easter Egg Hunt, which raised £1,500.

Car Boot Sale

* Big thank you to Steve Vinnall for organising his last Car Boot Sale. Another successful event, raising £300 and second hand uniform sale raising over £110.

Yr 6 Leavers party

* This is booked for 15 July.
* **Action: Jon Clark to ensure Yr 6 teachers are aware.**
* **Action: Helen Beeken to list disco as an event on the website. Tickets are not needed.**
* **Action: David Holdsworth to raise a cheque to pay the DJ on the night.**

Summer Fayre

* Silly Scott is booked. He will do two entertainment shows for the children.
* Others booked: Fire Brigade, Police (both will show children around their emergency vehicles, AFC Hiltingbury Goal shootout and Eric Robinson craft stall.
* Cath Grimer has volunteered to run the BBQ.
* Sophie Liddell has volunteered to run the café.
* Annabel Stewart is approaching those on the business directory seeking interest in businesses holding a stall. These will be charged at £15 per pitch, and duplication on the type of items being sold will be restricted.
* The Hilt has confirmed loan of the PA system and their large gazebo.
* Nicky has confirmed she has 30 volunteers so far (8 for set up and 8 for set down).
* Volunteers needed for glitter tattoos and candy floss.
* Maggie Langley suggested each infant year group could be given a stall to run.
* Parkview Playschool has offered volunteers to run a stall to enable them to talk to prospective parents with playschool aged children. Clare Wilson suggested a games stall aimed at toddlers would be appropriate.
* Discussion about selling alcohol resulted in most supporting the selling of Pimms, but not the Ale van.
* **Action: Nicky to aim to get Summer Fayre Comms out by 7th June.**

Sports Day

* **Action: Nicola Merrick to email to ask for volunteers to sell drinks on sports day.**

**Autumn dates**

* Suggested date for Spooks and Sparks: Thursday 3rd November. **Action: Maggie / Jon to check date and confirm.**
* Suggested date for Christmas Fayre: Saturday 3rd December.  **Action: Maggie / Jon to check date and confirm.**
* Suggestion to hold a quiz night in October: date to be confirmed.
* Children’s Christmas Cards: **Action: Helen Beeken to check dates with both offices so the cards can be done in Art Week.**

**Finance and governance**

* Carol and Eric Jones have volunteered for the Treasurer role and David will do a handover with them. They will shadow him at the Summer Fayre.
* Year to date, the HSPTA has raised £15,159, this is up from approximately £13k at the same time last year.
* The interest rate on our Virgin account is going down.
* Accountants have confirmed it is not necessary to be a Company Limited for a charity our size.

**People update**

* Rob Gair has volunteered to run the Car Boot Sales. Steve Vinnell will help Rob with his first one.
* Sarah Shipway and Clare Funnell are stepping down from organising the discos, but will do the Easter Egg Hunt.
* No-one has come forward yet for the Chair position. **Action: Heads to please write in newsletters about the position to try and get some interest.**

**IT and Comms**

* Helen Beeken gave an overview of some of the other functionality we could use on the HSPTA website. For example we could use a diary function which could become a focal point for parents to go to to find out the dates of school events. There was concern about ensuring this captured all school dates and also was accurate if dates get changed at the last minute. **Action: Helen to trial the diary function for the rest of term. Helen will liaise with the school offices to get significant dates.**
* Another function on the website is a ‘fundometer’ which you can set at an annual figure you want to raise or for a specific item. You can also add what the schools have spent money on. **Action: Helen, Annabel, Nicola and Cat to discuss off line and Cat to speak to David at PTA Events.**
* Details of the Golden Draw cannot be uploaded to the site as it cannot feature lottery/gambling information.

**AOB**

* Nicky Wood has researched having a circus provide an event for next year’s Summer Fayre. This would be a different sort of event for the children and also would negate the need for so many volunteers. Happy Circus has provided quotes and there is a good profit to be made. There was concern that if you also ran a BBQ and café the same night as the circus, then you will still be reliant on a core number of volunteers.
* The circus can only sit 600. This is not a big capacity given the number of families at the school. Discussion focused on operating a first come first served basis and opening up the selling of tickets to the public.
* One option discussed would be to run the circus for two consecutive nights to provide greater capacity. Though some thought it would be better to trial it for the first year and then run it consecutively another year if it was successful.
* The circus would need to stay overnight for set up. **Action: Jon Clark to confirm if this is possible.**
* The circus would also need to block off the bottom car park for access.  **Action: Jon Clark to provide Parish Council details to Nicky Wood.**

**Date of next meeting**

Wednesday 8th June, Junior School, following the Junior School Meeting for parents.