



**HSPTA Committee Meeting Minutes**  
**Thursday 9<sup>th</sup> March 2023**  
**Zoom Meeting 7:30pm**

Attendees:

**PTA Committee Members**

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

**Apologies**

Laura Flood	Charlotte Hartley
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1. Welcome and Apologies

Anna Lewis opened the meeting on behalf of Nikki Folland. AL advised that due to illness Nikki was unable to Chair but was present.

2. Minutes from last meeting (21.01.2023)

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

The PA system proposal was discussed. It was agreed that the schools would own the PA system jointly and it would be stored at one of the schools. The HSPTA will be able to use the PA system for HSPTA events. Sebastian Day has drawn up a quote for the schools to consider. NF to provide details to the schools.

Storage boxes for HSPTA equipment have not yet been sourced – Action LD/AL to follow up

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

3. Updates from the schools

Infants – PL thanked the HSPTA for the support for the bedtime showtime event. The tuck shop sales were really appreciated. It was requested that another tuck shop is run on the 17<sup>th</sup> March when the Infants have their school disco.

a. Fundraising Needs

PL advised that to aid the teachers in the classrooms the school would like to request flip charts for each of the classes.

The Open Box theatre recently worked with Year 2 on the Great Fire of London and it was requested that the HSPTA funds could be used to cover this event.



PL requested the HSPTA consider the request for Learning Sheds (approximately £650 each) and to update the book stocks with a focus on diversity. These requests will be put to a vote following the meeting.

The Junior school have received their iPads. An invoice will be provided by Vicky Batten. ZL advised that renovating the scooter and bike sheds is the next priority. Quotes have been received and a formal funding request to the HSPTA is almost ready.

b. Call Down requests

Since the last meeting the Junior School have requested Disco Lights. The request was approved with 7 votes in favour. The Junior School has also requested PE equipment which will be used at lunchtimes, this request was approved with 8 votes in favour.

4. Spring 1 Events Review

a. Make the rules

This event went well. It was noted that having volunteers on the gates shaking buckets did help to generate further donations.

b. Second-hand book sale

333 books were sold at 50p each. In addition to the second-hand books there was also an Usborne book sale. Commission from the Usborne sale was £20. Left over books will be stored in the short term, with a further sale proposed for the Easter Egg Hunt. It was noted that books could be sold via Music Magpie/we buy books which could generate further revenue.

c. Wonder Women

Sales have closed for the Mothers Day event. 222 online sales with 10 off line. It was requested that the Juniors pupil premium list is shared. LD and GS are coordinating the event.

d. Tuck Shops

Tuck shops are planned for the next discos 17<sup>th</sup> and 23<sup>rd</sup> March. It was noted that volunteers are needed for both events. Parents will be advised that sweets bought at the tuck shop are for after the disco.

5. Spring/Summer Events Planned

a. Easter Egg Hunt

It was noted that Sparks Ellison have not been contacted regarding helping with the event. EN agreed to contact.

ZL agreed to modify the end of the school day exit gates to prevent large crowds forming in entrance areas. People will enter via the Year 3 exit gate and leave via the field gate. ZL agreed to ensure there are staff on the field gate.

Wrist bands will be provided for the children participating. These will be distributed during the school day and the colour will denote the session. Bands will also be given to older siblings of children who are pre-schoolers. It was requested that teachers are made aware of this.



ZL agreed that hot drinks (tea/coffee only) could be provided, and an extension lead can be run from a classroom.

b. Easter Craft Bags

Craft bag sales are online already. The Easter Trail will be included in the craft bag. Craft bags will be delivered to classrooms at the end of term.

c. Easter Trail

CA advised that the trail clues are complete. The trail requires 3 more addresses before the map can be finalised.

d. Quiz

The Quiz will be held on 21<sup>st</sup> April. So far 5 tables have been sold. Single tickets are also available if people want to meet new friends. The hosting team will be provided with the "how to" guide which is available on the google drive.

e. Summer Fair

Juggling Jake has been booked for the fair. It was noted that volunteers are needed to run the stalls. It was queried if the Year 6 children would be running stalls as in previous years this has been linked to an enterprise scheme. ZL agreed that it would be good to have the children helping but an enterprise scheme isn't planned this year.

f. Update on other events planned

Tea Towels

It was agreed that tea towels should be created again this year. EN advised that packs are already available and it would be needed to be complete by end of April. Both schools agreed that the art work could be completed in the final week of this term (w/c/ 27<sup>th</sup> March).

Action – EN to provide art packs to schools.

Colour Fun and rainbow hampers

The HSPTA agreed that the Colour Fun would again be accompanied by a Rainbow Hamper event.

Barn Dance

LD/KPT have looked into hosting a Barn Dance. A possible date is 19<sup>th</sup> May. Further event planning is required.

Legacy Book lists will be arranged again for the Year2/Year6 Leavers. This is planned for the summer term.

The welly sale was well received last year and it was suggested that this could happen again this year.

Year 6 Summer Ball/Leaver Event

It was raised that the Garden Party that has been held at the end of the summer term for the Year 6 students for the past three years could be changed back to a Summer Ball (as held pre-covid). ZL was interested in this idea and agreed to discuss it with the House Captains and get Year 6 to vote on their preferred option.

The HSPTA are happy to support the chosen event.



## Pantomime

LD suggested that a trip to a theatre to watch a pantomime would be really enriching for the children. The Mayflower and the Kings Theatre will be approached for feasibility and pricing.

## 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.

## 7. Finances

The treasurer's report is as follows, to summarise the Infant School balance is £17,247.26 and the Junior School balance is £31,096.45.

Lottery	844
Uniform	549
Business Directory	14
Donations	335
Amazon etc	148
Tuck Shops	776
Quiz	692
Spooks	5770
Pottery	285
Dine with Santa	1428
Wreaths and Prints	83
Christmas Jumpers	145
Elfridges	2822
Christmas Trees	2346
Santa Letters	469
Christmas Cards	685
Book Sale	144
Make the Rules	870
RAISED	£18405

It was noted that with amazon smile ending Easy Fundraising needs to be advertised better. The school lottery is also not widely used and should be advertised again.

Two costs have come out recently. Parentkind (-140) and pta-events website (-359.99). The three main sponsors cover £300 of the cost of the website. It may be necessary to increase the sponsorship amount to cover the increased cost in future.

A query was raised with ZL/PL regarding the funds that are being held by both schools. The HSPTA would like to further understand the plans for how these funds will be used. In the infants the plan is



to move the scooter pod. ZL advised that the plans are not currently in a position to be shared but appreciated that the parents are keen to understand what the fundraising is going to be used for.

8. AOB

a. Succession Planning

The secretary role will be vacant at the next AGM (JC will have completed the maximum consecutive 3-year term). The role will be advertised in the newsletter.

b. Next Committee Meeting

The next HSPTA meetings will be 4<sup>th</sup> May 2023 and 6<sup>th</sup> June 2023.