

**HSPTA Committee Meeting Minutes**

**20<sup>th</sup> January 2022**

**Zoom Meeting @19:30**

Attendees:

Lou Hilton (Chair)	Phillippa Longman	Katie Ford
Rebecca Hall (Vice Chair)	Laura Flood	Erin Newcombe
Julia Whatley (Treasurer)	Zoe Loosemore	Liz Dodd
Jacqui Cunningham (Secretary)	Kim Palmer-Taylor	Smruthi Prasad
Anna Lewis	Rob Gair	Sangit Sandhu
Georgina Staplehurst		

**1. Welcome and apologies**

Lou Hilton opened the meeting and wished everyone a happy new year.

**2. Minutes from previous meeting (11.11.2021)**

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

**3. Update from the Schools**

**a. Juniors**

ZL noted that the Junior school are getting quotes for the redevelopment of the outdoor space. The PTA were thanked for all of the Christmas events and the Christmas Class gifts.

**b. Infants**

PL showed the PTA the plans that have been prepared for the redevelopment of the outside areas. Three landscaping companies have been working on the proposals for the KS1 outdoor learning area. The Infants school plans to have fundraising drive to cover this project and it is expected to cost around £30,000 for the surface and a further £20,000 for equipment. The plan is to begin working over the Easter period.

It was noted that the Christmas Class gift invoices for the Infants school are outstanding. JW to contact Julia Welch. JW also advised that the Junior School were able to accept a bank transfer rather than cheque so it will be checked if this is possible for the Infants too.

**JW contact Julia Welch.**

**c. Call down requests**

None raised from either school at this time. The Junior school iPads have been ordered and will be delivered soon.

**4. Event Feedback**

**a. Christmas Craft Bags**

Christmas craft bags were distributed to homes. It was suggested that these could be distributed via the schools or at a pop-up stall at the end of the school day. The PTA agreed that this should be actioned when craft bags are next offered.

**b. Christmas Cards**

The sales of Christmas cards was lower than the previous year. Alternative companies will be investigated as the individual postage charges may be off-putting to some families.

EN investigate other suppliers

**c. Christmas Trees**

The Christmas trees sold well again this year. 189 were sold. Slightly less profit was made as a greater proportion were sold on the Early Bird prices. It was queried if a netting machine could be made available as customers may prefer being able to see the trees unnetted; the logistics were considered, and it was agreed that this wouldn't be feasible.

It was noted that Andy Gair has volunteered to deliver trees to households unable to collect in 2022. LD also agreed to check with Lakewood Tree Surgeons if a recycling service could be offered.

**d. Elfridges**

LD informed the PTA that a thank you card had been sent from the children in the Junior School thanking all of the PTA for the Elfridges event.

The Infants event went well with lots of volunteers. The stickers provided were invaluable as it was clear what each child needed to get. For the next event it was suggested that we should get the purchaser to advise who the present is for (e.g. not just "Adult Female"). Labels should also be made available for the presents so it is clear.

LD noted there was a good range of products for the children to choose from and there is lots of stock left over for future events.

The Junior school event was also well manned with lots of volunteers. It was noted that one class had lots of children who were not getting a gift, LD/RH made a decision to provide one gift for each of those children.

The PTA considered the idea of sponsoring a gift for those children that are not in receipt of pupil premium but would benefit from the extra help. In future purchasers will be able to select "sponsor gift" which will be distributed in discussion with the school teams.

**e. Dine with Santa**

LF offered thanks to all of the volunteers. It was recognised that this event went well however considerably more volunteers would be required in future. Overall, the event went very well but it was recognised that there were ways the event could be improved in future. There was lots of good feedback with regard to the grotto gifts and the overall value for money. It was suggested that the event might be better on a Sunday which would allow longer for preparation.

LD agreed to review the ages of the children attending to understand how well it was attended by Juniors children.

LD noted that a parent volunteer has offered to create a database to assist with the menu choices.

**f. Letter from Santa**

Good feedback was received for the letter from Santa. LD noted a few avoidable mistakes in the letters which could be averted by having a quality check. It was also noted that a parent volunteer has offered to create a database which will make the process much easier.

**5. Spring 1 Event Planning**

**a. Break the Rules**

Break the rules has been moved to the 18<sup>th</sup> February which will therefore coincide with the last day of term. It was agreed that a suggested donation of £1 per rule should be advertised however any amount will be welcomed. Collections will be via the website or in cash to donation buckets on the day.

**b. Quiz**

Due to the current COVID situation it was agreed that this should be postponed until the schools are comfortable to run in-person events again

**c. Disco**

As above the Disco will also be postponed.

**d. Welcome Event Year R**

This event will be postponed. Yr R and Yr 1 rep agreed it would still be welcomed even if it was in the Summer term

**e. Easter Egg Hunt**

It was agreed that it is too soon to agree if the Easter Egg hunt will go ahead as scheduled on 1<sup>st</sup> April. This will be reviewed closer to the date.

**6. Equipment and Uniform**

Urn: LF has found a catering company willing to donate an Urn but has not heard anything since Christmas

LF to chase up

**7. Finances**

An overview of the finances was presented (see below).

Spooks and Sparks	5500
Amazon etc	5.69
Business Directory	19.36
Donations	332.15
Lottery	312
Sponsorship	550
Uniform	4.91
Christmas Total	6465.15

It was noted that costs of £128 for the Parentkind membership and £203.88 for the replacement Urns have been incurred. There are outstanding expenses for the Christmas Craft bags and KPT was asked to supply.

## **8. AOB**

### **a. Succession Planning**

The Chair and Vice Chair positions will be vacant at the next AGM. The committee were asked to consider if they could fulfil these roles. Job descriptions will be prepared by both Chair and Vice Chair to help with advertising the roles. It was also suggested that approaches should be made to all those parents who have volunteered with events this year.

### **b. Logo Competition**

RH advised that lots of entries have been received for the Logo Competition and the schools were thanked for their support in this activity. A shortlist of 15 logos was shared with the PTA where a majority of the Committee voted for logo 3.

It was also suggested that the unsuccessful logos could also be used to advertise PTA events throughout the year as there were some excellent designs suitable for e.g., the Colour Fun or Spooks and Sparks.

Harper in 6B submitted the winning design for the HSPTA logo.

Amelia Beasley in Yr5 submitted an excellent design which will be used for Colour Fun 2022.

**AL to convert logos to digital**

### **c. Mother's Day Event**

The Mother's Day Event (Wonder Women day) should be discussed at an offline meeting as this event will need to be held before the next PTA meeting.

### **d. HEPA Filters**

On behalf of a concerned parent, LD raised a query about the PTA assisting with the fundraising for the installation of HEPA filters in classrooms. ZL advised that this is not currently recommended by the HSE and the schools are working with the County Council to follow their requirements. It is not possible to deviate from the County Council recommendations.

The PTA agreed that as this has not been requested by the Schools, they would not be able to support associated fundraising activities unless the recommendations change.

ZL agreed to discuss the proposal with the concerned parent.