



HSPTA Committee Meeting Minutes

16th January 2024

Via TEAMS @ 7:30pm

ATTENDEES:

Nicola Folland (NF)	Claire Ansell (CA)	Balli Bains (BB)
Annie H (AH)	Graham Green (GG)	Charlotte Hartley (CH)
Erin Newcombe (EN)	Kim Palmer (KP)	Philippa Longman (PL)
Louise Hilton (LH)	Liz Dodd (LD)	
Sally Eaton (SE)	Liza Gomez (LG)	

1) WELCOME & APOLOGIES

Apologies from Georgina Staplehurst, Laura Mattingly, Jacqui Cunningham, Zoe Loosemore, Laura Flood, Lauren King

2) MINUTES FROM LAST MEETING

All minutes from the last meeting are in order.

3) UPDATES FROM THE SCHOOLS

a) General Update / Fundraising needs

JUNIOR SCHOOL

- i) Landscaping: successful workshop, next session: 19th of Feb second part of the workshop (possibility of changing schedule arrangements to switch groups). Workshop cost around £1K (already approved) additional costs still unknown.
- ii) Planting area (near the library) expected cost: £470.47. Request still to be submitted.
- iii) Stairwell spend request rejected: new expense policy to consider. Evaluate option with school parent considering Hampshire restrictions as we can pay suppliers directly. LD to send contact info to Juniors
- iv) Green screen for next year: great enrichment uses, news presenting, interviews, using the computing curriculum estimated at £500. Request still to be submitted.
- v) Forest school development: materials and tools ordered and received, pending sending invoices.
- vi) **Junior Spend request approved but not paid:** Awaiting invoices for Wellbeing Hub, garden club resources, games and puzzles, landscape workshop and forest school. LH to share spreadsheet with office staff of what is still waiting on invoices for.
- vii) We appreciate the Christmas efforts and events. They brought joy to everyone and the festive spirit was palpable.

(CH)



INFANT SCHOOL	
i. Little Wandle: phonics and spelling program, books, £4K, 18 sets (with a 5% discount by Collins rep & set of flash card resources included). Request still to be submitted.	(PL)
ii. YR Playground: Pupil council will be asked what new equipment and resources needed for upgrade as it is 14 years old and really needs some love.	
iii. Info panto: was amazing, christmas present, lovely learning in writing and drawing.	
iv. Infant school request approved but not paid: Great Fire of London (not happened yet) and Scooter pods.	
 b) Call Down Request Votes	(NF)
i) Junior Buddy Bench (from summer): 9Y ON	
ii) Junior Gardening Equipment (from Summer): 8Y ON	
iii) Junior Forest school equipment: 7Y ON	
iv) Junior Consultation for Building works: 9Y ON	
v) Junior Christmas class gifts: 8Y ON	
vi) Infant Christmas Panto: 11Y ON	
 c) Anything else that will impact PTA?	
i) Access to cupboard unknown, maybe after Easter, storage situation needs a solution.	(CH)

4) AUTUMN 2 EVENTS REVIEW

a. Christmas Cards: bank commission pending, discuss in Summer Term with Infant teachers as time is tight for the turn around. Number of families to purchase was lower.	(EN)
b. Christmas Trees: no trees leftover sold 201, collaboration with Knightwood, thought of less profit as costs went up, also some clients downsized, but actually sales were greater than last year.	(LD)
c. Infant Disco (Tuck): introduce £1 bags, complaint of no chocolate no savory but tried to use current stock, successful	(LD)
d. Festive Wreath Making: very fun night, date was moved but very relaxed and good turnout, also had home party kit deliveries, food that was extra was used for carols.	(LD)
e. Junior Disco (Tuck): very hectic, need more candy floss, ask parents to be mindful with the quantity of money sent, think of a prepaid vouchers idea. Same day as Infant Elfridges which meant low volunteers.	(NF)

f. Elfridges : Year R take long time so next time dont have Yr R go last. Juniors it was so helpful to be offsite, also as hall was used as a holding area that created a perfect flow. Explore how to do something similar with Infants maybe. Was hard in Infants with only 1 DBS PTA able to help. Having a wrapping event helps a lot. Still we have a lot of stock that can be used for next events. Struggle with volunteers: consider specific days (Mondays & Fridays)	(LD)
Pending to send survey.	(NF)
g. Christmas Jumper /Meeps: Jumper donations was very low, maybe asking sooner to store. Meeps were very successful 81 sold. Infants support in helping with costs of costume.	(SE)
h. Carols Around the Tree : mulled wine was not heating, Elfridges leftovers were very helpful to sell.	(NF)
i. Santa Dash: lack of volunteers, but very popular event, lots of parents last minute trying to book in, so last minute waivers, sponsorship pending to be collected. We always try to be very inclusive but last minute additions meant buying additional prizes. Consider early bird pricing and strict cut off.	(LD)
j. Santa Letter : discount for multiple buys, all great	(LH)
k. Christmas trail: pending to announce in Newsletter	(KP)
l. Christmas craft Bags: pending to check with Kim	

5) SPRING 1 EVENTS

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a. Quiz: ideal to be done at Infants, potentially 23rd of February, feedback not to do fish and chips, better to do pizza.	(NF)
b. Make the Rules: kids love it, last Friday of spring break Friday the 9th February. Buckets and collection online. Go with the same list as last year.	(CH)
c. Easter Egg Hunt: 22nd of March to be confirmed with Zoe. It is an all day event to plan. Annie & Claire with Erin's help. Idea to take in school, but ideal to leave as an after school event. Check the massive queues. Better on the playground than the field. Feedback to reviewed in depth pending.	(EN)
d. Easter Trail: using AI app trial, idea to link to a google doc	(SE)
e. Easter Craft Bag: check with Kim	(KP)
f. Superman /Wonder woman events: Mother's day, ideas to be discussed on committee chat.	(LD/LG/ LK)



6) EQUIPMENT

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| a. Have purchased 12 new storage boxes: Voting was 9Y 0N | (NF) |
| b. Candy floss machine, pending to be tested | (CA) |
| c. Suggestion to buy a Slushy machine. Maybe share with other PTA's. What do other PTAs have? Are they happy to share equipment? | (GG) |

7) FINANCES

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| a. Financial Update:

We are up to date in bank setup - Secretaries added and JC removed. | (LH) |
| b. Expense Policy:

Draft Expenses policy reviewed and 1 additional clause to add about minimum number of votes to approve expenditure.

In order for a spend request to follow through there needs to be at least 7 members in attendance (of which two need to be officer roles)

Happy to approve 13/13 | (GG) |
| c. Sponsorship:

Research in local catchment and plan to approach at least 10 companies per month with aim to get prizes for raffles or silent auction.

ALB and Sparks Elision happy to sponsor website again but need to chase Gair. LH to raise invoices to ALB and Sparks. | |

Lottery	440.00	Tuck Shop	835.00
Quiz	749.00	Santa Letter	313.00
Spooky dress down	297.00	Wreaths	405.00
Pumpkin Carve	45.00	Trees	2,343.00
Book Sales	20.00	Crafts	180.00
Xmas Sale	285.00	Trails	163.00
Santa run	939.00	Uniforms	382.00
Elfridges	1312.00		
TOTAL		8,708.00	



8) AOB	
a. Banner Issues: Received letter from Council about banner and banners should be specific to events. Maybe we have a general banner.	(NF)
b. TEAMS account: do we invest to get our teams account. To be used with the info.hspta@gmail.com as a generic account.	(NF /LH)
c. Trenza have offer to run PTA braiding workshops for PTA - LD to get more info	(LD)
d. Next Meeting date: 27 of February 2024.	

JANUARY 24TH, 2024.