



HSPTA Committee Meeting Minutes
Thursday 15th September 2022
Zoom Meeting 7:30pm

Attendees:

PTA Committee Members

Lou Hilton (Chair)	Zoe Loosemore	Laura Flood
Rebecca Hall (Vice Chair)	Phillippa Longman	Anna Lewis
Julia Whatley (Treasurer)	Erin Newcombe	Kim Palmer Taylor
Jacqui Cunningham (Secretary)	Liz Dodd	

PTA Attendees

Nikki Folland	Jo Moroney	Lesley
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Apologies

Charlotte Hartley	Mohan Chantada	Rob Gair
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1. Welcome and Apologies

Lou Hilton opened the meeting and acknowledged apologies from Charlotte Hartley, Rob Gair and Mohan Chantada.

2. Minutes from last meeting (16.06.2022)

The minutes from the previous meeting were accepted as an accurate record. It was agreed these could be published on the website. All actions have been completed.

3. Updates from the schools

Infants

The children have settled well into the new school year.

PL thanked the PTA for all of the fundraising activities in the 2021-2022 academic year. PL advised that the Infant School are waiting for quotes to come back to redevelop more outside areas (including the scooter pod). It is expected that the money in the infants pot will be spent on these activities in the coming months.

LH noted that a request for expenditure had been submitted from the resourced provision, PL agreed to follow up and submit a formal request if necessary.

The Infant school will be having a disco on 18th November, and request the HSPTA hold a tuck shop for after the event.

Juniors

ZL echoed the comments from PL, the junior school are grateful for all the money raised.

Hugo is settling in well at the school and the Juniors are planning to run a disco to raise money for Helpful Hounds (the charity Hugo has been sourced from) on 13th October. The HSPTA were asked to provide a tuck shop after the event.



The iPads purchased with PTA funds are being introduced throughout the curriculum.
Building projects to redevelop the school grounds are expected to get underway around Easter.

4. Summer 2 Events Review

a. Welcome meetings/uniform sale/Welly sale

The Welly sale raised a good amount of money for no outlay and was an environmentally friendly way to dispose of old wellies. There are some left over which could be sold at the next uniform sale or offered to the YrR teachers if they are doing the planted welly this year.

Uniform sales went well, and it was noted that these were a good opportunity to recruit volunteers to the PTA.

b. Quiz

The quiz was well received, and the PTA thanked the organising team.

c. Colour Fun and raffle

The colour fun event on the last day of term was well attended by the children across both schools. It was suggested that a PA system would have been useful in order to play music, it was proposed that this might be something the PTA could consider purchasing in future.

The HSPTA were pleased with the feedback received regarding the colour raffle. It was noted that significant donations only came in once there was an offer of something in return, i.e. the non-uniform day, and this should be considered in planning future events.

d. Tea Towels

Tea towels sold well. It was noted that in future one extra towel will be purchased for each year group to minimise the situation where parents wish to purchase after the order has been submitted to the supplier.

e. Legacy Books

No update on legacy books. KPT agreed to process the order for the books selected for both schools. EN agreed to help with these next year.

ACTION – Book Order KPT

5. Autumn Events

a. Quiz

The winning quiz team have agreed to run the next quiz. The HSPTA agreed to hold the quiz on the 21st October. It was agreed that pizza would be a better option for those attending. JC agreed to follow up with costs and work out which option to go with. Tickets will go on sale 23/09/2022.

b. Uniform Sale

It was suggested that a uniform sale could go ahead on the Junior School site on a Wednesday in the Autumn term.

ACTION – G Staplehurst to propose suitable date.

c. Spooks and Sparks

Spooks and sparks is scheduled for 3rd November. LH noted that volunteers are needed in lead roles. LD agreed to help with the site visit. AL/EN are able to help with jobs that need to be done during the day.



d. Coffee Morning

To welcome the new year R parents and drum up support for the HSPTA PL agreed to hold a coffee morning in the infants hall on 30th September after morning registration. As YrR parents EN/LD agreed to arrange. AL available to help.

It was suggested that PTA T-shirts would be a useful addition in order to help identify PTA members. LD agreed to look into costs and advise.

e. Craft bags (half term/Christmas holidays)

KPT agreed to review options for craft bags or Halloween trail activities. Jo Moroney agreed to help with the trail if that is chosen.

f. Christmas Cards

Following feedback in 2021, EN is investigating Christmas Card options where the items are delivered to school and then distributed via school bags to avoid postage/delivery costs being met by individuals.

The Infant School will be holding their annual Arts Week the week before October half term and agreed to make time for the children to complete their Christmas Card artwork then. The Junior School also agreed to complete during that that week too.

ACTION EN provide Christmas Card packs to both schools by 14th October.

g. Christmas Trees

The 1st delivery to site will be on 25th November, ready for collection on 26th November
2nd delivery will be 1st December with collection on 3rd December and 11th December. The grower has had to increase costs this year and therefore costs to customers will need to be adjusted. LD to determine prices.

In addition, the grower has offered the HSPTA the option to buy 10-15ft trees at £25/tree. These can sell for around £150/tree. The HSPTA agreed that we could sell these to local businesses and turn a good profit for the charity. The grower has offered to help with delivery of the large trees.

LD will coordinate with the Infant and Junior School site managers to ensure the trees for collection are stored safely.

h. Christmas Events

Dine With Santa will take place on 3rd December. The Rotary Club of Eastleigh are supporting this event by providing the Santa. The school chef, Keith, has agreed to cater the event. LD will look to simplify the menu. There will be 4 sittings and volunteers will be needed for Elf duties. In addition, volunteers are required to decorate the grotto.

Elfridges will take place on 9th December in the Infants School and 14th December in the Junior school. These events will be run in the same format as previous years. To help children to select an appropriate gift parents will be able to specify who the gift is for rather than just e.g., "Adult Female". There will be the option to "sponsor a gift" so that children in difficult circumstances can still join in the event.



LD queried the price point for Elfridges as making a profit from £3.50 will be a challenge in the current financial climate. It was queried if gifts are purchased wholesale. It was noted that because the financial year runs Oct-Sep items must be purchased and sold within the same financial year; therefore it is not possible to purchase wholesale and guarantee delivery in time for the Christmas events.

A sub-group of the HSPTA for Christmas will meet to further discuss Christmas and Spooks & Sparks.

6. Equipment/Uniform

Card Readers – None of the SumUp card readers are currently working. JW will follow up with the company; if they cannot be fixed will look to source new devices from alternative suppliers.

ACTION JW to follow up

7. Finances



Treasurers Report for
Sept 2022 Meeting.pc

The treasurer's report is attached, to summarise the Infant School Pot is £8,551.56 and the Junior School Pot £17,339.03

The accounts are currently being prepared for auditing however JW estimated that the HSPTA raised around £24,000 in the year 2021/2022.

8. AOB

a. Stikins

As the Infants school stikins account was created by the PTA it means that the commission is split between both schools (in line with the constitution). It was suggested that the Infants stikins account should be transferred so that the commission generated is sent directly to the infant school.

b. Succession Planning/AGM

LH advised that volunteers have stepped forward for all vacant honorary roles and will be formally nominated at the AGM in October.

AGM will take place on 13th October. The next HSPTA committee meeting will be held on 10th November.

JC suggested that in all of the events planned this year we should be mindful of the financial circumstances facing many families. The focus should be on giving the children the best experience rather than on how much money can be made. LD agreed to look at prices with this in mind, with the HSPTA absorbing some of the cost whilst still raising funds. LF suggested that the class Christmas gifts from the HSPTA could be event based rather than physical gifts as the classrooms are already well resourced.