

HSPTA Minutes – 12th November 2020

Zoom Meeting@ 19:30

Attendees:

Lou Hilton (Chair)	Phillippa Longman	Kim Palmer-Taylor
Rebecca Hall (Vice Chair)	Zoe Loosemore	Liz Dodd
Julia Whatley (Treasurer)	Charlotte Hartley	Erin Newcombe
Jacqui Cunningham (Secretary)	Katie Ford	Nina Silson
Sangit Sandhu	Louise Webb	Balli Bains
Rob Gair	Nikki Folland	

1) Welcome & Apologies

LH opened the meeting and acknowledged apologies from Rachael Russell and Claire Montague.

2) Minutes from previous meeting (17.09.2020)

The minutes from the previous meeting held on 17th September were accepted as an accurate account.

3) Updates from the schools

Infants

PL advised that the headteachers had met with LD this week to discuss Christmas event plans. The Christmas gifts for the classes have been submitted to the PTA, LH advised that all votes cast (10/16) had been positive in favour of the request and therefore the school could go ahead and purchase. Invoices should be supplied to JW. The PTA offered to wrap the class presents.

Juniors

ZL advised that a recent meeting with the parent representatives' group had discussed the PTA fundraising plans which were supported.

ZL discussed the Junior School request for Christmas presents, rather than a physical present the Junior School would like to have a virtual pantomime performance. LH advised that all votes cast (10/16) had been positive in favour of the request and therefore the school could go ahead.

Action: Schools to provide invoices to JW for payment for Christmas gifts

4) Event Reviews

a. Holiday Packs

KPT provided an update on the holiday packs that were available for the October half term. As this was the first time these packs had been offered the PTA were interested to hear feedback. The holiday packs were very popular. 50 were available

and these were sold out within a week. It was agreed that these should be offered again for the December break. The packs approximately £175 profit.

b. Spooky Trail

KPT gave an update on the spooky trail. The trail was well received. It was noted that the summer trail where existing landmarks were used was probably easier for a longer term event as KPT and LD had to check on the book signs almost daily. This will be taken into consideration for the Christmas trail which is currently being prepared by KPT. LD volunteered to test run the new trail. The spooky trail resulted in £263.81 net.

c. Book Sale

EN advised that the PTA have sold 37 of the books written by a Hiltingbury parent. It was noted little profit is made on these sales but there is no outlay either. EN expected to sell more books before Christmas.

5) Autumn Event Planning

a. Christmas Cards

The change in suppliers for the children's Christmas cards has been very well received. The amount of time taken for administration is considerably reduced by the new process. So far there have been 176 orders which have raised around £550 commission for the PTA. EN advised this was equivalent to previous years, but orders are expected to continue for a few more weeks.

ZL and PL both agreed that the process was a positive experience and further PL noted this was much less admin for the teachers in comparison to previous years.

b. Christmas Trees

LD advised that the Christmas trees have been very popular on the website, 100 have been sold so far in comparison to 62 in total last year.

LD advised the PTA that Christmas trees are also being sold by another Chandlers Ford PTA. RH has discussed this with the other school and agreed to sell at the same price. It was also noted that LH and RH have set up a cross Chandlers Ford PTA group to ensure that potential conflicts between the local schools' charities are avoided.

The distribution of Christmas trees will be COVID safe, LD has developed a procedure and will circulate for awareness.

LD to circulate procedure for Christmas Tree distribution

c. Other Christmas Events

Elfridges has been discussed with both Headteachers. In the infant school the children will be able to choose gifts from a display on a trolley. In the Junior school stalls will be set up either in the hall or playground on the 17th December. Orders for Elfridges will be closed by 3rd December. Gifts will be available to purchase via the website from 14th November priced at £3.50.

A Letter from Santa will be available to purchase on the website.

Christmas Eve Box. LD advised that a selection of items will be available on the website for people to create their own Christmas eve box. It was suggested a

Christmas decoration commemorating 2020 could be included. The distribution of the Christmas eve boxes was considered, it was suggested that these could be collected at the same time as Christmas trees or delivered to homes.

The Christmas Craft Bags have been on sale for less than a week and have already sold 90 and 44 Christmas Trails have already been sold.

It was noted that due to restrictions it is not possible to sell raffle tickets but a silent auction can be carried out through the website. Donations of gifts are required.

6) Spring event planning

a. Bags for Schools

LH referred to the pre-read supplied. The collection of clothing may be challenging due to COVID. PL noted that the Infant School already collects clothes for the Salvation Army and agreed to find out the details of the donations.

PL to follow up

b. Penny Wars

As there is a no cash policy in the schools at the moment it was agreed that this would not be possible at this time and can be reconsidered at a later date.

c. Other Events/Fundraising activities

It was suggested a recipe book might be possible, another local school has published one recently.

RG agreed to follow up.

Quiz. The reigning champions of the quiz should be approached to see if they would run a virtual quiz. It was suggested that if the rule of 6 is enforced after lockdown each quiz team could dial in from one location

RG agreed to follow up with quiz

d. Dates for next terms Committee Meetings

PTA meeting in the Spring term were agreed for the 14th January and 11th March.

7) Sponsorship

The three main sponsors of the PTA have all paid £100 each to cover the website again this year.

The PTA agreed that we wish to continue to use the website for the next year.

We have also received £250 from Gair gas for the Autumn term.

8) Equipment and Uniform

No update on equipment

The uniform sales have been going well, these are now online. £178.95 has been raised so far (to end of October).

9) Finance & Governance

a. General Update from Julia

The following statement was reported:

Approximately £1,750 has been raised up to the end of October (before expenses)

£34 business directory
£301 donations
£264 Spooky Trail
£175 Holiday Packs
£179 Uniform
£237 Lottery
£550 sponsorship (of which £300 is to cover website costs).

The Schools were advised that the total funds raised 2019/2020 were distributed as follows:

Juniors £10,864
Infants £7,880

Head teachers were asked to submit requests for expenditure and send invoices to JW.

- b. Expenses
The PTA were advised that a new spreadsheet has been developed to enable expenses to be paid promptly.
- c. Golden Draw
 - i. Remaining payees
Three remaining payees are still contributing to the golden draw. Two of which are believed to still be at the school and will be contacted directly. It is not clear who the other payee is. RG agreed to review the retained documents to attempt to determine the identity.
 - ii. Unclaimed Prizes
There are three unclaimed prizes, again the payees will be approached to determine what should be done with these.

10) AOB

- a. Business Directory
NF has signed up 11 businesses in the last 9 days. £200 has been raised (inc November) so far. NF was thanked for the efforts made to reinvigorate this fundraising activity.
- b. Grants / Match Funding
The PTA were reminded that many companies provide grants or matched giving in support of charity work. It was agreed that donations from any legitimate business would be accepted.
- c. Survey
LH advised that a survey will be launched in the new year to understand parents' views on the PTA and its activities. It was noted that this would also include questions on matched giving.
- d. Email Addresses

LH noted that the PTA pays for each email address attached to the domain hspta.com. It was suggested that the info@hspta.com could be retired and replaced with a gmail account. The PTA voted and unanimously agreed with the proposal.

e. Website renewal

It was agreed that the website should be renewed for another year.

f. Other items

LD/KPT requested access to the Christmas shed at school. ZL agreed that this could happen after school and access should be arranged via the school office.

Volunteers to help with craft bags/present wrapping will be required. **KPT/LD to determine what is required.**

Christmas decorations are usually put up in school by the PTA for the Christmas Fair, the **Headteachers were asked how they wanted to approach this in 2020.**

The Year6 leavers event in 2021 will need to be planned in the Spring Term. In the meantime **ZL was asked to identify an appropriate date.**

Legacy books from Summer 2020 are being dispatched to the schools, on receipt these will need to be stickered with the appropriate dedications.