

**HSPTA Minutes – 14th January 2021
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)	Louise Webb	Nina Silson**
Sangit Sandhu	Claire Montague**	Balli Bains

* Teachers only attended agenda items 1-5

** Joined late

1) Welcome & Apologies

LH opened the meeting and acknowledged apologies from Rachael Russell. LH noted that due to the pressures of the new lockdown, the agenda would be rearranged for the teaching staff to depart from the meeting early.

Post Meeting note: Rob Gair sent apologies during the meeting

2) Minutes from previous meeting (12.11.2020)

The minutes from the previous meeting held on 12th November 2020 were accepted as an accurate account.

3) Updates from the schools

Infants

PL acknowledged the hard work from the PTA for the fundraising activities in the Autumn term. PL also thanked the PTA for the class gifts provided, the children were excited to see what had been purchased for the classes.

Juniors

ZL noted how hard all the staff are working in lockdown, live lessons are being delivered to all year groups. This is expected to continue to at least February half term. School is open for the children of critical workers and those children classed as vulnerable.

ZL thanked the PTA for the autumn term activities including Elfridge's and the Christmas tree sales which have raised funds for both schools. The PTA was also thanked for providing the money for the Junior School Christmas panto treat.

LH acknowledged the effort being put in by the staff for the continuity of learning and asked if anything could be done to help. Parents have been asking about donations for the teachers and staff, the headteachers agreed to think about this. ZL/PL both noted that the emails and messages from the parents mean a lot.

Action: Infant School to cash the cheque provided for the gifts

4) Spring Event Planning



Due to lockdown the outline plans for Spring activities have to be amended. Those that can continue will need to be out of school.

The gift amnesty is currently underway, any unwanted presents can be donated to PTA for use in future raffles or as prizes at other events. The gift amnesty is expected to run throughout January.

Break the rules will be postponed as this is a school-based event.

Auction/Raffle will be postponed to later in the year. It was suggested this could take place around Easter. It was noted that a raffle cannot be carried out on the pta-events website however a silent auction can.

Balloon Race

KPT advised that the website offering balloon races appears to be working again following previous legal issues. It was agreed that a balloon race could be offered around Valentine's day and payment can be coordinated on the balloon website (balloon.co.uk). It was agreed this could be advertised w/c 18th January with the race taking place 8th-14th February.

Craft packs

Following the success of the of the Halloween and Christmas Craft packs, a new craft pack will be offered for February half term. It was noted that printing and stationery resources were an issue due to lockdown, PL/ZL agreed to supply paper and copying facilities. Holiday packs can be offered for sale via the PTA website as of w/c 18th January with deliveries taking place by 12th February.

Escape Room

KPT demonstrated an online escape room that she has developed, it was agreed that this would be an engaging activity for families to enjoy. The PTA agreed a price of £5 per entry. KPT advised that some updates to the escape room were required before it could be launched and would carry out a trial run with a friend. It was agreed this could be open-ended as there is no prize for taking part. Depending on uptake a new version could be offered each term.

Easter activities

A colour run was originally planned however this is not possible due to lockdown and social distancing, an alternative of a virtual sponsored walk to Easter Island was proposed. The children could be sponsored and there could be weekly updates on how far each class/year group had walked. LD agreed to follow up with how to organise this event.

Online quiz

LD volunteered to run an online quiz suitable for all the family, it was agreed this could be done by the end of January with advertising going out via parentmails this week. LD agreed to investigate the online quiz apps such as slido and kahoot to determine how to approach this event. A quiz for adults was tentatively agreed for 26th March.

Recipe Book

On further investigation into how much effort would be required plus book binding costs, the initial outlay and expected uptake would make this unworkable. Feedback from other PTAs that have published a book has been disappointing. It was agreed that unfortunately this idea will not be taken forward.

5) Finance & Governance

JW provided a Treasurer's update as follows:

Business Directory	£337.90
Donations	£495.87
Second Hand Uniform	£59.80
Lottery	£297.60
Trails	£347.64
Holiday Packs	£565.91
Christmas Trees	£2542.66
Christmas Eve Boxes	£240.83
Letters from Santa	£460.24
Elfridges	£1336.25
Christmas Cards	£707.20
Online shopping donations	£32.97

Golden Draw

a. Remaining payees

There is one remaining payee still contributing to the golden draw. JW noted that this is Halifax account and has contacted both banks to stop the payment. It was suggested that Parentkind may be able to assist, LH agreed to follow up.

b. Unclaimed Prizes

Two unclaimed prizes remain.

Junior School Spend

The Junior school requested funds to pay for iPads which will be used during lessons by the teaching staff. This was voted on by the committee via email; 8:2 in favour with 6 abstaining.

6) Event Reviews

a. Christmas Trees

The PTA agreed that the Christmas Tree sales were excellent. It was noted that there may have been increased uptake due to lockdown, but it was hoped that this will result in repeat purchases in 2021.

It was also agreed that the leafletting around Hiltingbury was a positive step and increased tree sales to households no longer associated with the schools.

b. Elfridge's

It was agreed that more notice of dates from the schools would be useful in order to arrange enough volunteers on site. The Infants Elfridge's days worked better than in 2019 as there were fewer items to choose from which stopped the children being overwhelmed by choice.

c. Craft Bags

The craft bags were well received again and should be repeated for other events.

d. Christmas Trail

The key stones in the Christmas trail were a success and should be repeated in future trails.

e. **Santa Letters/Grotto Gifts**

The Santa letters were successful however it was agreed the grotto gifts would not be repeated in this format due to the risk of leaving presents unattended on doorsteps.

7) Equipment and Uniform

The PTA were informed that the Christmas shed has been broken into. Nothing appears to have been taken. It was suggested a request via parentmail to the school community could be sent out to ask for help/repairs.

Stock

RH noted that the inventory of stock needs to be reviewed. It was also noted that the official accounts need to include all stock. LD queried if it was possible to purchase stock now in preparation for Christmas 2021. LD agreed to complete a stock take and share the results via googledrive.

8) Sponsorship

LH advised that Sparks Ellison would consider sponsoring an Easter themed event however they have requested an overview prior to approval.

The PTA queried the use of "Agent boards" in front of houses and if Sparks Ellison would agree to payment per board. It was noted that as they already provide a lump sum in sponsorship, they may not be willing to provide additional funds. RH agreed to discuss with the local PTAs to understand the going rate.

9) AOB

a. **GDPR**

LH informed the PTA that a GDPR policy has been written and all committee members would be sent a copy to confirm compliance.

b. **Legacy Books**

Stickers for the legacy books (2020) have been printed and will need to be included

c. **Business Directory**

- i. Paediatric first aid course. This has been offered by one of the businesses for free
- ii. Print room. The Print room have offered to help the PTA with any reprographics.

d. **Survey**

LH advised that a survey is planned to understand parents' interactions with the PTA. Volunteers from the PTA to set this up are requested.