

**HSPTA Minutes – 8th October 2020
Via Zoom @ 7pm**

Attendees:

Louise Hilton (Co-Chair)	Julia Whatley (Treasurer)	Jacqui Cunningham
Liz Dodd	Juliette Baker (Co-secretary)	Louise Webb
Kim Palmer-Taylor	Phillippa Longman	Michael Vrakopoulos
Rachael Russell	Zoe Loosemore	Claire Montague
Rebecca Hall	Rob Gair	

1) Welcome & Apologies

LH welcomed all to the meeting.

Apologies from Katie Ford, Charlotte Hartley, Erin Newcombe, Balli Bains, Rachael Russell and Sangit Sandhu.

2) Minutes of previous AGM

The minutes of the AGM held on 10th October 2019 were approved as an accurate account.

3) Matters arising

Three changes to the HSPTA constitution were proposed.

Proposed Change to clause 7.d:

Reason for change - to make it more flexible if we can't recruit a member from each year group

Currently:

12 members of whom at least 2 shall be a present member of teaching staff, one from each school. The parent members will include a representative of each pupil Year Group. Associate Members may serve on the Committee.

Proposed amendment:

12 members of whom at least 2 shall be a present member of teaching staff, one from each school. The parent members should include a representative of each pupil Year Group where possible. Associate Members may serve on the Committee.

Verdict: 10 votes for and 0 against. Proposal agreed.

Proposed Change to clause 18.c:

Reason for change - to amend distribution split between schools

Currently:

All profits and expenditures of the association shall be divided up on a per capita basis (using L.M.S. figures).

Proposed amendment:

All profits and expenditures of the association shall be divided up on a basis of the capacity each school has to provide pupil places e.g: split 270/384.

Verdict: 11 votes for and 0 votes against. Proposal agreed

Proposed Change to clause 18.d:

Reason for change - to add another possible signature

Currently:

The Banking Account shall be in the name of the Association on the signature of any two of the following

- i. Chairperson*
- ii. Treasurer*
- iii. Secretary*

Proposed amendment to include:

- iv. Vice Chair person**

Verdict: 11 votes for and 0 against. Proposal agreed.

4) Chair's Report

LH explained that the purpose of the HSPTA was to raise money to provide resources and experiences that enhance the children's learning in both schools. It was also to provide experiences for the children that enhance and complement their time at the schools, e.g. discos, summer fair and Y6 helpers which is their chance to "give something back".

The HSPTA is structured with 2 presidents (the Headteachers), 4 officer roles (Chair, Vice-Chair, Secretary and Treasurer) and up to 12 members of the committee which should include a teacher rep from each school and a parent rep from each school year. The HSPTA is a registered charity.

The HSPTA supports both schools and money previously raised has been split on a per capita basis at the date of the census. The school staff can call down on these pots of money by requesting amounts to purchase items. The HSPTA committee vote on these requests ensuring they fit with the purpose of the HSPTA.

LH reflected on her first year and how dedicated and passionate people are about raising funds for the schools. Highlights of the year included all the events but LH particularly enjoyed Elfridges, manning the bar at the Christmas fair, winning the school quiz, setting up the lottery and the facility to take online donations. The impact of COVID-19 has been considerable and has meant we have been unable to do a number of events in the usual manner but the group has adapted and was still able to run some money making events like the virtual summer fair.

LH thanked the committee for their hard work during the year and for all the great ideas. Thanks also to the school and teacher support, office staff, Vikki Batten and Mr King. Thanks to parents for volunteering, baking, donating etc. Thanks to our three sponsors, Gair Gas, ALB Electric and Sparks Ellison, not only for financial assistance but helping at the events.

Looking ahead the immediate challenge is navigating COVID-19. Goals and aims are unchanged (see appendix 1).

5) Treasurer's Report

JW presented her report and voiced thanks to all who have helped her in taking on this role.

A total of £20,108.13 was raised for the year which was incredible as this was despite cancelling the Summer Fair, Easter Egg Hunt and summer term school quiz.

There was one big item of expenditure which was a new BBQ, costing just over £700.

The ability to make donations on HSPTA website set up during the year has been brilliant.

This year we didn't get the IBM grant that we've had the previous few years as none of the existing committee work for IBM.

Further detail and breakdown is in the Treasurer's Report in Appendix 2.

6) **President's report**

Phillippa Longman – Infant School

PL gave huge thanks to HSPTA for raising such a phenomenal amount of money. This is likely to be used to buy more iPads for classroom use. PL is very keen the strong partnership continues and gave thanks to all the committee for their hard work.

Zoe Loosemore – Junior School

ZL gave thanks to all the committee for raising such a lot of money and has loved all the great ideas and creativity that the committee has.

7) **Appointment of Independent Examiner**

HJS Accountants, Southampton, have previously examined our accounts and they are happy to continue to do this next year. They do this free of charge for us.

ALL AGREED to continue with HJS for 2020/21.

8) **Election of committee members**

The presidents are the Headteachers. The executive team is made up of the Chair, Vice Chair, Secretary and Treasurer and the maximum term for one of these roles is three years. This year Juliette Baker and Sangit Sandu are standing down as Co-Secretary with JB no longer having children at the school.

The constitution allows a maximum of 12 elected committee members, including the two teacher representatives. The elected committee members should represent all school years where possible.

Role	Name	Proposed	Seconded
Co-Chair	Lou Hilton	RH	LD
Vice Chair	Rebecca Hall	LH	JW
Treasurer	Julia Whatley	LH	LD
Secretary	Jacqui Cunningham	LH	RH
Infant Rep	Katie Ford	PL	LH
Junior Rep	Charlotte Hartley	ZL	LH
Parents:	Rob Gair	JB	JW
	Erin Newcombe	JB	JW
	Nina Silson	LH	RH
	Liz Dodd	JB	RH
	Kim Palmer-Taylor	JB	RH
	Balli Bains	JB	RH
	Louise Webb	LH	LD
	Sangit Sandhu	LH	RH
	Clare Montague	RH	LH
Rachael Russell	LH	JW	

9) **AOB**

LH thanked JB for all her help and role as Secretary.

Appendix 1

The HSPTA Goals 2020/2021

Presented at the AGM 8th October 2020

Overarching Aim for the HSPTA 2020/21

To raise money to advance the education of all Hiltingbury Infant and Junior school pupils by providing and assisting in the provision of facilities for education at the school (not normally provided by the Local Education Authority). Moreover, to put on events which are enjoyable for the pupils and parents alike.

To achieve this we aim to ensure that the infrastructure of the HSPTA is fit for purpose and forward looking; in turn enabling effective succession planning and enhancing our ability to raise money and support the Hiltingbury Schools.

Broken down into the following five objectives.

Objective 1: Finance and Governance

- To ensure that we meet and exceed the expectations required for compliance, for example the Charity Commission, Financial Audit, Insurance, General Data Protection Regulation (GDPR May 2018), Hiltingbury Governors and Health and Safety. This will include adhering to and establishing further overarching policies for the HSPTA.
- To continue to increase our financial transparency through for example individual event budgets, overarching management accounts and online banking process (for a portion of our funds) as well as clear communication to the parent body as to where the money raised is being spent.

Objective 2: Fundraising Events

- Deliver activities adhering to government coronavirus guidelines and social distancing measures where possible and where not possible, cancel programmed events and seek alternative fundraising methods.
- Ensure each event creates or maintains its own individual 'Event Manual' centrally stored in the shared committee Google Drive and available for future event teams for easy handover and continuous improvement.
- Be open to new event proposals and support accordingly.

Objective 3: People

- Continue to widen and strengthen the number of parent volunteers engaged with the HSPTA through a dedicated strategy and action plan.
- Succession plan for the Committee, its post holders and key event organisers to enable a smooth transition at times of inevitable change.

Objective 4: IT and Communications

- Ensure that our IT and Communications are fit for purpose. This will specifically involve:
 - Putting a process in place to ensure we meet general online security standards such as re-generating passwords and revoking access to sensitive information as Committee members leave.
 - Consolidating and clarifying our Facebook presence and approach.
 - Continually review and adopt where appropriate functionality provided by the PTA Events platform.
- Ensure we have the IT infrastructure in place to support all five HSPTA's Objectives in 2018/2019. This will specifically involve:
 - Using the committee.hspta@gmail.com Google Drive shared file system to hold key documents.
 - Driving all ticket sales and where possible volunteer sign up through the PTA Events platform.

Objective 5: Equipment

- Ensure that our equipment is fit for purpose. This will specifically involve:
 - Identifying and replacing the equipment which is not fit for purpose.
 - Putting a process in place to ensure that our equipment is replaced in a timely manner.
 - Ensuring that the HSPTA cupboard and sheds are regularly looked at to ensure all equipment is stored for ease of access and use at the next event.

Appendix 2

Treasurer's Report for the Year ended 31 August 2020

Unfortunately, due to the COVID-19 pandemic we were unable to run several events which have made significant amounts of money in previous years. These included the Easter Egg Hunt and the Summer Fair (although a virtual version of this did take place and raised some funds). Items were purchased to offer an event around Mother's Day, but unfortunately this also had to be cancelled. The items purchased are non-perishable and will be used in a future event. It is likely that there would have been another school quiz, a car boot sale and possibly another school disco if the COVID-19 restrictions had not been in place. Despite this we have raised an incredible amount of money for the schools. Full detail can be seen in the accounts, but in summary:

	2019-2020	2018-2019	Change
Events			
Christmas Fair	£5,852.03	£5,821	£31.03
Christmas Trees	£750.50		£750.50
Spooks & Sparks	£7,636.52	£5,036	£2600.52
Summer Fair	£337.64	£4,402	-£4064.36
Discos	£1,040.26	£1,910	-£869.74
Easter Egg Hunt	£86.84	£1,170	-£1083.16
Quizzes	£1,936.35	£1,839	£97.35
Christmas cards	£546.60	£627	-£80.40
Car boot sales	£89.09	£307	-£217.91
Uniform sale	£322.00	£200	£122
Jumble sale	£41.58		£41.58
Mother's Day	-£130		-£130
Total	£18,509.41	£21,312	
Sponsorship and Donations			
Business Directory	£116.72	£128.46	
Sponsorship	£350.00	£350	
Donations	£506.56	£1,400	£506.56
Amazon etc	£157.88	?	£157.88
Total	£1131.16	£1778.46	
Lotteries			
Golden draw	£895.75	£860	£35.75
Your School Lottery	£421.00		£421.00

Total	£1316.75	£860	

This year we had exceptional, one off expenditure of £727.19 to pay for a new Barbeque. We have added the ability to make donations to the PTA via the website, with the additional option for people to Gift Aid their donation. Donations this year have totalled £506.56, with an additional amount of £157.88 raised by online fundraising via organisations such as Amazon Smile and Easy Fundraising. In the previous three years the Chair's employer allocated a grant for the time spent on charitable work, this was £1,400 last year which was not available in the 2019-2020 year or going forward due to a change in Chair.

Giving of grants

Last year, the committee decided to change the way that HSPTA give grants to the schools. Two new online bank accounts (which remain under the control of HSPTA), were set up which we refer to as "Pots" – one for the Infants and one for the Juniors.

Once the accounts have been approved and independently examined, the money allocated to each school is to be transferred to the appropriate Pot.

Throughout the year, each school is able to submit requests to the committee, which the committee vote on. Once approved, the money is taken from the appropriate Pot and given to the school.

This method of making grants to the schools has the advantage of making it easier for parents to see where the HSPTA money is being spent, and how valuable the PTA is to the schools.

Accounts

I can confirm that, as required by the regulations, the accounts are being independently examined by HJS Accountants of Southampton. I would like to thank Natalie Mant, from HJS for doing this for us free of charge, I will contact her to ask if they are willing to continue to offer this for us next year when this year's accounts are returned.

As was agreed last year, the committee will give each school an advance of £50 per class (£450 to the Infants and £600 to the Juniors) to buy Christmas presents from the HSPTA.

So, the numbers you have all been waiting for!

Total raised for schools	£20,108.13
Total after Xmas gifts and Yr 6 picnic	£18,758.43
Total for infant school	£7,879.88
Balance in account at end of year	£1.10
Total Infant school have to spend this year	£7,880.98
Total for Junior school	£10,878.55
Balance in account at end of year	£0.09
Total Junior school have to spend this year	£10,878.64



This split is based on the number of pupils enrolled: 270 for the Infants and 383 for the Juniors.

Closing

I would like to thank everyone for their patience and support in my first year as Treasurer – it has been a steep learning curve, and I am sure there is more that I will learn as we continue!