



HSPTA Minutes – 2 March 2017

Hiltingbury Junior School Staff Room

Attendees:

Jon Clarke (Juniors)	Helen Beeken (Chair)	Nicky Wood (Co-Chair)
Sarah Hill (Secretary)	Carol Jones (Treasurer)	Maggie Langley (Infants)
Carol Jones (Treasurer)	Kaiyee Burnet	Rob Gair
Clare Home	Kate Randall-Coles	Sarah Shipway
Hannette Watson		

1. Welcome & Apologies

HB welcomed everyone to the meeting. Apologies received from Cathy Moden, Cath Grimer, Annabelle Stewart, Sophie Liddell, Clare Funnel and Erin Newcombe.

2. Minutes from 23/11/16

Gazebo review & purchase has been carried over.

Charity Commission has been updated by CJ.

Succession planning – HB confirmed AS happy to continue in role until the end of this academic year.

HB ACTION: HB to move forward with planning for AS role.

3. Goals & Objectives for 2016/17 (Appendix 1)

HB stated that the 3 year goals & objectives were put together by the previous chairs Cat Perrin & Nic Merrick. HB confirmed she was happy to continue along the same lines, with a few areas updated.

To summarise: Objective 1 remains the same. Under Objective 2 the idea of the event manual is to continue. Objective 3 regarding People has been strengthened. Objective 4 on IT/Communication has been updated to ensure we meet online security standards, consolidate our Facebook presence and to implement a shared file space for HSPTA. Objective 5 has been added regarding Equipment, in order to ensure it is fit for purpose.

KB: Asked if HSPTA has an overview of its role stated anywhere?

SHill: confirmed HSPTA's role is stated in the constitution document which is lodged with the Charity Commission, but that we do not have a tag line as such.

4. Events:

i. Xmas Fair Review

HB read feedback from EN:

Profit: £3460

Things that worked well:

The online silent auction was great.

The mulled wine was a much bigger hit than the previous Bookers one (we sold out so probably need more this year).

The hall ran great, all the stalls and cafe in there were very popular and successful.

Having a stall in the library didn't prove to be a problem so there is the possibility of branching out to here again.

Santa's grotto was great. The way it was set up so the children didn't get to see Santa until it was their turn sounded like it was a huge improvement to what we had the previous year.

Ideas for next time:



Some of the prices need reviewing.

Would be good to be able to sell raffle tickets ahead of the day.

We sold a lot of grotto tickets on the day but weren't really set up for this. There were parents wondering around asking where they could buy Santa tickets

We need access to the caretaker's cupboard (broken glass and sick made this apparent!)

It would have been good to sell tickets to the crafts near the entrance (I know it's been mentioned that this would hold up entry but pocket money presents ended up there without causing a problem).

Requesting, collecting, judging and giving prizes for art was a time consuming pain and (to my mind) added nothing to the day (I don't think most people even noticed it was there!) I'd be happy to drop this.

We could do with some black material that we could decorate with snowflakes etc to put inside the grottos to make them look a little less 'tent' like.

We need a new suit for Santa!

ii. School Disco Review

KRC confirmed £1104 profit, which was better than the previous time, despite fewer coming, as some bought the later higher priced ticket at £5. Money was saved on purchasing boxes of crisps from Asda, instead of Bookers.

KB stated that the majority of tickets were online and none were sold on the door, which kept things simple. The Junior School children had orange bands, green if there was a medical reason, which were snipped off once they had their snack, which worked well. More volunteers were used on the entry. The Infant School children got into the disco quicker than before, the Junior children about the same time, due to the time taken to put on wristbands. Cold compresses were used from the Junior store.

KB ACTION: to ensure cold compresses are reimbursed to the Junior School at the next disco.

KB confirmed although no phones were allowed, there seemed to be a lot of chewing gum – so no gum next time. The DJ was still very loud, despite requested to turn the volume down. KB & KRC may look for another DJ for the next disco. KRC confirmed they will look at getting communication out to volunteers earlier next time. KB asked why the old control document for the disco said that library/disco doors should not be guarded. SS stated this was to ensure that volunteers didn't remain in one place, but mill around.

HB gave thanks on behalf of HSPTA to everyone on the Disco Team.

iii. Quiz Night – 10 March 2017

CJ confirmed everything is on track, but needs a catch up with Nic Merrick as she will be doing the risk assessment.

NW asked if it would be possible to fit another date into the calendar, as it sells out so quickly. HB said this could be considered for next year.

CJ said food had been ordered from David's Fishbar, although previous feedback had been that it was greasy. NW asked if curry had been considered. SS said it had been done before and was successful, but thought that it had cost more.

CJ ACTION: to consider curry as an alternative to David's Fishbar.

iv. Easter Egg Hunt – 31 March 2017

SS confirmed all is in progress. Spark Ellison agreed to do the poster and leaflet printing and she just needs to approve the proof. Flyers will go out into bookbags next week. 100 tickets have been sold online already.

HB confirmed that in future we will aim to have all the tickets for a term online, so that people can buy them all in one go.

HB said that Miss Buffoni has been asked if we could have approximately 10 Year 6 helpers on the main field during the Easter Egg Hunt. JC confirmed this wasn't a problem. JC asked if Year 6 volunteers have to register on the website. SS confirmed that Miss Buffoni organises the Year 6 children, including sending out letters to the parents and on the field, so there is no need.



SS asked if Spark Ellison's banner can go up for the event. JC confirmed that was fine.

ML stated that CM is not in school that afternoon to hide the eggs on the field. SS said that Philippa Longman was briefed as a back up last year.

SS ACTION: contact CM to confirm wet weather plan and confirm egg hiding duties.

SS asked if we had any gazebos. SHill confirmed there are two 3mx3m pop up ones in the playground shed. ML asked when would the staff volunteer sheet be needed by. SS confirmed she would pop in to collect it in a couple of weeks.

v. Second Hand Uniform Sales

CH confirmed she would be selling clothes at the Easter Egg Hunt. CH asked SS where should she set up the stall. SS confirmed on the Junior playground. CH confirmed she would need a volunteer to help. SS suggested parking in the staff car park when bringing the stock in. JC said it would be difficult to get more than 2 additional cars into the carpark, following the recent changes with the external parking at the Hilt, but to let him know how many cars need access and what time and he will see what he can do.

vi. Car Boot – 13 May 2017

RG just needs to get council permission to advertise on lamp posts. Regarding advertising, he wants to let people know when the tickets will be going on sale. There were problems last time with long queues getting onto site, so wants to be clearer on the start time. RG asked if the event is rained off, how are refunds provided? CJ confirmed after the event, refunds will be made via the online system.

vii. Summer Fair – 23 June 2017

NW said planning is in its infancy, although date and time has been decided, as well as key roles of café lead SL, BBQ lead CG. NW is talking to Eric Robinson about paying for the BBQ. Last year NW hired Silly Scott to do a couple of shows, but he is unavailable this time. CJ suggested Crazy M. NW wants someone to cover ages 3-11 years. KRC knows of a circus performer who covers a wide range of ages.

KRC ACTION: email info of circus performer to NW.

ML confirmed she knows the 'Flying Seagull Project' who are various performers.

ML ACTION: to let NW know about the project, costs and availability.

KB said she wasn't aware that the entertainment was planned last time. NW confirmed it had been in the schedule, but perhaps it needed more publicising.

viii. Year 6 Leavers Disco – 21 July 2017

HB said this date is on the calendar, nothing to add at this time.



5. Update from the Schools

ML confirmed that CM didn't have anything particular to add at this time.

JC also stated that there was nothing new to add.

6. Succession Planning

HB confirmed that AS's role of looking after the Business Directory is the only role that will need replacing this year. AS has provided a business and role description.

7. Equipment

a. PA System

HB spoke to Rich Lansdowne and can confirm that he is happy for us to continue borrowing the equipment from The Hilt. Richard said he would be happy to train someone on how to use it. HB thanked Nic & Rich Lansdowne on behalf of HSPTA. RG confirmed he is happy to be trained on the equipment.

b. Gazebos

SHill confirmed that prices have been obtained for various sizes available. SHill is talking to others, to clarify which size(s) would best suit our long term needs.

c. Shed

HB confirmed it's not falling down, but possibly needs refelting. The door has dropped though & needs the bolt repositioned. HB asked whether this was something Mr King could sort out. JC said HB would need to speak to Business Manager, Cat Perrin.

HB ACTION: HB to speak to Cat Perrin to see if Mr King can adjust the bolt on the shed.

d. Cupboard

HB confirmed that the cupboard has been reorganised. Xmas items are now boxed and under the stairs. Summer Fair items have been placed in front of the Xmas items. The right hand table has all the left over raffle prizes on it. All food and drink items have been removed from the floor and placed together on the left hand table.

e. Bookers cards

HB asked if anyone finds a Bookers Cash & Carry card to let her know. HB will hold onto them.

f. Scanners

KB has been looking into to speed up entry into the disco. PTA event site can get QR codes onto the tickets, but the cost of the actual scanner is extremely expensive. KB also found that the QR code doesn't marry with the other information required for the event. KB will continue to investigate this.

8. IT & Communication

a. Shared Drive for Documents

HB has looked into a shared drive, to ensure all HSPTA documentation is held together. She looked at:

Googledrive – 15 GB free easy pricing plan at £1.50 per month. All users need a google account.

Drop Box – 2GB free, a complicated system. All users need a dropbox account. Jumps to £7.99 a month for 1TB.

Box – 10GB free, 100GB for £7 per month.



HB confirmed Google Drive looked the best fit. **AGREED BY ALL TO PROCEED.**

HB confirmed this would be set up so that not everyone has access to all areas. A security plan would be needed to ensure sensitive data is secured.

HB ACTION: HB to look at the security around Google and their privacy policies and move forward accordingly.

9. Finance & Governance

CJ confirmed online banking is still in the process of being arranged with Lloyds. CJ stated that she will be issuing the cheques to the schools for 2015/16 funds raised shortly. CJ requested that she receives as much notice as possible for arranging float, preferably a minimum of one week prior to it being required. CH requested a float of £20 in £1 coins for the uniform sale at the Easter Egg Hunt. RG confirmed he required £10 needed in 50ps.

CJ ACTION: CJ to arrange CH float for Easter Egg Hunt of £20 in £1 coins.

CJ ACTION: CJ to arrange float for car boot of £10 in 50ps.

10. AOB

NW said that Hiltingbury Extravaganza will be on 17 September 12pm till 5pm. In the past HSPTA have run a candyfloss stand and split the profits with The Hilt. NW asked if anyone was interested in volunteering, to let her know, as it would require 2 volunteers per hour. SS asked if the candyfloss machine was in working order as she recalled it having intermittent problems. HB asked NW to follow up this with Cat Perrin.

NW ACTION: NW to follow up candyfloss machine enquiry with Cat Perrin.

ALL ACTION: Let NW know if you are available to volunteer.



APPENDIX 1

The HSPTA Goals 2016/2017 Presented at the Committee Meeting 2nd March 2017

Overarching Aim for the HSPTA 2016/2017

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

A. To ensure that we meet and exceed the expectations required for compliance (e.g. the Charity Commission, Financial Audit, Insurance, Hiltingbury Governors and Health and Safety). This will include establishing some overarching policies for the HSPTA.

B. To increase our financial transparency through for example individual event budgets, overarching management accounts and moving to an on line banking process (for a portion of our funds). This will enable quick and efficient payment of invoices and volunteer reimbursement alongside the ability to manage funds raised through our own 'shop' / Paypal account.

Objective 2: Fundraising Events

Deliver on the existing programme of events and activities and, with an eye towards succession planning, ensure each event creates or maintains its own individual 'Event Manual' centrally stored and available for future event teams for easy handover and continuous improvement.

Objective 3: People

A. Continue to widen and strengthen the number of parent volunteers engaged with the HSPTA through a dedicated strategy and action plan.

B. 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

A. Ensure that our IT and Communications are fit for purpose. This will specifically involve:

- Putting a process in place to ensure that we meet general on line security standards (e.g. regenerating 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

B. Ensure that we have the IT infrastructure in place to support all five HSPTA's Goals in 2016/2017. This will specifically involve:

- Identifying and implementing a shared file system
- Driving all ticket sales and, where possible, volunteer sign up through the PTA Events platform.

Objective 5: Equipment

A. 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.