

**HSPTA Minutes – 12th June 2019
Hiltingbury Infant School Staff Room 7pm**

Attendees:

Helen Beeken (Chair)	Nina Silson	Carol Jones (Treasurer)
Cathy Moden	Liz Dodd	Juliette Baker (Co-secretary)
Katie Ford	Clare Home	Rob Gair
Sangit Sandhu (Co-secretary)	Kim Palmer-Taylor	Erin Newcombe

1) Welcome & Apologies

HB welcomed all to the meeting.
Apologies from Jon Clark, Nicky Wood and Hanette Watson.

2) Minutes from 9th May 2019

Approved as an accurate account.

3) Updates from the schools

CM the painting has been completed and fencing is coming next week. CM confirmed she is planning to make a proposal for the theatre company to come in next year as they can no longer fund it from the normal school budget and the children really enjoy and benefit from it.

4) Event Reviews

a. Infant Coffee Morning – Friday 10th May

A few people attended. Thoughts were that better signage on the day, an email reminder day before and possibly drop PTA, or make it less obvious, on the advertising.

b. Car Boot Sale – Saturday 18th May

Unfortunately, at the end of the event one seller had their takings stolen. Nothing that could have been done to really prevent this but it was a shame. Quite a few cars attended, but we could have accommodated a few more. Not as much footfall as RG would have liked, but still a steady flow at least for the first hour. One of the sellers left early, despite being told they couldn't because of the safety concerns. This did cause an issue, as it is hard to leave safely when there are still buyers around but they did leave slowly. In total the sale made £180 was made. Second hand uniform sold at the event made £91. KPT suggested we sold tea and coffee at the next one. RG thought a good idea, as long as we had additional people to serve. Marucci's ice-cream van came and paid £10 for a pitch.

Action - RG will look at estate agents boards for advertising the next car boot sale.

c. New Year R Parents Evening – Thursday 6th June

This went well and HB had one person contact her who wants to get involved with the HSPTA. CM noted they still have a few spaces for year R intake and asked we spread the word to any prospective parents.

5) Summer Event Planning

a. Summer Fair – Friday 5th July

SS disappointed we had to cancel but given the weather this was the right decision and a new date of 5th July has been agreed. SS noted that 90% of the original activities are able to run on the new date. Lots of positive feedback on rescheduling from parents. The band are unable to do the new date so the "second half" won't take place and it will finish at 6pm. SS suggested that the "second half" part with the band could happen in September instead.

Action – SS to outline proposal/plan for Summer Fair – part 2 in September.

HB noted the importance of having the control document prepared well in advance of these events. A lot of responsibility sits with the Heads in terms of lost children, fire, evacuation etc. and this needs to be carefully considered early so it is clear where responsibility lies and the actions required in the event of an emergency. This is especially important for events where the format changes.

KF said they still have 10-11 helpers and most of the existing helpers have said they can support the new date. SS said a few people had asked about entry ticket refunds. Committee agreed that refunds will not be given but as a goodwill gesture raffle tickets would be given in exchange for the original tickets, if anyone strongly requested a refund. This year there will be a Hilt Buck Zone running 3.30pm – 5.30pm so games in that area will all be Hilt Bucks games. There will be a prize table so winners get a token and they can exchange these at the prize table, prizes will have a token value so they can collect more tokens and get a better prize. All other activities will continue until 6pm. Infants choir scheduled for 3.45pm, Junior choir 5.30-5.45pm. SS confirmed the only cost for reorganising was £21 for a new licence from the Council. CJ asked for expenses claims at or shortly after the fair. Marucci's Ice cream van are going to be there and are not paying a pitch fee but giving a percentage of their takings.

b. New Year 3 Parents Intake Evening – Tuesday 16th July

HB is prepared for this.

c. Quiz & Chips/Pizza – Friday 5th July

The Committee agreed to postpone this until October due to the clash with the summer fair. The organising team are happy to postpone to the Autumn. Proposed date is 18th October and is agreed by the school.

d. Year 6 Disco – Friday 19th July

This is assumed to be going ahead as planned as nothing has been heard to the contrary.

e. Infant School Sports Day – Mon 17th June

CM asked about using the gazebos, which was agreed. HB asked if after the event they could be kept in the staff room temporarily. SS volunteered to do teas/coffees in the morning.

Action – HB to ask Annemie to drop gazebos into the infant school.

6) Autumn Event Planning

a. Autumn Committee Meetings

Weds 11th September @ Infants – **Subsequently rescheduled to Thurs 19th Sept @ Infants**

Thurs 21st November @ Juniors

AGM 10th October @ Juniors

Action – HB to confirm Junior School dates with Jon Clark

b. Summer Fair Part 2

Suggested date Friday 20th Sept

c. Car Boot Sale

Sat 28th September

d. Spooks & Sparks

Date already agreed with schools is 7th November.

e. Disco

Action – HB to speak to Kaiyee about a date.

f. Quiz

Date agreed with Quiz team is Friday 18th October.

g. Christmas Card Scheme

EN has agreed to run this. NS agreed to assist, JB agreed to help with getting orders ready and as required. Infants happy to do this in school with Y2 only. No cheques will be allowed, only online payments this year.

Action – HB to send the information/checklist to EN.

Action - EN to check with JC if the Juniors can do cards in class.

- h. Christmas Fair
Date agreed to be Sat 7th December. LD will confirm if she is able to run it, unsure at the moment.
- i. Christmas Presents
Agreed we would do this again. £50 per class or club together to buy for the year group.

7) Succession Planning

- a. Chair/Vice-Chair/Treasurer
HB /CJ have been approached by a few people asking for info but no volunteers as yet. HB will be putting more parentmail out, and more communication on this.
Action – HB to continue further communication
- b. Easter Egg Hunt
HB thanked CW for running this.
Action - HB to mention in Highlights that we need a volunteer(s) to run this event next year.

8) Equipment

- a. Shed Update
There was an email vote agreed since the last meeting for the purchase of the shed base, 8 approved, no one objected, total cost is £1923 net of VAT. This is now scheduled for 21st/22nd June, weather permitting. The preferred shed is now back in stock and reduced at Wickes. There is a 14 day lead time and the committee were asked to vote on the purchase of the two sheds for a total cost of £1170 incl. VAT. Unanimous agreement on purchase of sheds, 12 for; no one against.
Action – CJ to purchase the sheds from Wickes on Friday.
Sheds should arrive a week after the base is laid so it would be ideal to get the sheds constructed before the summer fair. JG's husband Steven is happy to help, RG agreed to help. Ideally we need 4/5 people. Date(s) to be proposed once sheds ordered and weather forecast more certain for base.
Action – JG to arrange date for shed construction.
RG/LD noted we will need battery lights for them for events in the Autumn/Winter when equipment is taken in and out in the dark.
- b. BBQ's
These have been serviced. HB gave thanks to Andy. HB will add to documentation the dates of the service.
- c. Noticeboard
All non PTA has been removed and updated by HB.
- d. Cupboard
HB noted that we found a collection of PTA yellow t-shirts (approx. 10), when we cleared out the cupboard.

9) Finance & Governance

- a. Update from Carol
Raised approx. £17,000 to date. Accounts to go into the Charities Commission by the end of the month. This is all in hand.
- b. Sponsorship
HB confirmed that ALB will be our 3rd sponsor for the current academic year.
Action - HB will approach the same three sponsors for the next academic year.
- c. Spooks & Sparks
It was noted that at the previous meeting the committee approved the Spooks and Sparks expenditure £1977+ VAT and approval of the St John's Ambulance expenditure which was £110.40 in 2018. Approval was given on the basis that the cost would be roughly the same for 2019.

- d. Further detail was noted on the proposal of changing the way money is passed to the schools, which was agreed at the meeting 9th May.
School Heads would bring or submit proposals for funding to HSPTA. These would be discussed and voted on by the committee at the HSPTA half termly meetings.
- e. Card Payments
RG raised the issue of taking card payments. Sellers cannot access school wifi. LD said you can purchase a dongle to boost signals.
Action - RG to investigate further.

10) **AOB**

Parking – a resident of Pine Crescent has emailed to ask very politely please can people not park her driveway. This is really a school issue, not for the HSPTA action.

HB noted a big thanks to Hanette who is sadly stepping down from the committee as her child did not get into the Juniors.

Social – HB suggested a year end social for a drink to celebrate a successful year and the new shed!!

SS raised the importance of having a decent size core team of people to run in particular the bigger events as they take a significant commitment but that can be managed really well with a good size core team.

It was suggested we look consider having one HSPTA person rep from each class? Or organising a parent event that is not badged as HSPTA. The committee agreed to advertise for HSPTA class rep in the Autumn. HB also suggested that other schools have done a colour raffle, or certain year groups have responsibility for parts of events which will spread the workload for the bigger events.

LD – suggested as an additional idea around Christmas would be to run teatime or breakfast with Santa. Santa comes in and welcome kids, the kids decorate cards or take part in some small craft activity, they have photo a with Santa and get a small gift. This could be instead or as well as the Christmas fair. This may not appeal to juniors as much as infants. If this was as well as the fair it was suggested that maybe the grotto should be dropped from the fair.

Action - LD to look at options after the summer fair and feedback.