**HSPTA Minutes 14 September 2016**

**Hiltingbury Infant School**

**Attendees:**

Cathy Moden (Infants) Jon Clarke (Juniors) Nicola Merrick (Co-Chair)

Cat Perrin (Co-Chair) Maggie Langley (Infants) Sarah Hill (Secretary)

David Holdsworth (Treasurer) Clare Home Carol Jones

Nicky Wood Helen Beeken Rob Gair

**Apologies:**

Cath Grimer Clare Wilson Annabel Stewart

Clare Funnell Kaiyee Burnet Kate Randall-Coles

**Welcome:** Nicola Merrick & Cat Perrin

 Feedback was Summer Fair was very good, the Committee extended their thanks to Nicky for all her hard work pulling the event together.

**Outstanding Actions:** 1. NM to draft letter for HTs to send out to parents – in progress

 2. Summer Fair 2017 – consider option of circus – on hold

**Fundraising and Events**

Quiz Night – Friday 16 September – 7.30pm

Carol Jones has been organising and all is in hand.

19 teams with up to 8 people per team.

Food order with Davids Fish Bar, after little response to Carol’s enquiries with other providers.

9 Teams did not take up the food option.

Risk assessment being carried out by NM this evening.

Christmas Cards

Deadline of 12 October 2016 to return completed artwork to Cauliflower Cards.

HB to photocopy letters ready for circulation on Friday 16September, in order to send out during w/c 19 September.

CM confirmed all letters/artwork to be completed at home for Years R, 1 & 2, with 30 in each class.

JC confirmed Year 6 will complete theirs in class, Year 3 to take home.

**Action:** JC to email HB with class size numbers and decision on how Years 4 & 5 wish to complete their Christmas cards.

**Action:** HB to arrange all paperwork to go out

Car Boot Sale (School Uniform) – 24 September 2016 - 2.00pm-4.00pm

Rob Gair (RG) is organising with support from Steve. All authorisation completed, posters have been prepared and boards are in progress. Needs to complete risk assessment. Set up from 1pm.

Ticket price is £5 before the event (can be bought online), £6 on the day.

RG needs to know how to open gates, how many cars can attend, where to put the boards.

**Action:** RG to discuss outstanding matters with Steve & complete risk assessment.

**Action:** RG to let HB know how many cars can attend so she can ensure the correct number of tickets are available for purchase on the website.

RG asked location of high visibility vests and first aid kits. CP confirmed these are kept on the cupboard at the Junior school.

*Second Hand Uniform -*

CH to sell second hand uniform at car boot. CH may need a volunteer to assist.

**Action:** CH to let treasurer know if a float is required.

**Action:** CP to put car boot and request for volunteers in general newsletter to go out Friday 16 September.

**Action:** CH & RG to take dinner tables from Juniors, if required.

School Discos – Friday 14October

CP confirmed new Disco Event Team – Kaiyee Burnet & Kate Randall-Coles

CP asked about maximum capacity for disco tickets. No issue with Years 1 & 2. JC confirmed it just needs to be manageable, reasonable & sensible. Hall has been fine at last disco so maintain existing ticket numbers.

Discos previously 1.5 hours long.

CP proposed to reduce session times by 15 minutes: Years 1 & 2 to be 4.45pm - 6.00pm and Junior School 6.30pm – 7.45pm. AGREED by all present.

SEN Provision – PTA will continue to provide to the best of our abilities. Heads will liaise where necessary.

CJ said noise level needs to be reduced, as many children and volunteers felt it has been too loud at previous discos.

**Action:** CP to meet with Disco Event Team

**Action:** Disco Event Team to ask DJ to reduce noise level.

**Action:** Disco Event Team to check volunteer numbers required and to let HB know in order to update website.

**Action:** DBS checks required for new Disco Event Team, if not already in place.

Spooks and SPARKS (Ticket Price) – Thursday 3 November - 6pm

Cath Grimer (CG) is Event Organiser.

*Ticketing -*

CP discussion took place on ticket price, CG’s views from an email were shared. The Chairs feel the need to encourage more people in, especially when there are numerous other events in the area. CP proposed £4 in advance up until 21 October and £5 thereafter, with under 3s free – AGREED by all present.

**Action:** HB to update ticket price on website.

CP said the biggest worry is driving advance ticket sales. CP proposed driving all ticket sales to the website, with the general public still able to buy from Anderson Newsagents (with the exception of those who don’t have internet access). AGREED by all present.

*General -*

CG needs volunteer support.

So far Annekie Montgomery is BBQ Lead & Sophie Liddell will issue the residents letter.

CG needs a Café Team Leader. SL doesn’t mind organising the beverages, if that is what the role is.

**Action:** SL to talk to CG about Café Team Leader role.

Spark Ellison Boards – CP confirmed we have a list of approximately 50 resident names/emails, which we can contact to ask if they are happy to have a board at the front of their property. CP asked for a volunteer to take this on. Carol Jones offered to help.

**Action:** CJ to email the residents and liaise with CG to arrange Spark Ellison boards.

Christmas Fair – Saturday 3 December - 2.00-5.00pm

CP confirmed no event lead or team in place yet.

**Action:** CP to look into bringing volunteers together.

**IT and Communications**

*Online Tickets*

HB confirmed a meeting was held with CP and SH in July. The website had quite good take up last year, but we have been at a halfway house. It was felt that the PTA should be driving all ticket sales to the website, with NO slips in book bags. HB stated that it was understood that the school offices hold records of those children whose parents have no internet/PC access, and they will continue to receive hard copies.

HB said the quiz would be able to go online in future, as can Spooks & Sparks. The only exception would be the Golden Draw as we do not have a gambling licence.

HB stated it is a brave step but it is needed, as it would reduce manpower time both in PTA and school office staff.

AGREED by all present that tickets must now be driven to the website.

**Action:** CM & JC to provide numbers of those within each school requiring ticket purchase through book bags as parents have no access to the Internet.

*Volunteering Online*

HB stated that the volunteering facility will be simplified. Volunteers will be able to select a specific timeslot(s) for an event. A hover box will state they have the option to add a comment/note if they have a preference.

**Action:** HB to add hover box “Please specify if you wish to do a specific task”.

*Class Reps Facility*

HB said this function will not currently be used. Parents must still sign up their children to their specific class, so that events can be targeted.

**Action:** CP to reiterate the need to sign up on the system in the general newsletter going out 16 September.

*PTA Sensitive Documents*

HB confirmed that documents can go on the PTE-Events website and be viewed only by those registered on there as committee members (not parents). AGREED by all present.

*Photos*

On PTA-Events you can upload a photo of yourself. RG suggested all event leads put their photos on.

*Paying for the website*

CP confirmed the Business Directory raised in excess of £500 last year (businesses pay £15 each to be listed), to fund the site and this will continue.

**Action:** Can all members let Annabel Stewart know if they know of any businesses wishing to advertise.

*Paypal*

CP confirmed: Paypal charge us 1.9% per transaction + 20p for administration. We ask for a voluntary contribution online, which you can opt out of. The majority currently pay this.

*Website*

HB unable to redirect [www.hspta.co.uk](http://www.hspta.co.uk) to [www.pta-events.co.uk/hspta](http://www.pta-events.co.uk/hspta).

An old HSPTA website remains live.

**Action:** CP to ask Julie Crouch to take down the old HSPTA website.

*Email*

HB stated that all enquiries go to info@hspta.co.uk. However, every time there is a Paypal transaction, this also goes to this website. HB stated the need to set up treasurer@hspta.co.uk so this confidential information is kept separate.

**Action:** HB to set up treasurer@hspta.co.uk.

*Thermometer*

HB stated - On the PTA-Event Website the homepage can show a thermometer. We need a yearly target and a statement of what we are raising for. CP/NC/DH proposed £15,000 as a target. AGREED by all present.

**Action:** CM & JC to email what they wish us to raise money for.

CP confirmed manual entries can be added after the event eg the quiz.

*All Parent Letter*

CP will send out on Friday 16 September. Asked CM & JC to review. Will ensure we ask for raffle prizes for the quiz and good quality second hand uniform.

**Action:** CM & JC to review letter by close of Thursday.

**Action:** CP to request raffle prizes and quality second hand uniform in letter.

**Update from the schools**

*Juniors*

JC stated that they are looking to revamp the ITC suite, but will email further details to HB/CP.

*Infants*

CM confirmed money has gone into new lighting in the hall, including a disco ball. Book corners in the classrooms are being enhance, some with new sofas and others new display units.

RG asked if we could put photos on the website. CM said need to be careful about permissions with children in the photos. RG suggested we could put them on our website without children in them.

**Action:** HB to look into adding a Gallery on the website.

**People**

CP confirmed Cath Grimer and Clare Wilson stepping down from secretary role, with Sarah Hill taking over. DH asked if CG is to remain on as a signatory and trustee.

**Action:**  NM to contact CG to discuss the situation of signatory/trustee.

CP confirmed Treasurer DH is in process of handover with CJ & EJ. Official handover at the AGM.

**Finance and Governance**

*Sponsorship 2016-17*

CP confirmed renewed sponsorship with Gair Gas, Sparks & Ellison and Eric Robinson. Each are paying £250 for the year plus £100 each towards the website; making a total of £1050.

*Investing in PTA kit and equipment*

CP suggested ring fencing £2,500 from funds raised to invest in PTA kit and equipment in 2016-17 and setting up a renewals and replacement fund so that every year the PTA are putting a bit of money to one side for further purchases. DH confirmed we currently have a £2,000 buffer in our account.

*Gazebo*

CP stated we currently borrow a pop up one from The Hilt thanks to the generosity of Nic and Rich Lansdowne who also assist in putting it up. She has investigated prices and one costs approximately £800. AGREED by all present that we need to purchase our own. RG suggested getting sponsorship on it to reduce the cost.

**Action:** CP to look into purchasing pop up gazebo with sponsorship.

*PA System*

CP confirmed we borrow one from The Hilt. We only use it a couple of times a year so not worth buying one. However CP suggests a formal hire agreement with The Hilt. AGREED by all present.

**Action:** CP/NM to discuss PA system with Nic Lansdowne and return with a proposal.

*Storage Shed*

**Action:** CP to look into costs of replacing the dilapidated shed.

**Upcoming Dates**

AGM moved to Thursday 6 October 2016 at 7pm in the Junior School hall.

**AOB**

DBS Checks – CP/NM confirmed DBS checks are required for all committee members.

**Action:** CP to check status with Jan in Infants Office.

**NEXT MEETING:** AGM Thursday 6 October 7pm Junior School

ADDENDUM to HSPTA Meeting held 14/09/16 – CP

Following the HSPTA meeting held 14/09/16, there were a number of consequent discussions around Spooks & Sparks between Cath Grimer (CG), Cat Perrin (CP) and Nicola Merrick (NM). CG didn’t attend the HSPTA meeting so these discussions happened afterwards when providing the meeting update to Cath. These notes capture those decisions so they can be shared with the wider community.

1. Pricing policy

It was agreed at the meeting (14/9) to have a simple two tier pricing policy, £4 early bird and £5 after the 21st October. These prices would be the same for all attendees, ie for the wider community as well as school ticket purchasers.

A number of discussions/emails were held between CG/CP and NM as to whether the price should be higher and/or whether there should be a flat fee of £5 for tickets bought from Anderson’s.

As the aim is to appeal to the wider community, it was agreed on 20/09/16 to keep the pricing as previously decided at the meeting, ie £4 and £5.

1. Ticket sales via book bags

It was agreed at the meeting that all ticket sales would be pushed through the website. CG expressed concern that this may reduce ticket sales. As S&S is our biggest event, if we don’t push it through the website, this could be a lost opportunity to promote web sales.

Agreed on 20/09/16 that would push on-line ticketing completely. On the 17/10/16, CG to confirm numbers sold and if low, would look to sell tickets on the gate with a team of volunteers and if still required, hard copy book bag forms would be placed in each school reception.

1. Additional advertising – advertising in Discover magazine

An opportunity came up after the meeting that we could advertise in the Discover Magazine and share the costs for this with Sparks.

As there was very short lead time for this to be agreed, CP agreed that CG could go ahead with this. The entry cost in this magazine will show as £5 which is appropriate as the magazine will be issued after the earl bird deadline.

1. Actions for CG

CG to speak to Sophie Liddell re Café Manager and Carol Jones re Spooks and Sparks boards.

CG to arrange team of volunteers to sell at school gates w/c 17th Oct if required.