



HSPTA Minutes – 14 September 2017 Hiltingbury Junior School Staff Room 7pm

Attendees:

Sam Hunter (Juniors)	Helen Beeken (Chair)	Nicky Wood (Vice Chair)
Sarah Hill (Secretary)	Carol Jones (Treasurer)	Kaiyee Burnett
Rob Gair	Dominic Hagyard	Clare Home
Erin Newcombe	Delphine Stewart-Jones	Hanette Watson

1. Welcome & Apologies

HB welcomed all to the meeting. Apologies received from Cath Grimer, Jon Clarke, Jeanne Capey & Kate Randall-Coles.

2. Minutes from 07/06/2017

Regarding actions: EN/JC have discussed the Xmas Fair, JCapey can't take part this year.
HB ACTION: forward googledrive security codes to NW.

3. Updates from the schools

SH (Juniors) said that with the next batch of money, the original plan was to look at playground markings. However, the playground needs resurfacing first and this could take between 12-20 months. Therefore, an election was held in May at school and the majority of children voted for outdoor junior gym equipment. SH met with Mrs Rintoul, the PE teacher, and she is looking into prices. SH confirmed that PTA funds could be complemented with sports funding money. The gym equipment could be placed along the bottom of the slope by the Infants, or by the small playground area. SH would be hesitant to put the equipment on the edge of the field, as they would require all year use. SH is hoping to bid for the next round of lottery funding too, which can also complement this.

HB asked if 2016/17 money is still to be used for the ITC suite. SH confirmed it will go towards new desks, so monitors can be hidden away when not in use, maximising desk and floor space for pupils.

Infants: no update

4. Events:

a. Summer Fair Review

NW confirmed it was a very successful event. Takings slightly down on last year to £2,500. She would like to investigate further links between the school and the Flying Seagull Project, due to their charity work with children. Emails have been sent, but not responded to yet.

SH ACTION: will follow up enquiry into links with Flying Seagull Project

NW confirmed she will not be running the fair next year.



NW wanted to give a big thank you to everyone on the core team who helped make the event so enjoyable. EN asked whether the figure raised is broken down so we can see why the figure was lower. NW said it was down around £200 across the board. This year we didn't have any external vendors, who have previously paid for their pitch. CJ stated that costings on some things went up. CH agreed price of coconuts had gone up quite a bit. HB thanked NW for her hard work in achieving a fantastic event.

b. Year R Coffee Mornings – Friday 29 September & Friday 6 October

HB confirmed HB, KB, SH & DSJ can attend. Posted as a coffee morning hosted by HSPTA. Posters will go up in Year R classroom windows. KB said there is a Year R Facebook group.

HB ACTION: confirm details with CM & look into Facebook post.

c. Quiz & Chips – Friday 13 October

HB said we do not have a front of house team. SH has offered if we can't find anyone else. A parentmail and Facebook post are going out to ask for help.

DH asked what it involves. HB confirmed that there are a maximum of 20 teams. CJ arranges the food orders. The front of house team need to be there 45 minutes before it begins to set up chairs and tables. During the event raffle tickets are sold, food orders handed out, the raffle called and then tidy at the end. DH said he would consider taking on this role. HB confirmed tickets will go on sale once an organiser is in place.

DH ACTION: to consider role and let HB know as soon as possible.

HB ACTION: set up online tickets for Quiz & Chips.

d. Spooks & Sparks – Thursday 2 November

HB confirmed that Cath Grimer has met with Sophie Liddell and Anieke Montgomery; and that HB is meeting with them tomorrow. This is the last Spooks & Sparks for Cath Grimer, who has put a highly comprehensive control document together. Volunteer recruitment will be required. Sophie may need help with the envelope drop to local residents. HB asked if anyone could help. SH/CH/DSJ all offered.

SHill ACTION: email Sophie Liddell and let her know that SH/CH/DSJ can help.

e. Discos – Friday 24 November

KB asked when to start marketing the event.

HB said next week is Xmas, the following week Spooks.

HB ACTION: Let KB know when to market the disco.

HB confirmed £3.50 early bird ticket and £5 late ticket, the same as last time, is ok. KB asked SH if we need to be following the schools healthy eating policy, or is it ok to offer water/squash and crisps as the quick snack. SH confirmed that the disco team can carry on as usual.

- f. Christmas Fair –Saturday 2 December

Discuss under agenda point 5.

- g. Christmas Card Scheme

DSJ gave the printouts to Juniors on Monday 11th September. They are to be collected by 11th October. She needs to hand the paperwork to Infants, so they can take home by the 26 September and return by 11th October.

DSJ would like to clarify that this scheme is different to the email sent out to parents about Steve Brines Christmas Card competition.

DSJ ACTION: paperwork to go into Infants.

SH ACTION: to clarify the difference between Steve Brines Christmas card request and the school Christmas card scheme.

- h. Christmas Social – Friday 8 December

HB said this will be a get together and if anyone has any ideas to let NW know. RG suggested Bayleaves.

ALL ACTION: to let NW know if you have any ideas for the social.

- i. Car Boot – date to be confirmed

RG asked if Saturday 7 October is ok. He can turn around the approval from the council quickly, and ofcourse it will be weather dependent. SH confirmed it is ok.

RG gave thanks to Louis & Victors' dad for all his help at the last car boot. Could HB thank him on behalf of the PTA.

RG ACTION: to email HB with email details.

HB ACTION: to email thanks.

ADDED GOLDEN DRAW:

RG confirmed May/June/July are done. More people are coming through, though some have dropped off.

RG said that the annual prize is often given out at Xmas. RG asked if we could do it at the Summer Fair to highlight it, as it's often around £300.

ALL AGREED have annual prize at the Summer Fair.

- j. Fashion Show – HW

HW made enquiries with Thornden Hall, who are happy for us to use their facilities for free, being the main hall and small surrounding halls. The problem is sponsorship from clothing providers isn't forthcoming. HW said profits would come from the ticket sales.

SH said she's been at a school where a company came in and ran a fashion show. They bring the clothes, compere and sell the clothing at the end. Teachers can be



involved in the modelling, as well as pupils. The company took a cut. The PTA ran refreshments and earned from the ticket sales.

HW ACTION: to look into fashion show companies for PTAs.

CJ asked about photos. HW said a friend could do it for free. RG suggested Year 6 children could be the photographers.

HW asked whether SH thought parents would be happy for children to be involved in a fashion show. SH said yes, if the choir and dance groups from the school are also involved, it would generate more tickets sold.

HW explained it would be best to book a date soon, but when would be best. SH suggested May as a quieter month.

HW ACTION: to look into dates with Thornden Hall.

5. Succession Planning:

a. Christmas Fair – Core Team

EN sent out a list to lead roles, but not heard anything back.

EN ACTION: to email all relevant info regarding Xmas Fair organisation to HB and she will follow up.

HB said there has been discussion of alternatives eg. Advent calendar raffle, breakfast with Santa, etc, but this doesn't resolve the issue of having someone to take the lead.

RG said some companies offer a free day a year for charity work, so we could add a note about this, which may encourage someone to come forward.

b. Quiz & Chips – Front of House Team

Already discussed.

c. Infant Teacher Representative

HB ACTION: to confirm who the Infant school representative is with CM.

d. Business Directory

HB said the lady who was replacing Annabel Stewart has pulled out, so we need a replacement for this role too.

6. Equipment

a. Tabards

DSJ confirmed we currently have 5 large and 4 medium high visibility vests. She looked into tabards, but these are no good.

DSJ ACTION: look into pricing of high visibility vests.

b. 'Window dressing'



HB confirmed that Becki Oldman has given us bits for dressing Xmas & Easter, from previous John Lewis displays. This is going in the cupboard.

7. IT & Communication

a. Facebook Administration Policy

HB ACTION: to look into how we respond to posts as administrators. Current administrators are HB, NW, Annabel Stewart and Cathy McColl.

b. Communication with the Offices

HB said we need to be consistent with office staff. Regarding tickets, we must try and ensure office staff time is not taken up

KB suggested that we remove the offices from the system, so that people can purchase tickets for the disco online, at a pop up stall after school, pop up at breakfast club, email to HSPTA or note to HSPTA via the office. HW said she would be happy to assist at breakfast club.

ALL AGREED.

HB suggested that a list of dates be provided to both offices so they have the information to hand if anyone asks.

KB ACTION: to ensure dates are provided to office staff once agreed.

8. Finance & Governance

a. Update from Carol

CJ has now got online banking through. SH & HB forms are going out as the account requires 2 signatories to authorise any payment.

The constitution says we need an auditor to audit the accounts prior to the AGM, which is not required by the Charity Commission if turnover is under £1million. We just require an independent check once a year. If income is over £25,000 we require an independent examination, which is currently carried out by HJS Accountants in Southampton for free. CJ would like the constitution wording to be amended to reflect this.

HB ACTION: put a proposal out to update the constitution at the AGM.

b. Update on Sponsorship

All 3 sponsors have agreed to continue the status quo. Eric Robinson, Spark Ellison and Gair Gas are all contributing £100 each towards the running of the website and £250 each towards a specific event – Xmas Fair : Gair Gas, Easter : Spark Ellison & Summer Fair : Eric Robinson. That makes £350 each and a total of £1,050.

9. AOB

HB saw a fundraising initiative for £1 coin amnesty, as shops will only take them for another few weeks. You send out a request for old £1 coins, which we collect and take to the bank to cash in.

ALL AGREED – this is a good idea.

RG suggested whichever class brings the most gets a prize.



SH suggested a non-uniform day. General consensus was to request the coins the week of the deadline.

HB ACTION: to follow up £1 coin amnesty with CM and put communication together.

HB reminded everyone of the AGM date. SH asked if we had considered tea/coffee and wine and calling it an 'end of year review'. Everyone agreed to make the AGM feel more social.

HB ACTION: to consider and send out AGM communication.

CH said she had been into Waitrose and noticed another PTA was on the charity counter box. ALL AGREED worth pursuing.

CH ACTION: to follow up Waitrose charity application.

CH also asked if HB could put out an announcement that we would love to receive logo items of clothing for the second hand uniform sale, but not trousers, plain polo shirts, etc.

HB ACTION: to include the request for logo uniform in communications.

10. Next Meeting Date

Infant School Staff Room – 7pm – Wednesday 15 November