**HSPTA Minutes – 15 November 2018**

**Hiltingbury Junior School Staff Room 7pm**

**Attendees:**

Cathy Moden Nicky Wood (vice-Chair) Erin Newcombe Clare Home

Simon Gardener Carol Jones (Treasurer) Dom Hagyard Jon Clark

Sangit Sandu (Co-Secretary) Juliette Baker (Co-secretary) Nina Silson Liz Dodd

Millie Locksley Boyd Helen Beeken (Chair) Hanette Watson Kim Palmer-Taylor

1. **Welcome & Apologies**

HB welcomed all to the meeting.

Apologies from Katie Ford and Rob Gair.

1. **Minutes from 12th September 2018**

Approved as an accurate account.

1. **Updates from the schools**

CM confirmed plans for last year’s money is unchanged which is to purchase something for the redeveloped outside space. CM reported they spent a weekend where they cleared the area for the children’s garden with a mix of volunteers helping. New fencing will be installed and then the area is ready for the next stage.

JC updated there are contractors coming to look at exercise and fitness trail. They have sorted out the resurfacing issues on playground. JC is hoping the gym equipment will be purchased/installed early in the New Year. The plan for this year’s money is still to put towards a refresh of the equipment in the ICT suite.

1. **Event Reviews**
	1. Year R Coffee Mornings

The Year R on Friday 21st September and very successful with approx. 20 parents attending. The second one, all infant parents, was on 19th October but with only 2 parents attending. It did clash with the junior school harvest festival and was the last Friday before half term so the date probably contributed to the low attendance.

SH/KB are happy to continue to run these and the next one is on Friday 25th January.

* 1. Car Boot – Saturday 22nd September

RG not here to update, the weather was dreadful but sellers had pre-booked and it went ahead. CJ said it raised approximately £120.

* 1. Discos – Friday 12th October

KRC/KB not here to update. EN has been asked why we don’t include YR in the second disco of the school year. CM said it was because they were too young and there were concerns about safety of the children e.g. safety around drop off, pick up etc.

* 1. Spooks & Sparks – Thursday 1st November

The event went very well making over £5k. The weather was fine which helped but we were short on set up volunteers. There were two issues from set up which were the lead cook calling in sick 40 mins before the event and then the fat in one of the BBQ’s caught fire. Both incidents were dealt with before doors opened to the public. An incident report was prepared in relation to the BBQ fire and risk assessment documents are being reviewed and updated by AM/SL. AM also writing a “how to run/use the BBQ” for future events. HB suggested that a final safety check is carried out before doors are opened to any event and this should be a tick box added to the checklist for the event.

BBQ – HB is following up the state of them and look at servicing them annually. HB noted that all the documents relating to this are on the shared drive.

HB noted thanks to Sparks Ellison, Chandlers Ford Rotary and St Johns Ambulance.

Thurs 7th November 2019 is the proposed date for next year. SL and AM have agreed to run it for 2019 and 2020 but will want a shadow team for 2020 to take over in 2021.

**HB ACTION: arranging annual service of the BBQ’s**

* 1. Second Hand Uniform Sale – Thursday 15th November

CH reported this raised £85. CH received some good uniform donations but noted some items were not in saleable condition and has posted a polite notice about this. The jumper price was increased to £3 and still sold well.

**CH ACTION: to bring uniform to next coffee morning**

* 1. Christmas Card Scheme

HB reported from DSJ this made £617 an increase of £63.50 from last year. The increase was due to higher infant school orders mainly from Y2. This year more mugs were ordered and less cards. Feedback for next year is to consider only taking online payments due to a number of cheques being incorrectly written. Some parents also had to be reminded to pay. HB noted thanks to DSJ for organising.

1. **Autumn Event Planning**
	1. Quiz & Chips – 16 November

18 teams taking part, but neither school have been able to take part this time. A reminder for raffle prizes has been done and further comms are in Highlights tomorrow.

SS asked about gift aid and why we don’t do it. No reason known other than current committee haven’t considered it before.

**SS ACTION: to investigate whether HSPTA can benefit**

* 1. Christmas Fair – Saturday 1 December

LD reported organising is going really well with a great team. We still need more parent volunteers for the day and any volunteers get free entry. The Michemarsh Silver band playing on and off for the entire event. Infant school choir performing at 3pm. Junior school choir performing at 4.45pm to close the fair. Gair Gas have provided prizes for free scavenger hunt (free with entrance) and are running a stall. Volunteer signup sheets are going on the classroom doors tomorrow. Y6 volunteer sign up has been good. The commercial stall holders not being charged for their tables but we will take a percentage of any profit from sales. Next week’s highlights to include a breakdown of timings for the fair and various information will be released in bookbags over the next 2 weeks. LD suggested we could just have a general donations tin at the fair. HW has ordered HSPTA volunteer badges.

Would be useful to get a list of commercial sellers. Stalls may have to be cash only.

**LD ACTION: to follow up with Teresa re the business directory.**

The Christmas trees are selling well and the early bird deal has been extended. Posters are up in Tesco Express, Bayleaves, and LD is also arranging a local mail drop. Chandlers Ford Neighbours Facebook group are sponsoring us. They are available for general public to buy too and there will be pop ups twice a week until the fair.

* 1. Christmas Class Gifts

The Juniors list was circulated and agreed. The donations of £600 and £400 will be made direct to the school as they can reclaim the VAT. CM has provided the infant list of proposed presents.

**HB ACTION: to send round approval following a review of CM’s sheet.**

* 1. HSPTA Social

Wreath making is an option, MLB said she has a contact who does it for charity, too late for this year but could be considered for next year.

**HB ACTION: to email and gauge interest in wreath making for this year.**

HSPTA social will be drinks and/or food at Farmhouse on 14th Dec.

1. **Spring Event Planning**
	1. Easter Egg Hunt

29th March proposed as the date for this.

**JC ACTION: to check and confirm.**

* 1. Spring Committee Meetings

Weds 23rd Jan at Infants at 7pm; Thurs 7th March at Juniors at 7pm

* 1. Quiz & Chips

TBC once we have a winning team

* 1. Car Boot Sale

**HB ACTION: to follow up with Rob**

1. **Summer Event Planning**
	1. Summer Fair

SS has volunteered to be main organiser. Date proposed is Friday 7th June.

**JC/CM ACTION: to check date and confirm ok.**

* 1. Discos

KRC/KB to propose date to the school.

1. **Ongoing Fundraising**
	1. Golden Draw

CJ reported that RG has done the draw so we are up to date. RG has amended the winner letter to advise they can contact CJ to be paid by bank transfer if preferred. HB reported that we cannot put a Golden Draw sign up on the website due to licensing issues.

* 1. Business Directory – no feedback
1. **Succession Planning**
	1. Summer Fair Lead

SS has agreed to take this on.

* 1. Chair/Vice Chair/Treasurer

It was suggested that those in role do a “what I get out of it” blurb so it is not just a list of “this is what you have to do”.

1. **Equipment**

Shed Update was circulated prior to meeting. Three options proposed were proposed. The committee agree to support the first option, which is two plastic sheds, side by side, facing out onto the playground. Next step is quotes for the base which will need to be circulated once obtained.

**JB/CJ ACTION: to obtain quotes and follow up with LD whose neighbour is a landscape gardener and may be able to provide a quote.**

1. **Finance & Governance**
	1. Update from Carol

CJ has updated the thermometer (already around £7k) which includes the £1,400 grant from IBM. The change in bank signatory is still in progress. SH has remained a signatory until JB is added.

* 1. Sponsorship

HB approached Florida homes who are not interested this year. HB to follow up some of the other leads. We still need a main sponsor for the summer fair. It was suggested we could approach ALB.

* 1. GDPR

**HB/CJ ACTION: to discuss in the New Year.**

1. **IT & Communication**
	1. Facebook Administration Policy – to be carried over
	2. LastPass

This is a suggestion from Jon Mclaughin following difficulty in adding SS onto the info@ email address. Jon suggested we have a password tool online to store all the HSPTA passwords. HB recommended we do this and the committee agreed.

**HB ACTION: to advise Jon we wish to go ahead with LastPass.**

1. **AOB**

HB event organisers to perform a safety check.

LD said Jon McLaughlin (he is a parent not employed by PTA events) has been brilliant and very helpful.

CJ concerned that cash should be kept less visible i.e. not on the table, at events. It was suggested that aprons, bumbags may be better. Consideration need to be given to where cash can be located that is less visible and where other people can’t easily access it.