

**HSPTA Minutes – 12<sup>th</sup> September 2019  
Hiltingbury Infant School Staff Room 7pm**

**Attendees:**

Helen Beeken (Chair)	Dom Hagyard	Carol Jones (Treasurer)
Cathy Moden	Liz Dodd	Juliette Baker (Co-secretary)
Katie Ford	Clare Home	Shruti Mehta-Cotton
Sangit Sandhu (Co-secretary)	Kim Palmer-Taylor	Erin Newcombe
Nicky Wood (Vice-chair)	Jon Clark	Sam Morris
Rebecca Hall	Julia Whatley	

**1) Welcome & Apologies**

HB welcomed all to the meeting.  
Apologies from Nina Silson.

**2) Minutes from 12<sup>th</sup> June 2019**

Approved as an accurate account.

**3) Updates from the schools**

CM said the theatre company are booked and they want to use PTA funds for that. CM said they would like to increase the number of iPads so will want to use the remaining funds for these. CM said they trialled an online scrap book tool in one class successfully and want to roll that out further which the iPads will be useful for.

JC noted the sports equipment all in place and used by the children on a rota. JC said looking forward they need to replace the chromebooks.

**4) Event Reviews**

a. Summer Fair – Friday 5<sup>th</sup> July

SS reported that the event went really well despite having to change the date. There was no additional cost in changing the date. SS noted that getting volunteers was hard work. SS/CJ confirmed this was the best achieving summer fair to date in terms of money raised. The year 6 volunteers did a great job and ran the games well, which were popular. HB noted that it was important to have a core team of 4-6 people as it was a lot of work that needs to be shared. JC suggested that we could consider using year 6 pupils next year to help with set up.

b. Year 3 intake evening

This went successfully.

c. Year 6 Disco

This went really well. Following a facebook post on the Y6 group Sumaiya Owen has offered to lead this year's disco and JB noted there are at least 8 other volunteers to help organise this. There is a control document from last year's disco to carry forward.

**5) Autumn Event Planning**

a. Autumn Committee Meetings

Thurs 21<sup>st</sup> November @ Juniors  
AGM 10<sup>th</sup> October @ Juniors

b. Summer Fair Part 2

HB decided we would not run this. Autumn term very busy, events require communication and volunteers. HB didn't want this to clash with communication about Chair and Vice-

chair, and gave everyone a chance to have a break from organising events. SS noted there was a lot of parent support for this event. General agreement was this is a good idea and we should try to incorporate into next year's summer fair. HB raised concerns about the health and safety for the second part of this which can be dealt with but it needs to be considered early on.

- c. Year R Coffee Mornings  
Friday 4<sup>th</sup> October from 9-10am. JB, HB, CJ, JW around to help. **Action - HB to do poster and start advertising.**
- d. Car Boot Sale  
Sat 28<sup>th</sup> September – posters are up, advertising has started.
- e. Second Hand Uniform  
4<sup>th</sup> Oct in 6W from 3.30pm.
- f. Spooks & Sparks – 7<sup>th</sup> November  
Update from Anekie, planning is going well, talking to JC/CM about selling mulled wine. Sparks Ellison are supporting as usual and they pay for printing, BBQ and providing cooking team and advertising. HB noted big thanks to Sparks Ellison for this support.
- g. Disco  
Kate/Kaiyee still working on a date within their team.
- h. Quiz – 18<sup>th</sup> October  
DH/CJ noted they are going to do pizza again. DH noted we need pizza name on outside of boxes. **Action - CJ to speak to pizza company.** Tickets on sale next weds evening. Committee to share on year group FB pages. DH noted extra volunteers to help clear up and sell raffle tickets would be helpful.
- i. Christmas Card Scheme  
EN reported schools have started this. Unfortunately, Cauliflower cards have changed the pricing since the letter went out. Pricing is the same just packaged differently. Payment is online only. Date to get orders in is 7<sup>th</sup> October.
- j. Christmas Fair – Sat 7<sup>th</sup> December  
LD reported she has been busy over the summer planning the Christmas Fair. The Michelmersh Brass band are booked, Christmas trees are booked, Santas, Compere, and a number of external sellers are coming back. This event will run over both schools again. LD has ideas about queue management and channelling people between schools. Last year we had a very successful group of year 6 volunteers running pocket money presents but there were some issues raised about the area this was set up so LD will consider this. LD has been researching how other schools run activities similar to pocket money presents. LD said that some schools run this activity in school. The Xmas Fair core team is in place but LD suggested it would be good to do a further shout out for hosting an event where people could come forward with ideas. **Action - HB to help LD with this.**
- k. Christmas Class Presents  
£50 per class or club together to buy for the year group. **Action - CM/JC to give ideas by half term, so PTA have time to vote on these.**

## 6) Succession Planning

- a. Chair/Vice-Chair/Treasurer  
Julia Whatley has volunteered to take over as treasurer. Rebecca Hall has volunteered to be vice-chair.
- b. Easter Egg Hunt  
KPT has offered to lead this. Kim has some ideas which she will present at the next meeting. **Action – KPT to bring proposal to next meeting.**
- c. 2019/20 Committee  
HB has replies from committee members happy to continue. Sam Morris volunteered to be Year R rep and join the committee.
- d. Y6 Volunteer Co-ordinator

We still need someone to co-ordinate the year 6 volunteers. This is ideally someone who is familiar with the kids in Y6, so ideally a Y6 parent. The role is only for one year.

e. Y6 Leavers Disco

Covered under item 4 (c) above. There is a team of volunteers in place for this.

## 7) Equipment

a. Shed Update

Completed last term and CJ/HB have cleared out the cupboard, sorted everything into boxes and the majority of kit is now in the sheds. Remaining in the cupboard is food & drink, quiz bag and Easter Fair equipment. The left hand shed has all our Xmas Fair boxes. The right hand shed is the "outdoor" shed, containing the BBQ's, gazebos and summer fair equipment. HB is doing signs saying no gas and no food & drink to go up in the shed. HB is going to put signs up to show where things go to make putting away after events easier. JB/CJ noted thanks to Vikki Batten for her help and the Dads/Grandad team who put the sheds up. CJ also said thanks to James Barton at Wickes for discounts at Wickes on sheds and boxes. James also extended the offer of a discount to the schools if they need anything.

## 8) Finance & Governance

a. Update from Carol

Raised approx. £20,000 during last year. HJS Accountants have agreed to do the independent review again. Carol will do a full update at the AGM. CJ confirmed that at the end of the financial year she would apportion the money into the two bank accounts. CJ has set up two new savers accounts one for each school. Existing signatories will see these when logging in. Two card readers were purchased at £18 each. CJ has registered us for Easyfundraising over the summer and communication about this has been sent out. This is in addition to Amazon Smile and the Giving Machine. Suggestions were considered about how best to market this to raise more funds. **Action - HB to look at how we can share FB HSPTA group posts on our FB year groups.** LD/KPT reported they had approx. £60 still to give to CJ from ice-lolly sales.

b. Sponsorship

HB has spoken to all three sponsors, Gair Gas, Sparks Ellison and ALB Electrics who are happy to sponsor again. Gair support Xmas Fair, Sparks will do Easter Egg Hunt and ALB will support the summer fair. ALB have offered to run the BBQ on the day at the next year's summer fair.

c. Card Readers

Twelve voted in favour of these, and no one against the purchase of the card readers.

d. Stripe

PTA events site are no longer supporting paypal payments so we are switching to Stripe. CJ noted that end users should not notice much difference.

## 9) IT & Communication

Last Pass and Facebook admin policy are both c/fwd to next meeting. **Action - HB**

## 10) AOB

HSPTA party packs. Idea from Cat whereby we hire out packs of plastic plates, cups etc for parents to use for parties. This discourages the purchase of single use plastic. Cat is setting this up and packs will hopefully be available to hire via the HSPTA website.

DBS checks – HB asked if we need them as committee members. CM/JC confirmed the Disco team need DBS checks as left alone with children. There was some confusion over DBS checks required.

**Action - HB to check this and provide clarity on requirement for HSPTA events.**



HSTPA Social at Hiltingbury Farmhouse on Friday 11<sup>th</sup> October (day after the AGM) from 8pm – all welcome.

Infant class teachers. **Action - CM to send HB details of teachers and classes in Infants.**

LD knows a Hiltingbury parent who has just started doing paediatric first aider training. Could HSPTA cover costs of volunteers doing first aid training? This may give us more first aider cover for events. She has offered to give the HSPTA a significant discount. **Action - LD to speak to her and prepare a proposal for us to consider.** SM noted that she is qualified to cover first aid so may be able to assist as a first aider at some events.

LD/KPT have some ideas for additional small-scale activities. HB noted that anyone could bring forward ideas/proposals to the committee for consideration.