

**HSPTA Minutes – 20th November 2019
Hiltingbury Infant School Staff Room 7pm**

Attendees:

Lou Hilton (Co-Chair)	Rob Gair	Jon Clark
Cathy Moden	Liz Dodd	Juliette Baker (Co-secretary)
Katie Ford	Sam Morris	Sangit Sandhu (Co-secretary)
Kim Palmer-Taylor	Erin Newcombe	Rachael Russell (Co-Chair)
Rebecca Hall (Vice-chair)	Nina Silson	Julia Whatley (Treasurer)

1) Welcome & Apologies

LH welcomed all to the meeting.
Apologies from Katie Ford and Balli Bains

2) Minutes from 12th September 2019

Approved as an accurate account.

3) Updates from the schools

JC apologised for slow replies to committee emails. Nothing to update since last meeting.

CM is pulling together proposals for funds requests. CM said what a great event was Spooks & Sparks, JC echoed this and noted how successful the Y6 stalls were.

4) Event Reviews

a. Car Boot Sale – 28th September

We had approximately 20 cars. These are run with fairly low resource but still made £89. It could be advertised more and look at incentives to encouraging sellers to buy upfront. RG has been given a contact at Fords who might be able to sponsor the car boot sale so is going to look into this.

b. Year R Coffee Mornings – 4th October

This was reasonably well attended and venue of infant staff room felt like the right place.

c. Second Hand Uniform – 4th October

Very successful and well attended – raised over £200.

d. School Quiz- 18th October

Went well, there was a late shout out for raffle prizes which generated a lot. Discussed whether these could be put in “lots” to reduce the time it takes to run the raffle. This time left over raffle prizes will be used for the Xmas Fair. There was a H&S incident at the end of the evening when someone got hit by a table as they were being packed onto the trolley. JC suggested that in future the tables are left out as they will only need to be set up again on Monday mornings for lunchtime.

Action – DH/RH to check on documentation re H&S for this event, update this for change in instruction for tables and ensure we know where first aid kit is for future.

e. Spooks & Sparks – 7th November

Raised just over £7,700 including a profit on the bar of £480. Sophie Liddell is approaching parish council re external sellers outside the school, but comms sent out on the night meant parents generally ignored them and bought inside the event. Overall, this was a very successful event and the good weather helped. One of the BBQ’s (the worse one) has stopped working and has been disposed of so we now need a new BBQ to replace this; expected cost is around £1.1k. **Action: RH looking into the cost of this and will send proposal to committee for approval.**

f. Christmas Cards

All delivered now, EN just finalising the final few issues. The overall process is quite onerous and EN is going to look at how to simplify things. Cauliflower offer an online

system versus a paper form (which is what we currently use), so EN is going to investigate the online option so see if that may be easier.

5) Autumn Event Planning

a. Christmas Fair – Sat 7th December

LD reported they have already taken £1,700 on presale related spend. LD and KPT have been working hard advertising the tree sale, leaflet dropping etc. Elfridges has gone online which will replace pocket money presents at the Fair. Pocket money presents was run by Hanette who no longer has children at the schools but it was resource intensive on the day. Elfridges is based on other schools and it is hoped that it will free up resource on the actual day for other parts of the fair. Raffle tickets have gone out in both schools book bags. Bundle of Joy is online, this is where you can advance buy tokens for crafts etc, rather than queuing on the days. You will still be able to buy tokens on the day. LD has a big concern are lack of volunteers for the event and she still need volunteers across the board.

Action: Committee to do shout out on individual facebook groups for volunteers.

Action: RG/LH to contact local guide/scout groups that may be able to help with volunteers.

Action: Wrapping of Elfridges needs to be done by 5th December, helpers required for wrapping, some of the committee offered to help and need to liaise with LD directly.

Action: JB to check on history of why we use hilt bucks. Not using for Xmas fair, general view was works ok at summer fair. JC confirmed no issue with Y6 handling cash.

Action: JB to follow up re Y6 volunteer but JB could co-ordinate for Easter Egg and Summer Fair as required.

RG asked if golden draw annual prize can be drawn out at the school fair, to raise profile of golden draw. All agreed this was a good idea.

b. Christmas Class Presents

Proposals from schools going to RR. Committee to vote on proposals to be sent by RR.

c. HSPTA social - 24th Jan

Date agreed to be after Xmas.

Action: SM to contact Farmhouse to book a table and try for a raffle prize for Xmas Fair.

6) Spring Event Planning

a. Spring Committee meetings

Thursday 30th Jan @ Juniors

Thursday 5th Mar @ Infants

Action: JB to confirm with JC on dates and Junior school availability

b. Disco – 17th Jan

Nothing to report

c. Quiz & Pizza

Agreed to do Spring quiz, suggested dates were 28th Feb or 6th Mar

Action: LH/KPT to agree with their team and with JC on school availability

d. Easter Egg hunt – date tbc

KPT outlined a proposal for an alternative event to the traditional Easter egg hunt. This would be do an Easter colour run, kids take part, get a medal and an Easter egg. KPT can potentially get assistance from Peter Symonds students to help run this as it could count towards part of their course. The committee discussed the potential fundraising capacity versus the Easter Egg hunt (usually makes about £1k). Committee agreed it was a good idea but should be separate to Easter Egg hunt which should run in normal format. EN/RH agreed to organise the Easter Egg hunt and KPT will take forward the idea of the colour run event. In terms of timing the colour run might be good to have at the start of the summer term.

7) Succession Planning

a. Y6 Volunteer Co-ordinator

JB to discuss with CJ; JB able to do this for Easter and Summer.

b. Class Reps

There is a team of volunteers in place for this. Role will be to help get volunteers for events and with communication of HSPTA news with their class parents.

Action: Committee to send class rep volunteers contact details to RH.

8) Equipment

BBQ

Covered under Spooks update – committee agreed this needs to be replaced before the Summer Fair.

9) Finance & Governance

a. Update from Julia

SS made just over £7,700, quiz made £1k, lottery registration has been sent off. JW to catch up with RG re golden draw.

b. Golden Draw

Annual prize agreed to be drawn at the school fair. Encourage sign up at the fair and consider the timing of communication that goes to new parents. Currently it is included with all of the registration information and general feeling was it gets lost/missed, not dealt with as less important at that time. RH suggested as an alternative to golden ball which is quite laborious for the treasurer we could consider My School Lottery. We receive 40% of the money paid by our school parents but prizes are similar and all the admin removed from us, as parents would register directly with My School Lottery.

c. Sponsorship

The committee discussed sponsorship, currently we have three, one per term. They get to have their banner up at school for their term. 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. We could have other sponsors but they would need to be for specific things so we don't have an issue with our existing sponsors and the terms of their sponsorship.

d. Expenses

JW asked if event organisers could give a list of purchases by stall and who is claiming then this will make it easier for her to track. JW to provide a spreadsheet template for event leads to populate.

10) IT & Communication

Facebook admin policy.

Action: JB to check with HB on this and feedback to Rebecca.

11) AOB

- a. HSPTA party packs. Cat Perrin is taking this forward, involves hiring of party packs hopefully via HSPTA website to reduce single use plastic.

Action: JB to provide info to LH on this and link CP with LH.

b. DBS checks

Only event requiring DBS check is disco. If there are parents not DBS checked then they can help at disco but need to be in the hall. There is still some confusion on lapsing of DBS checks and requirements for them.

Action: CM to check with school office on this.

First Aiders – LD doesn't have a first aider for the xmas fair. LD knows someone who could provide first aid training who has infant kids. Committee agreed for big events it may be easier to use St John's ambulance.

Action: RG to get price for St John's to cover Xmas fair. Details to go to RR to send out approval request.

c. Xmas jumper exchange

This was an idea for children to donate unwanted Xmas jumpers and then we could resell for a small amount. This can be promoted as something they can wear at their school parties. Agreed this was a good idea and to include at Xmas fair.