



HSPTA Minutes – 27 April 2017

Hiltingbury Infant School Staff Room 7pm

Attendees:

Cathy Moden (Infants)	Jon Clarke (Juniors)	Helen Beeken (Chair)
Nicky Wood (Vice Chair)	Sarah Hill (Secretary)	Maggie Langley (Infants)
Jeanne Capey	Rob Gair	Clare Home
Erin Newcombe	Delphine Stewart-Jones	

1. Welcome & Apologies

HB welcomed all to the meeting. Apologies received from Kaiyee Burnett, Clare Funnell, Carol Jones, Annabelle Stewart and Hanette Watson.

2. Minutes from 02/03/2017

Regarding actions: HB confirmed that Sumiaya Owen will take over from AS's Business Directory role.
HB confirmed the shed lock is in the process of being adjusted.
HB to carry over action regarding Google privacy policy.

HB ACTION: to look at the security around Google and their privacy policies and move forward accordingly (from 02.03.17)

3. Events:

a. Easter Egg Hunt Review

HB stated that £1527.78 was made on the Easter Egg Hunt and that the feedback was really good. This was the final hunt for Clare Funnell and Sarah Shipway, and on behalf of HSPTA HB gave a huge thank you to them both for all their hard work over the years.

b. Second Hand Uniform Review

CH said £154.50 was raised on the uniform sale during the Easter Egg Hunt. Everyone agreed this was well worth doing. HB gave thanks to CH for running this.

c. Car Boot – 13 May 2017

RG said that posters will be going up on lamp posts this weekend. Around 8/9 sellers have already booked their ticket via the website. From his experience last year RG said a lot of people will book just before the event date. RG doesn't need anything else right now.

CH asked if she could have the same spot as last time, to run the second hand uniform stall. RG agreed.

RG said last year a lady came with an ice cream van; and that she had contributed something around £25 for her spot. NW asked if it was Marucci's. RG said it wasn't.

RG asked if the ice cream van turns up again, whether we would be happy to do the same thing again. ALL AGREED, no issue with the ice cream van.

d. Summer Fair – 23 June 2017

NW confirmed the first communication is to go out in Head's Highlights tomorrow. She said that the Flying Seagull Project has been booked. They will do two performances and 'walk around' entertainment. They are giving us a good rate in order to help awareness of their charity. NW asked if the schools could do an assembly about them? CM & JC agreed this wouldn't be a problem in theory. NW asked if the schools could hold a non uniform day on the day of the fair, the same as last year. CM & JC agreed this was fine.

NW said that two dads, Peter Knight and Leslie Montgomery, (& a possible third) are willing to be trained on the PA System, which we borrow from The Hilt. Leslie is able to do the Summer Fair. NW needs to book a date for their training with Rich and Nic Lansdowne.

NW ACTION: book PA system training date with Rich & Nic Lansdowne.

NW said that Cat Perrin had given permission for the HSPTA to set up any gazebos on the playing fields on the Thursday night, if we have the volunteers. NW needs a cake stall and toy stall leads.

NW ACTION: to highlight the lead roles in the highlights communication, with a couple of lines on what the role is.

CH asked if there are any year groups which would like to run games, as there are five. ML said the Infants could run two or three. CH said she would also ask the preschool to run one. CM said Katie Ford has offered to do facepainting.

NW said she has asked Eric Robinson if they would be able to pay for the BBQ and she is awaiting a reply.

NW has asked Eve Nurdin if the Junior choir can sing at the fair and she said they could. NW asked who at Infants does maypole dancing. CM confirmed all the children can do it with their teacher, and that we can definitely consider this instead of the Infant choir singing. NW said all else is in hand.

NW said this will be her last Summer Fair, so may need a shadow for the event.

e. Year 6 Leavers' Disco – 21 July 2017

HB confirmed that Carla and Tony are arranging this, but we will need to reimburse them from the Junior proportion of money raised this year.

f. Christmas Cards - Cauliflower Cards

DSJ is taking over the Christmas Cards this year. DSJ asked if the schools were planning to do the artwork for the cards in class, or whether they would rather it is completed at home. DSJ confirmed the artwork would need to be completed by October.

CM & ML agreed that they would like the Infants to do theirs at home.

JC will ask his colleagues and let us know.



JC ACTION: to speak to colleagues in order to decide whether Christmas card artwork will be completed in school or at home.

HB said that overall the cards raise around £400.

g. Dates for Autumn Term:

- i. Quiz & Chips
HB confirmed date of 13 October 2017.
- ii. Car Boot
HB asked RG to have a think and come back with a suitable date.
- iii. Discos
HB will ask KB and KRC for a date.
- iv. Spooks & Sparks
2 November 2017
- v. Christmas Fair
EN & JCapey suggest Saturday 2 December 2017.
- vi. AGM
HB will set a date in October.
- vii. Autumn Term Committee Meeting Dates
HB said these will be set at the next meeting.

ACTION ALL: If you are running an event, please ensure you have set a date prior to the next meeting.

- h. New Parents Evening – Infant School 8 June 2017
Junior School 11 July 2017

HB confirmed she and SHill will be attending the Junior meeting and HB and NW will be attending the Infant evening. HB will be putting a few slides together for these events to suit the audience.

4. Update from the Schools

CM said that the stage lighting is working well. Looking forward they would like to purchase iPads for the children to use; and the Year R children would like a climb on train for the playground, which is being considered. CM confirmed that Year 2 book corners are also being enhanced with this year's money raised.

JC is going to talk to Pupil Forum about what's next, so that the children have some input into what the money raised is spent on. JC is also going to be speaking to Sam Hunter about how they are going to proceed.

RG asked if HSPTA could have more visible boards. CM asked if the mosaic one was any good. General consensus was that it can be utilised, but has limited impact, as people don't stand in front of it, as they block the path, and it is only passed by Year 1 and 2 parents. RG suggested a board on the Infant playground railings. NW said there used to be one at the end, which was a good position for both schools. CM confirmed that one was removed as it was broken.

ACTION HB/NW: to further consider noticeboards and general communication.

5. Succession Planning:

a. Roles required:

i. Volunteer coordinator

JCapey said this person needs to like catching up with people and be able to support the event leads in pulling volunteers together. JCapey wants to put a range of profiles together. RG asked if there should be a parent rep in each class. HB confirmed this has never worked out. AS has set up a Year 1 Facebook page. JCapey said we could have one rep from each year happy to update their Facebook group with information. EN asked if we could mention the HSPTA Facebook page in the highlights. HB will look at mentioning it.

ii. Succession Planning coordinator

JCapey sees this role as working alongside the event leads.

iii. Business Directory coordinator

HB confirmed Sumiaya Owen is taking over.

iv. Front of house for the quiz

Nic Merrick wants to stand down, so HB asked everyone to have a think about anyone they know who may like to do this.

v. PA system training

NW confirmed Leslie Montgomery and Peter Knight have agreed to do this.

HB confirmed we will need to add Easter Egg Hunt event lead and Summer Fair lead need to be added to his section.

b. Christmas Fair key roles (Co-organiser, Raffle and Silent Auction, Crafts)

EN confirmed she's happy to run the Christmas Fair with someone for the last time. NW confirmed she is standing down from the raffle, which she has been running with CH. CH asked whether someone else may want to have a go at running it. HB confirmed that Sumiaya Owen would like to be an elf, but that she's happy to help with organising the crafts. HB said that the Christmas roles need to be in place by the end of the summer term. JCapey confirmed she is happy to work out the core team with EN and will let HB know prior to the new parents meeting what the outcome is. HB can then target volunteers at the parents' evenings.

ACTION JCapey & EN: Let HB know which roles still need to be filled prior to the new parents meeting on 8 June

ACTION EN & JCapey: ensure all Christmas roles in place by end of Summer Term.

6. Equipment

a. Bookers Card – Bookers App

HB said that KB has found an App for Bookers Cash & Carry. Although we have a potential problem in that people could misuse it, we would have the same problem with the card. HB asked if everyone was happy to use the App when visiting Bookers – ALL AGREED.

b. Replacement Gazebo

HB said she has had a meeting with NW & SHill . SHill has done a lot of research and put a price analysis together for different sized pop up gazebos, HB said that we currently own 2 3mx3m pop up gazebos and one 3mx9m manual, which takes a lot of volunteer hours. We have previously borrowed the large pop up one from The Hilt. Following discussions with Nic & Rich Lansdowne, we will continue to borrow the PA Equipment, but not the gazebo. We use two at Spooks and Sparks, but the majority are used at the Summer Fair. The Summer Fair uses 2 Large, 1 medium and 7 small. The coconut shy requires one with sides. It is a massive headache to try and get the majority of gazebos through volunteers. To buy like for like with the one owned by the Hilt will cost circa £1000. Hence we propose purchasing several in various sizes, which could then be used for events such as Sports Day.

We propose:

1 - 3mx6m – Gazebo Shop (recommended by PTA.org) - £450

HB, NW & SHill felt that a more robust frame is needed at this size.

1 – 3mx4.5m – Halfords - £139.99

5 – 3mx3m – Halfords - £89.99 each

TOTAL = £1039.94

This would cover all our ongoing needs.

HB confirmed we would buy one of the small ones and it is ok before purchasing the others. EN asked where they will be stored. HB confirmed in the shed on Junior playground.

ALL AGREED

ACTION HB: to follow up with CJ to check the easiest way to make payment and to ensure our purchases are insured.

c. Update on HSPTA cupboard

HB said the cupboard is now fine and the ceiling reinforced. Cat Perrin has asked us to take care not to scratch or dent the ceiling.

d. Update on Shed Lock

HB confirmed the lock is in the process of being fixed.



e. Photocopying at the Juniors

HP said up until now HSPTA photocopying has been charged to us at the end of the financial year. Cat Perrin has suggested not billing us, as it all comes out of the same money pot. However, she has asked that we do it in black and white and only use the machines in the afternoons, as the teaching assistants are only on site in the mornings.

7. IT & Communication

a. Year Facebook groups

Already covered.

b. Raising the visibility of the PTA at events, marketing

JCapey said it would be useful to have badges or t-shirts for events. She was handed a yellow polo shirt with 'PTA Volunteer' on the back.

ACTION HB: to follow up where the yellow volunteer polo shirt came from with Cat Perrin and look at the costs of getting approximately 40.

RG suggested tabards, as one size would fit all.

c. GoogleDrive

HB said people are starting to use googledrive and share information.

ACTION ALL: If you haven't got access and need support, to let HB know.

d. Email communication

HB said that we had recently received a Facebook public page post about the number of communications being sent out by the HSPTA. Our response has been that we think carefully about our comms and we will continue to consider the impact of any emails we send.

e. Administration of PTA public and private Facebook groups

HB said there was a post on our public Facebook page, which required an administrator to ok it. HB said as administrators of the site, we shouldn't just accept things. The administrators are HB, NW, AS and Cathy McColl. HB felt we need an agreement about standards. This was agreed by all.

ACTION HB: To consider standards agreement for administering Facebook page.

8. Finance & Governance

a. PTA events renewal - March 2017

David from PTA Events has changed the way he charges for the website. He used to charge £170 for the year, but now he's changed his business model to incorporate



other clubs and societies, as well as PTAs. The site can either be provided for free, and he will arrange his own sponsors which will stream on the website; or you must pay £299 and you can select your own sponsors. Each of our three sponsors contributes £100 each towards the running of the website, which covers the fee. We also have the business directory. HB believes we should maintain this status quo of having our own sponsors. RG agreed that it is better to work with sponsors from the local community. ALL AGREED to continue having our own sponsors.

b. Sponsorship 2017/2018

HB proposes that we do the same as this year, with Spark Ellison, Gair Gas and Eric Robinson being our three sponsors. Each contributes £100 to the website and £250 for their chosen event.

ALL AGREED to continue with the status quo.

HB confirmed to date we have raised £15000, so on target to reach £18000.

9. Next Meeting Date

Agreed for 7pm Wednesday 7 June 2017 at the Infants School.

10. AOB

HB asked whether the schools would like us to run a cold drinks stand at sports day. CM/JC said yes, if we are able to do it.