

**HSPTA Minutes – 3 May 2018
Hiltingbury Junior School Staff Room 7pm**

Attendees:

Jon Clark	Cathy Moden	Helen Beeken (Chair)	Nicky Wood (Vice Chair)
Carol Jones (Treasurer)	Sarah Hill (Secretary)	Katie Ford (Infant Rep)	Juliette Baker
Rob Gair	Dom Hagyard	Clare Home	Kate North-Hill

1. Apologies – from Andrea Mugford, Erin Newcombe, Nina Silson, Delphine Stewart-Jones, Hanette Watson
2. Minutes from 28/02/2018 – agreed as an accurate account.
3. Updates from the schools

CM confirmed money is going into the outside space and that they are currently obtaining costings. The first phase will be the dinosaur area. There will also be a children's garden.

JC took us on a tour of the new ICT suite which has been built with last year's money. There are now enough desks for there to be one PC to each child. The monitor can slide up and down out of sight for full use of the desk area. An interactive board is being installed on the wall.

4. Event Reviews
 - a. Quiz & Chips – Friday 9 March

DH said there were issues getting into the building as the cleaner had forgotten to leave the door unlocked. It was a bit of a squeeze with 22 tables. He did make an announcement at the beginning about no nuts to be consumed due to nut allergies. The raffle was called during the food break, which worked well. £1071 raised, with a higher ticket price and more raffle tickets purchased. HB gave thanks to DH & CJ for their efforts in running the event. CJ said they will put together some guidance notes for future events, to include how to compere at the event.

DH ACTION: put together front of house/organiser notes.

CJ ACTION: work with Eric Jones to put together compere notes.

- b. Easter Egg Hunt – Friday 23 March

CH said all went well. £1461 was raised. However, it was hard to judge numbers with buying on the day (55 this year). CH would like an earlier cut off date for ticket purchase, so she knows exactly how many eggs, and of what type (allowing for allergies), to purchase. ALL AGREED that next year's hunt must have an earlier cut off date. HB thanked CH & AM for running the event.

HB also gave a big thank you to Stuart at Tesco, Ashdown Road, Chandlers Ford, for his assistance in arranging the order and storage of the eggs, as well as donating the 'golden' egg.

5. Summer Event Planning
 - a. Second Hand Uniform – Wednesday 9 May

CJ confirmed that the float is in hand. CH asked for a further request for logo items. She will set up in 5B classroom, whilst Year 5 are on their residential.

HB ACTION: to send out request and include in Heads Highlights on Friday.

b. Infants School Coffee Morning – Friday 11 May

SHill confirmed posters are with the Infant office ready to be displayed in class windows. All else is in hand. KB has added to Year R Facebook page. NW suggested possibly leaving golden draw leaflets there.

c. Discos – Friday 18 May

KB & KRC not present. HB said all is in hand. The team are considering using hand scanners with the tickets this time.

d. Summer Fair – Friday 8 June

Kate North-Hill, the summer fair lead, gave an update. Planning is well under way and will fall in line with previous layout, with display arena in the centre of the field and stalls around it. This year she has decided, with HB, to charge £2 entrance for adults prior to the event and £3 on the day. She would like to offer a free raffle ticket as an incentive. HB confirmed we need to ensure we are adhering to the Gambling Act regarding lotteries. HB has asked SHill to look into. SHill is awaiting a response from Southampton City Council (who licenses lotteries) and the Gambling Commission for a definitive answer.

KNH has arranged for Ampfield Riding School to attend and provide free pony rides.

Longdown Petting Farm will offer a hold of an animal for £1. Hiltingbury FC will also attend and will charge for their activity and give us a percentage. There will also be an inflatable obstacle course, £1 for 5 minutes. She is still looking for someone to lead the BBQ area.

HB ACTION: highlight the need for a BBQ lead.

Classic PTA games, including splat the rat, will be run by school children. CM said she will carefully consider how Infant children can do this to ensure the safety of all.

Instead of cash for the classic games, children can buy Hilt Bucks, 5 for £1 at a ticket booth by the games (in the same way tickets are purchased for the art & craft rooms at Christmas). KF asked if this would cause queuing, KNH felt it wouldn't as it should be a quick process.

KNH said that the children could come into school in non uniform, as in previous years. HB said that on non uniform day we cannot ask for a bottle or £1 donation if we are charging an entrance fee.

KNH said that if all children could finish school at 3.20pm, then they could all go straight onto the field. This would mean all stalls would be manned at the same time. JC said he was not sure how it could work in practice, as they are required to keep the children in school for a set time, allowing for certain parameters.

SHill asked if we can practically handle a ticket queue quickly on the day. KNH felt that there shouldn't be a problem as it will be a quick process on entry and many will have prebought. HB said that there is usually a budget of £200 for entertainment. The inflatable course is £175 and the farm £250. The smaller bouncy castle is unable to attend now. We are charging £2 on the inflatable course and £1 for the petting farm. HB recommended the costs for the events. All agreed for this event only.

CJ asked if KNH wanted her to speak to Treasure Gymnastics to see if they can attend. KNH agreed. CH said she would also ask her sons kickboxing school if they wish to perform.

Eric Robinson are sponsoring the event.

e. Quiz & Chips – Friday 22 June

JC has confirmed the date, but will not be present on the night. DH will liaise with Mike King, regarding set up. EN had previously suggested charging £40 per table (based on 8 to a table).

HB said we could then charge £5 per food order. CJ asked if you could purchase the table and add the food order at a later time. HB said this should be possible.

CJ said the food costs around £4.20 a portion from David's Fishbar, so we make little profit from it. The majority of profit comes from ticket sales and raffle sales. All agreed to keep it at a maximum of 20 tables.

f. New Parent Information Evenings.

The correct date for Year R is Thursday 7 June. The Junior evening is on Monday 16 July. HB will attend like last year.

g. Car Boot – date TBC

RG confirmed we last had a car boot in February, but it was too early in the season. RG cannot run one on May but is looking at June or September dates. In summer the ice cream van is offered a pitch. RG would consider offering tea/coffee in winter. RG needs to look at obtaining boards/straps to advertise on lamp posts.

RG ACTION: let HB know possible dates as soon as possible.

6. Events

a. Golden Draw – ongoing

RG said that there are a couple of months backlog to sort out during week commencing 14 May. Is looking at the possibility of doing bank transfers with CJ. CJ asked RG to check the rules to ensure there is nothing to prevent them doing so. CJ said 56 people are signed up.

RG ACTION: check the rules to ensure no restrictions on how payment of winnings can be made.

b. Spooks & Sparks – Thursday 1 November

Annie Montgomery, supported by Sophie Liddell, will start looking at this closer to.

7. Succession Planning:

a. Business Directory Lead/Secretary

HB confirmed that Juliette Baker and Sangit Sandhu would like to job share the secretary role from the October AGM. SS may also take on the business directory role.

b. Other Roles:

Cat Perrin has overseen the volunteers this term as she has a child in Year 6. We will need a new coordinator for next year.

8. Equipment

a. Shed

JB said the main issue is the base is on a slope. It needs to be dismantled and put back together again. Grandads are happy to be involved, but would require a team of younger people to help.

JC ACTION: JC will walk around the grounds with Mike King and HB to identify if there is a more suitable place for a shed. JC will email HB a date and time.

- b. BBQs – half of the top of the silver one is not working and needs fixing, other BBQ needs servicing

HB is liaising with Andy at Gair Gas. HB asked if the committee is happy to fund the repairs. SHill said we would need a breakdown of repair costs in order to compare with replacement costs. All agreed we need a working BBQ for the summer fair and Spooks & Sparks.

9. Finance & Governance
a. Update from Carol

We have made £17,000 to date. HJS has said our changes do not need to be registered with the Charity Commission.

10. IT & Communication
a. Facebook Administration Policy

HB will carry this forward.

11. Next Committee Meeting – Wednesday 6 June

The Year R Parents meeting is on Thursday 7 June. The summer fair and the Thornden new parents meeting is on Friday 8 June. HB suggested moving the date of the next meeting to Wednesday 4 July at the Infant School. All agreed.

12. AOB

HB ACTION: look into GDPR pop ups on the HSPTA website.

CM asked if we are doing drinks at sports day.

ALL ACTION: let HB know if you can sell drinks on either the 22 May or 18 June.

HB confirmed the gazebos can be used by the schools like last year.

CJ said that the thermometer has vanished from the website homepage.

CJ ACTION: refer missing thermometer to John McLoughlin.

JC confirmed contractors will be commencing work at the pavilion on 14 May for 6 months and will be taking over areas of the car park.

JC ACTION: JC will notify contractor of Summer Fair date, as access to field from the car park will be required.

HB asked if posters are in the cupboard about no chemicals being kept in there. SHill confirmed they had been blutacked onto the inside of the right hand door.