

**HSPTA Minutes – 30th January 2020
Hiltingbury Junior School Staff Room 7pm**

Attendees:

Lou Hilton (Co-Chair)
Cathy Moden
Katie Ford
Dom Hagyard

Jon Clark
Juliette Baker (Co-secretary)
Sangit Sandhu (Co-secretary)
Millie Lockley-Boyd

Julia Whatley (Treasurer)
Rachael Russell (Co-Chair)
Balli Bains
Kim Palmer-Taylor

1) Welcome & Apologies

LH welcomed all to the meeting.
Apologies from Rob Gair, Nina Silson, Liz Dodd, Sam Morris, Rebecca Hall and Erin Newcombe.

2) Minutes from 20th November 2019

Approved as an accurate account.

3) Updates from the schools

JC reported they are still planning to update the chrome books and are currently getting quotes. Current chrome books still work but are no longer supported and not secure.

MLB suggested we could set up crowdfunding specifically for this, Thornden have done something similar very successfully. Funding raised needs to be split across both schools but the infants use iPads so this would work as a crowdfunder for both schools for IT equipment/tablets.

CM has a list of items for HSPTA approval.

Action – LH to circulate to committee for email vote.

4) Event Reviews

a. Christmas Fair

Carried forward to next meeting when LD can update.

b. Christmas Presents

CM reported these were really well received in the school. KF is hoping to get pictures in the newsletter of the children using the HSPTA presents.

c. Disco

Approx £1k raised. Late ticket sales were a problem as there were a lot. Proposal is to increase price to £10 for late sales and explain the importance of having a cut off for the safety of the children attending. Late sales will not be advertised as ideally we do not want late sales. Committee was supportive of this suggestion.

d. Second Hand Uniform

Uniform sales went well and raised £115. Jumble sales raised £41.58. RH thinks this would sell better at the car boot sale.

5) Spring Event Planning

a. Quiz & Pizza – 28th February

Update from Carol – tickets to go on sale Sunday 2nd Feb. Pizza prices to increase by 50p. Table price to remain unchanged. Carol is putting up posters and updating notice boards plus Facebook groups. The committee discussed raffle prizes following the last quiz. It was suggested that each team is asked to provide a group/team prize or bag of prizes. That caps the number of prizes at 20, which was felt to be about the right number.

- b. Easter Egg Hunt
EN and RH organising. JMB will coordinate Y6 volunteers who help run the event, helping the younger children and keeping the notices updated for year group eggs, golden egg etc. RH had asked for the committee to consider a proposal to use plastic novelty eggs instead of paper ones. Committee did not support this.
- c. Car Boot Sale
LH to contact RG for an update.

6) Summer Event Planning

- a. Summer Fair Lead
We still need a team to run the summer fair. CM/JC to put in school newsletter this week.
- b. Disco
Proposed date from disco team is 1st May. JC/CM agreed date ok with schools.
- c. Colour Run
Discussed when this could be. May is tricky as KPT won't get sixth formers assistance. June is a possibility for lower sixth help.
- d. Quiz
C/fwd to next meeting.

7) Succession Planning

- a. Summer Fair Lead
Covered under 6(a).
- b. Secretary
JB/SS are stepping down at next AGM. LH has a volunteer to take over.
- c. Spooks & Sparks Lead
AM/SL still need a team to shadow them for 2020 S&S who will take over in 2021.

8) Equipment

- a. BBQ
New BBQ has been purchased and is in the shed. AM has tested it. Graham Forward (Bark & Brisket) has donated 4 chaffing dishes which we have previously borrowed. Thanks to Graham for this.
- b. Stock Monitor
It was proposed we need a stock monitor to review and record left over stock after events. This will include keeping track of use by dates, ensuring stock is stored appropriately and event leads know what is available for their events. RR volunteered to do this.

9) Finance & Governance

- a. Update from Julia
Profit on events for year to date:
 - ✓ Quiz & Pizza - £1,037
 - Spooks & Sparks - £7,710
 - Christmas cards - £547
 - Christmas Fair - £6,559
 - Disco - £1,063
 - Uniform & Jumble Sale - £162
 - Car Boot Sale - £89
 - Other fundraising activities - £380

Taking into account non event expenditure including replacement BBQ, Christmas Presents, Parentkind Membership and the EBC Gambling licence means the funds raised this year so far total just over £15,600.
- b. Expenses
JB/JW have created an excel expense claim form. This will be used for claiming expenses for main events. JW to send claim form to event leads before spend starts on event. This will help event leads to categorise costs, keep track of costs and speed up reimbursement.

- c. Golden Draw
Proposal sent ahead for consideration. All present (12) voted for this. Proposal is to start from new school year and then stop golden draw/transfer existing golden draw members to my school lottery.
- d. Gift Aid
Proposal sent ahead for consideration. The scope was considered and it was agreed in the first year to use for one off donations only. All present (12) voted in favour of this proposal.
Action - LH to set up and monitor.
- e. Approval of Spooks & Sparks Expenditure
The cost of the fireworks is £2,434.20. All present (12) approved this spend.

10) AOB

- a. HSPTA party packs update
Cat Perrin is taking this forward, involves hiring of party packs hopefully via HSPTA website to reduce single use plastic.
Action: LH to follow up with CP
- b. LH has been approached by a charity Cry, involving ticket sales for Partyman in Eastleigh at £2 each. They will split funds raised 50%/50% with us and the charity. Partyman donate their space for free.
Action: LH to explore further
- c. CM reported that the infant school enrolment is now full for the year.
- d. KPT outlined a proposal for children leaving the school i.e. Y2 and Y6. KPT has been in touch with Scholastic and the proposal is that children could buy and donate a book to the school when they leave. Each child would be able to make a dedication, which would be placed in the front of the book. The book is added to the school library. With Scholastic for every £4 spent on books the school gets another £1 to spend on more books. The committee agreed this was a good idea.
Action – KPT to take forward