

**HSPTA Minutes – 5<sup>th</sup> March 2020  
Hiltingbury Infant School Staff Room 7pm**

**Attendees:**

Lou Hilton (Co-Chair)

Cathy Moden

Katie Ford

Dom Hagyard

Julia Whatley (Treasurer)

Juliette Baker (Co-secretary)

Balli Bains

Liz Dodd

Rebecca Hall (Vice Chair)

Kim Palmer-Taylor

**1) Welcome & Apologies**

LH welcomed all to the meeting.

Apologies from Nina Silson, Sam Morris, Erin Newcombe, Jon Clark, Rachael Russell, Sangit Sandhu, Millie Lockley-Boyd and Rob Gair.

**2) Minutes from 30<sup>th</sup> January 2020**

Approved as an accurate account.

**3) Updates from the schools**

CM provided an invoice for the Junior School chrome books, which is what the Junior school want to spend last year's funds on. Committee members present agreed.

**Action: LH to send approval round to committee due to the number of apologies.**

CM reported that the Open Box theatre company have now been in and the children enjoyed their visit. CM said the iPads have been ordered which some of last years funds are going towards. The Infant School are using the iPads more now and using SeeSaw.

**4) Event Reviews**

a. Christmas Fair

LD reported that the team had been brilliant. LD had some lovely feedback from parents. Good feedback on Grotto and great feedback on the SEN hour for Grotto. Parents and children liked Santa's waiting room and they reduced the number of Santa visits per slot which helped it run more smoothly. Crafts went brilliantly as usual. The Globe, which was new this year, was really well received and kids loved it. We paid extra for it to be manned by the provider and whilst that added to the cost it was really successful and made a small profit. The Y6 games went really well and were profitable. The Y6 stalls were a little chaotic and there was some confusion over the charity their profit would go too which was decided as the HSPTA beforehand. The lack of Y6 volunteer co-ordinator probably contributed to this. LD had good feedback on the revised layout this year. 50% of the stallholders have asked to come back next year. This was the first time using the card readers and they worked really well. We didn't use Hilt Bucks this time and a number of parents were very pleased about this. The treasure hunt was popular and raffle did really well. The silent auction, which was a late addition, was also successful. The bar was outside and some people weren't aware of where it was so positioning could be reviewed for next time. The secondhand shop was also popular. LD noted that the clear up effort was hard work and they need more volunteers for this next year.

Elfridges – KF suggested that if the teachers could have names and quantities purchased in advance then kids could do labels so teachers know who is involved. LD suggested splitting the days, Juniors one day, Infants another. Committee felt it was popular and successful and we should definitely do it again. LD noted that the office staff were amazing helping dealing with any issues.

Christmas trees – LD reported they sold 30% more this year and only issued one refund. LD saw many pictures of people's lovely trees.

LH gave big thanks to LD who did an amazing job coordinating this.

LD suggested talking to the school council about volunteers see if they have any good ideas about how to get more volunteers.

b. Quiz & Pizza

DH noted that the quiz team did a lot of the front of house jobs, selling raffle tickets etc. Total profit was £899.70. The outgoing quiz team are going to do a handover document to pass to future quiz teams hosts. Suggested we should going back to pizza supplier and try to negotiate a better deal now we have used them a few times. Gluten free, vegan option could be considered for the next quiz.

The bundled prize bags worked well for the raffle and there were some good prizes donated.

**5) Spring Event Planning**

a. Easter Egg Hunt

All up online now, waiting for flyers to arrive now for distribution. Café volunteers needed, volunteers on the field, and taking tickets. Planning to run an extra stand by the Easter egg collection - guess the marbles in the jar to win the plush toy.

**6) Summer Event Planning**

a. Summer Fair Lead – 3<sup>rd</sup> July (10th July as contingency)

We still need a team to run the summer fair. LH has had a tentative offer for this.

**Action - CM/JC to put in school newsletter this week.**

b. Disco – 1<sup>st</sup> May

Date already confirmed. Disco team all in hand.

c. Car Boot Sale – 2<sup>nd</sup> May

To include 2<sup>nd</sup> hand uniform (if OK for Clare).

**Action – RH/LH to confirm with Clare.**

d. Colour Run – 15<sup>th</sup> May

Agreed date but as May KPT won't be able to get Sixth Form student help. BB offered to help with this.

e. Quiz – 19<sup>th</sup> June tbc

Date suggested fitting around other events.

**Action – DH to confirm with winning quiz team, Bash Street Kids.**

f. Music Night @ Hilt – 5<sup>th</sup> June

Forecast to make approx. £1100 profit excluding bar if all 170 tickets sold. Committee all agreed to go ahead with this event.

**Action – RH to confirm with Teresa.**

g. New Parents Events – date tbc

Dates still tbc with schools.

h. Committee meeting dates

i. Thurs 30<sup>th</sup> April

ii. Thurs 4<sup>th</sup> June

**7) Other Key Dates**

a. Spooks & Sparks – 4<sup>th</sup> November

b. Xmas Fair – 5<sup>th</sup> December agreed as the best date

## 8) Succession Planning

- a. Summer Fair Lead  
Potential team have come forward to take this on.
- b. Spooks & Sparks Lead  
AM/SL still need a team to shadow them for 2020 S&S who will take over in 2021. BB has offered to shadow to either take on or handover knowledge if she is unable to commit to running it in 2021.  
**Action – RH to continue to advertise in Highlights for further volunteers.**

## 9) Equipment

- a. Update from Stock Monitor  
RR has started sorting out the cupboard and will then do stocktake.

## 10) Finance & Governance

- a. Update from Julia  
£16.22 easyfundraising; JW to check re access to Amazon Smile. Quiz profit reported under quiz.
- b. Golden Draw/School Lottery  
Met with RG last week to discuss the closure of Golden Draw.  
**Action - RG to speak to Mrs Penney.**

## 11) AOB

- a. HSPTA party packs update  
LH contacted Cat Perrin. Not heard back so removing from Agenda for the moment.
- b. Partyman  
Management has changed and so this will not be happening. Committee members suggested we try another venue, not Kids2day as already approached and not interested. LH to collate suggestions and contact other venues.  
**Action – committee to send suggestions to LH to follow up.**
- c. Foreign Cash Collection  
Ask children to bring in spare foreign coins. Agreed this was a good idea. Suggested there could be a competitive element, which year group can raise the most. Agreed a jar for each year group at reception of each school. Decided the first week after Easter holidays would be best. Suggested the year group that raises the most gets some sort of treat, e.g. non-uniform day.
- d. Domain renewal for hstpa.uk  
RH/JMB/LH to find more info on this. Committee were not aware of a need to keep this.
- e. Mothers Day or Similar  
LD asked about whether we had considered other fundraising items tied to days like mother's day, father's day etc. This was agreed to be a good idea and we could consider doing something small scale this year to gauge popularity.

LD also suggested a more regular small sale e.g. Krispy Kreme Friday – suggested this could be run at the end of each term. Agreed this was a good idea and could potentially raise a couple of hundred pounds.

- f. Beer Festival  
Briefly discussed as a possibility to tie in with another event. Concerns were raised over ability to store beer and concerns about conditions required for storage. Committee agreed probably not viable. In addition, the Hilt run a beer festival each year so we would be competing with that.