



Hurst Park Primary School– Parent Teacher Association–Full Minutes

Meeting Minutes

Date: 27th September 2018 | *Time:*19:30| *Meeting Chair:*Mrs Lisa Sampson

In Attendance

Lisa Sampson (Chair), Lucie Hyne-Jones (Secretary), Sarah Banbury (Treasurer), Kim Divey (Head), Joanna Heard (Uniform Co-ordinator), Joe Pearce-Hoare (2J rep), Karen Jarvis, (Kingfishers rep), Katherine Gannon (Teacher Yr 1), Emma Gillitt (3M/Nursery rep), Jane Ashton (2L rep), Gareth Britton (1T rep), Adrian Lopay (Swallows rep), Amber Meredith (3TS rep), David Simms (Governor), Kirsty Davies-Duddy (4H rep), Samantha Wilson (Kingfishers rep).

Welcome and Apologies

SB welcomed everyone to the PTA meeting for September 2018. Held at Hurst Park School. SB said apologies had been received from Annie Leslie (Year 6), Emilie Martin (Swallows), Helen Jorgensen (2L), Amy Andreas (Year 5), Louise Sherlock (Year 6) and Julie Lynes (Kingfishers rep). As it is a new school year we all introduced ourselves stating what our role is and for which class, and who our children are.

Financial Update

SB stated that the bank balance as at 21st August 2018 was £9,823.94. SB stated that the last fundraiser the PTA held was at the Summer Shows which did really well and made a profit. Uniform sales this year have already done very well; the honesty box at the Nursery morning raised £35 and the playground sale last week raised £140, totalling £175 which is fantastic, especially as these sales are at no cost to us as all the uniform is donated.

Smarties Challenge

LS stated that usually we do the Smarties Challenge in June, however we ran out of time at the end of the last school year and therefore the tubes didn't go out until the last week of term, asking for them back the first week of the new school year. LS reported that we have not done as well as before because of this and only raised £395 (last year we raised over £1,000). LS also stated that given the timing of when the tubes went out, the tubes were not given to Nursery or Year 6.

KJ pointed out that the slip of paper that came with the Smarties tube did not say that it was raising money for Hurst Park school, just for charity so some parents may have been less inclined to get involved. This was noted by the PTA trustees and we'll make sure it is clear next time.

Upcoming Events

LS confirmed the following dates for events:

Halloween parties – Tuesday 30th October:

4pm – 5pm: Reception, Year 1 & 2

5.30pm – 6.30pm: Years 3 – 6

A drink and sweet will be given to all children attending (with a vegetarian option available too for those that need it). JPH asked if it would be possible to give the sweet out at the start instead of the end. LHJ explained that because it was Skittles at the last party, we wanted to avoid the children eating and running around at the same time and avoid any possible choking risks which is why we gave them out at the end. We all agreed that if we gave the sweet out at the start this time, we had to make sure that any child eating had to be sitting down until they had finished.

LS also stated that unfortunately whichever date was chosen for the Halloween party that one Year 6 class would miss out as they would be at Bowles and apologised for this.

Quiz night – Friday 16th November:

DS confirmed that he will put up posters and send out letters nearer the time. DS also asked class reps to drum up support for this event (table/group of 8 per team) as it's always such a good and fun event.

SB confirmed that she will get the licence for this.

Cake & Pre-loved/2nd hand uniform sales:

19th October – Year 4

30th November – Nursery

25th January – Year 6

15th February – Year 5

29th March – Reception

26th April – Year 3

24th May – Year 2

28th June – Year 1

LS confirmed that these dates will also be put in the newsletter. Originally Reception were due to hold the first sale on 19th October however it was agreed by all that we swap the date with Year 4 to give the Reception parents a chance to get to know each other.

LS also confirmed that wherever possible there would be a pre-loved/2nd hand uniform sale at the same time as the cake sales. It was also discussed that we need to try and make the cake sales more healthy if possible and we agreed that in the summer we could sell ice lollies instead. LS also mentioned that we have plenty of toys and books which could be sold alongside the cakes to offer an alternative.

Shopping Spree – Friday 30th November:

We all agreed that the format needed to change this year and all agreed on the following. Each child that wants to take part also has to donate a gift, as well as a 50p/£1 donation. Each child can choose one present for one person. Reception to Year 6 will be able to take part. It will likely take place in the Cube however this is to be confirmed by Mrs Divey.

LS said that it works better holding it towards the end of November so that it doesn't clash with any other events the school holds in December. LS also confirmed that we will ask for volunteers to help on the day and for donations of wrapping paper and gift tags earlier this time to ensure we get enough.

Christmas Fayre – Saturday 8th December, 11am – 2pm:

LS confirmed that the PTA have already pre-allocated the stalls (as discussed last year) and these will be confirmed to the classes and reps in the newsletter. LS confirmed that the newsletter will confirm all event dates, cakes sales, mufti days etc. LS also stated that we, as the PTA, are trying to plan things much further in advance now to allow for more preparation time and also to avoid any potential date clashes with events the school are arranging.

Mrs Divey stated that Miss Pocock and Miss Mullins would like a stall at the Christmas Fayre for a House competition. Parents will be asked to donate something in the colour of their child's House (the gift could be anything as long as it is in House colours). The competition will be to see which House sells the most. The stall will be organised and run by Miss Pocock and Miss Mullins. LHJ confirmed they will have a space at the fayre.

Mrs Gannon also asked for a stall for School Council. LHJ confirmed they will have a space too.

LS said that we are looking for someone to be Santa at the fayre. She confirmed that it doesn't have to be a parent from the school and confirmed that they will never be left alone in the room with the children and will always have someone else in the room with them who is DBS checked. LS asked if everyone could think of suggestions as to who could help and to let her know.

New parent coffee morning, 9.15am – 11am:

Date isn't yet confirmed but will be soon by Mrs Divey.

Badminton – every Wednesday, 7pm – 8.30pm:

DS reminded everyone about the Badminton session which is held weekly in the hall. DS said that it is a very social event and run on a drop in basis so no need to book in advance. DS confirmed that it is free for the first week you attend, and then £2 per session thereafter.

DS asked if any of the new class reps had any new fundraising ideas, and also asked if others had any ideas to feel free to suggest them.

Year 6/Leavers' events:

Mrs Divey said that PTA usually fund the leavers' party and the hoodies. SB confirmed that the party costs £250 and the hoodies c£500 for 30 children. Mrs Divey proposed that the PTA still fund the party, and as there are now 2 classes that the PTA double the amount and contribute £500 towards the party. It was also noted that as there will now be 60 children at the party, that we will not be able to host it at Hurst Pool as they are unable to accommodate this amount of children. LS agreed that she would enquire at Xcel to see if they could accommodate the party. Mrs Divey also proposed that we no longer buy the hoodies. She explained that as it is summer time when the children get them, so usually far too hot to even wear them, that by the time the children are able to wear them, they are then at secondary school and therefore not as keen to wear something from their primary school. Mrs Divey stated that the leavers also get a DVD and Yearbook as well as the party and feels that this is enough and therefore the hoodies are no longer needed. LS asked if anyone had any objections and all agreed that this is the right decision.

LS also noted that as the PTA is now a registered charity that all the money the PTA spends needs to be benefiting all children, so we therefore need to be more careful in how we spend the money.

AOB

LS said that we still need people to volunteer to be class reps and asked if all those attending could speak to their classes and ask if anyone would be willing to volunteer.

The Cube is the new building behind the hall. Mrs Divey mentioned that it is only called the Cube because that is what it was called at the previous premises and asked if anyone had any ideas of what we could call it. It was

agreed by all that there should be a competition with the children to name it. Mrs Gannon agreed that she will arrange this.

LS stated that unfortunately we are no longer able to use Classlist as it doesn't regulate with GDPR as the data is stored outside of the EU, and the school data protection officer has asked that we cease using it. Even though we don't want to, Facebook is now the most practical form of communication at the moment, however we will try and use the school office wherever possible to avoid having to send out lots of messages via different forms. LS confirmed that a Reception group page has already been set up on Facebook, and confirmed that she sets up the new Reception and Nursery page every July, ready for the new school year. Mrs Gannon suggested that we have a PTA page at the end of the weekly newsletter, as it seems to work well at her daughter's school so this is being considered. SW mentioned that she works for a company that creates systems similar to what we need and said that she will speak to them about our requirements. LS reconfirmed that the system needs to be able to run events and take payments as well as store basic information and send out messages.

JPH said that he knows someone at a design company and if we need any flyers/posters or anything design related done, he will speak to them to see if they can help out. He confirmed that there would be no charge for time spent working on what we needed, and that we would just need to arrange the printing ourselves.

LS reminded all, that due to GDPR, when reps are emailing their class, they must BCC everyone into the email rather than CC.

LS stated that the PTA will shortly be sending out a letter to all Nursery and Reception parents explaining the various donation days as it had become apparent that it was not clear to some new parents what was expected.

Next PTA Meeting

The next PTA meeting will be on Thursday 1st November at 19:30.

Meeting concluded at 20.15.