



## Hurst Park Primary School– Parent Teacher Association–Full Minutes

### Meeting Minutes

*Date:* 26<sup>th</sup> September 2019 | *Time:* 19:30 | *Meeting Chair:* Mrs Lisa Sampson

#### In Attendance

Lisa Sampson (Chair), Lucie Hyne-Jones (Secretary), Sam Wilson (Treasurer), Kim Divey (Head Teacher), Emma Gillitt (RM, Swallows & 4SG rep), Anna Godbold (Vice Treasurer), Louise Sherlock (1J rep), Joe Hoare (3M rep), Amanda Baker (Parent), Katherine Gannon (Teacher), Janine Gibson (2P), Gaynor Toms (5C rep), Rebecca Mir (5C rep), Hailey Malthouse (5H rep), Cath Ashurst (2T rep), Lucy Hope (RB Kingfishers rep) and David Simms (Governor).

#### Welcome and Apologies

LS welcomed everyone to the PTA meeting for September 2019, held at Hurst Park School. LHJ said apologies had been received from Amy Andreas (6C rep), Annie Leslie (Uniform Co-ordinator & Parent), Jo Heard (Uniform Co-ordinator & Parent), Louise Duffy (2T) and Laura Goodall (4K).

#### Financial Update

SW stated that we currently have £4,858.86 in our current account, as well as £10,000 in our savings account and £357.88 in cash. SW noted that now Hurst Park School have received a grant for the sails in the playground, the PTA will no longer need to pay the full £10,000. We are waiting to find out exactly how much the grant is for so that we then know how much the PTA will need to fund.

SW noted that the following figures from the most recent events:

BBQ at Music at the Marker – raised £927.10, making a £332 profit. This profit figure is also after the PTA made a donation of £50.00 to the Molesey Residents Association.

Cinema night – raised £103.50, making a £34.62 profit. This was great as the PTA were not expecting to really make any profit and the purpose of the event was to really just do something fun for the children.

Fun Run Fayre – raised £1,225.65, making a £1,185.12 profit. This was a fantastic result as most of the stalls were made from donations and it was only the drinks that we had to pay for/buy in advance.

Summer Shows – raised £677.10, making a £375 profit.

Smarties tubes – raised £642.26.

Coin challenge – raised £373.29. There was no cost to this event at all so this was all profit. Thanks was noted to Louise Sherlock who organised this and all those that helped to collect and count the coins afterwards.

SW noted that going forward the PTA will be promoting Easy Fundraising and Amazon Smile which the School are signed up to. You do your shopping as normal but initially enter via the Easy Fundraising or Amazon Smile site and at the end a donation is made towards your school.

SW noted a fund request from Nursery for £2,000 for building blocks. All approved.

SW also noted that her mum has taken all the old tea-towels (from 2 years ago) and will be making them into aprons for the school as it seemed a waste to not use them.

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## Upcoming Events

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### *Halloween party*

LHJ noted that the Halloween party will be as follows:

Thursday 24<sup>th</sup> October:

4pm – 5pm: Years 1, 2 and 3

5.30pm – 6.30pm: Years 4, 5 and 6

KD noted that Reception have not been invited this time as it is felt they are too young and can get scared very easily. They have also only been at school for a few weeks and overall it was just thought it would be too much for them.

LS noted that for entertainment we could either hire a DJ (which would cost around £250) or we could ask Mr Beresford to run the party again. KD stated that Mr Beresford is more than happy to do this and run the games as long as knows what the games are etc and we have volunteers who will help to organise and buy the sweets for prizes. All agreed we should ask Mr Beresford to run the entertainment.

SW & LS stated that this would save us a lot of money. She also noted that we have leftover drinks from previous events and will also provide water.

The general consensus was that the parties felt very busy as so many parents stayed rather than dropping their children off. HM noted that she stayed as her children were at the first and second party so it seemed pointless to go back home in between and it was just easier to stay for the whole event. JH suggested we advise parents not to stay when the invitations go out, and also asked about the possibility of holding the two parties on two separate dates. KD stated that whilst this was a good idea, it is hard enough to find one date that works so we would need to keep both parties on the same date going forward. Regarding parents that stay, it was agreed by all that only helpers for the party could stay within the hall to help reduce numbers and make a bit more space, and that we would also open up the Club Hub and sell refreshments for those parents that wanted to stay but not help out.

### *Christmas Fayre*

The original date for the Fayre was to be on Saturday 7<sup>th</sup> December, 11am – 2pm, however after some discussion we agreed to move it to Sunday 8<sup>th</sup> December 11am – 2pm. There were several class reps who were unable to make it on the original date as well as KD, and we thought it would be interesting to mix it up a little to see if more people attended on a Sunday as it wouldn't now clash with any other local school Christmas Fayres. Holding it on the Sunday instead also enables those who couldn't make it on the Saturday to attend.

DS confirmed that we would still have enough time to put the staging back up after the Fayre as long as we had a few strong helpers.

LHJ confirmed the class/stall rota as follows:

Nursery – Treat Tree

Kingfishers – Face painting and hair chalk

Swallows – Games (Rudolph's magic carrots, Splat the Santa, Santa's magic cups)

1J – Cakes

1P – Hamper auction

2P – Toy Tombola & books

2T – Games (Sweets in a jar, and 2 more games TBC. CA confirmed she would speak to her class and get some ideas)

3M & 3T – Café & BBQ

4SG – Salt dough decoration

4K – Grotto

5C – Bottle tombola

5H – Popcorn

6C – Chocolate tombola

6B – Nail painting & tattoos

Staff – Raffle

Governors - Entrance

LS noted that Mr Beresford has asked that no glitter be used for the salt dough decorations as it gets everywhere and very difficult to tidy up, even when using mats etc.

LS also noted the Grotto needs to change venue as the room we used to use is now an office and suggested using the Club Hub. LHJ noted that we used this for the Café last year and whilst it wasn't used that much, not many were aware it was there as it was a new building. We would do better signage this year to make sure everyone was aware where the café and bbq were. KD suggested the Early Years Office and would look into this.

It has since been looked at and the Early Years Office is not suitable so it has been agreed by KD & LS that the grotto will now be held in the area where the stairs are by the school office as there is a good contained space.

### *Cake sales*

LHJ stated that cake sale dates are as follows:

Friday 27<sup>th</sup> Sept – Year 1

Friday 22<sup>nd</sup> Nov – Year 2

Friday 31<sup>st</sup> Jan – Year 5

Friday 28<sup>th</sup> Feb – Nursery

Friday 27<sup>th</sup> March – Reception

Friday 24<sup>th</sup> April – Year 6

Friday 5<sup>th</sup> June – Year 4

Friday 3<sup>rd</sup> July – Year 3

Wherever possible a 2<sup>nd</sup> hand uniform sale will run alongside the cake sale.

### *Quiz night*

Dave Simms reminded all that the quiz night will be on Friday 15<sup>th</sup> November.

### *Other*

#### *Trunk or Treat*

AB suggested a new event that is very popular in America and thought it might be worth trying over here. The event based around Halloween would be called Trunk or Treat, cars would park in the school car park, decorated with their boot open. The children would then walk around the car park trick or treating. The event would run from between 4-6pm as suggestion so that if children wanted to they could go on trick or treating elsewhere afterwards. The car owner would pay £5 to enter their decorated car and bring along some sweets etc. Each child who wanted to attend and trick or treat would pay £1. There could be prizes for best decorated car, best dressed child etc. The event is really based around the children having a safe environment to go trick or treating in whilst still having lots of fun. AB also

suggested that if we had cars in both the staff car park and the drop off zone, that the area between could be decorated to make it a bit of Halloween trail. AB also suggested that the PTA could hold a BBQ and have tombolas and other stalls in the playground to make more of an event out of it.

LSh commented that it sounds like something we could work towards for next year as it sounds like a lot of work in a short amount of time for this year. JH also noted that if we held it over half term (as was originally suggested) we should just be aware that many families go away over half term, so overall we would need to think carefully about when we ran the event. KD suggested that it could be run instead of the Halloween party perhaps as some parents comment about how many events there are in the first term and adding another one may be too much. LS also noted that we need to think about how many donations parents are being asked to do throughout the year. Other thoughts and concerns were around whether or not the neighbours would be happy with the school running an event in the holidays; with the car parks being used for the event it would be mean no drop off area so could annoy those parents that need to drive, and in terms perhaps the neighbours to the school, as a school event we would need to have toilets available (KD confirmed that this wouldn't be a problem), and also concerns over it only being those who bring a car in that are really fundraising.

Overall it was thought that it would be a good event but a lot more thought needs to go into it before we commit for this year, also with the turnaround time being very short this year. KG suggested perhaps running a similar event but Easter-themed. LSh suggested perhaps holding a small trial this year in between the two Halloween parties and just charge £1 for the children to go around the cars. AG suggested it would be a good idea for the class reps to feedback the idea to their classes to gauge the interest and potential take-up.

#### *Fireworks*

JH asked if it would be possible for the school to run a fireworks night. LS noted that she had taken the idea to the Governors who were happy with the idea. However there are concerns over the amount of space needed as it has been checked and for safety reasons the whole field would need to be barriered off for the fireworks which just leaves the concrete area of the playground to hold those that attend and any stalls. Overall this feels like a small amount of space so there are concerns over how viable the idea is. AG suggested we could limit the number of tickets sold.

LS noted that it would be too late this year to run the event as there are still things to be discussed with the Govenors. One parent suggested as an alternative to run a laser light event where you run a pre-programmed laser show. It would be something different and would help around any issues with safety and also good for those children who are scared/don't like fireworks and the noise etc.

#### *Shopping Spree*

Date TBC. LS confirmed that this would be run as it did last year where parents donated a gift and also gave £1. This year we will change the form to make sure that you donate the same type of gift that your child would like to buy for to make sure we have the right number of gifts for each section.

#### *Christmas cards*

KG had a flyer in her pigeon hole regarding christmas cards and wondered if this was something we would like to do again. LS was going to check who we used before as there were a few complaints with the previous provider.

#### *Mufti dates*

These will be confirmed at a later date by KD.

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## Resignation of Chair and Replacement

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LS confirmed that she is stepping down as Chair of the PTA. Both SW and AG put themselves forward for the role however after discussion SW will stay on as Treasurer and AG will now become Chair. LSh has also been co-opted on as Vice Secretary. Both these roles will be voted in officially at the AGM next year. Thanks were made to LS for all her hard work over the years as Chair. LS however confirmed that she will be staying on in a new role based around the social media side of things so will be looking after all aspects to do with Classlist, Facebook, Easyfundraising, Newsletters and grants.

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## AOB

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Year 6 class rep duties were discussed and also what the PTA funds for this year group. KD confirmed that the PTA contribute towards part of their end of year party, the yearbooks are paid for by the parents, and the leavers assembly is run on donations from the Year 6 parents, however the PTA will provide tea, coffee and cups. KD also confirmed that the PTA no longer pay for the hoodies at the end of the year. She discussed how the PTA ended up paying for them one year a few years ago and then the expectation was that they would pay every year and it carried on. However, this was never formally agreed however it somehow got started, but wanted to confirm that this is not something that the PTA will fund. As per the PTA constitution, the funds are for children at the school and promoting social events so spending money on the hoodies at the end of the year doesn't really tie in with these rules/regulations. However, KD noted that if Year 6 wanted to have hoodies then perhaps this is something that could be done at the beginning of the year (when it is cold and the children are more likely to wear them), with the children signing up for them at the end of Year 5 so they are ready in time for the start of Year 6. KD was sure that all the children would wear them for the October residential trip.

This has since been discussed to clarify, and we would like to confirm that the PTA cannot fund the hoodies since it does not comply with the PTA Constitution as follows:

### 2. OBJECTS

The object of the PTA is to advance the education of the pupils in the school by:

2.1 Developing effective relationships between the staff, parents and others associated with the school;

2.2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

If parents wish to purchase hoodies, KD's suggestion was that the children may get better use out of them if they did this at the beginning of the year, but the cost of this would still fall to the parents.

LHJ confirmed that she would get the Year 6 notes/duties list that Jo Head produced last year and would circulate it to the current Year 6 reps, and would also circulate to the new Year 6 reps each year so they were aware of what their duties were.

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## Next PTA Meeting

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The next PTA meeting will be on Wednesday 6<sup>th</sup> November at 19:30 in the Club Hub.

Meeting concluded at 20.40.