**HDPS PTA Committee Meeting Minutes**

**Thursday 17th October 2019 11.30am**

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| **In attendance** |
| **Shani Ellis (Chair), Paula Lansley, Amanda Pawson, Karen Barlow, Katy Dudley, Rachel Bowley (minutes)** |

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| **Apologies** |
| **Karen Britton, Anna Jago, Jeni Kench, Seyan Duman, Rachel Harris, Clair Brown, Kelly Malynn** |

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| **Approval of minutes** |
| **The minutes were approved from the previous meeting 27/09/2019** |

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| **Upcoming Events** | **Discussion** | **Actions** |
| **Fireworks – 9th November**  **(Paula)** | **Paula updated the committee:**   * **Taken up hire agreement with HSS** * **Alleyway gatherers – police cadets not available; contacted PCSOs; teachers may be able to help with this** * **Playground rota needed for selling tickets** * **908 wristbands left over from last year which Shani will write on (2019/Adult/Child)** * **3 advertising banners – Sainsbury’s (Station Rd), The Railway PH & one other location needed (WW library)** * **A few posters needed for community boards, churches, shop windows** * **Sound – last year Jo had** * **Gazebos – we have 3, plus Amanda has one if needed** * **Medical cover – still TBC** * **Food – Paula ordering this and sauces** * **Donuts – Shani has ordered** * **Drink (alcohol) – Jeni is ordering** * **Flashing toys – ordered** * **Portaloos – Katy has ordered** * **Lights & Monster Ride ordered by Paula (Monster Ride will give % of takings to PTA)** * **Discussion around moving away from leaving cash payments in the school office. We would rather encourage online payments or cash direct to PTA during playground sales** * **QR scanner possible for the future (cheap hire costs)** | **Paula to speak to Leah John about staff volunteers**  **Paula sent by email 18/10/19**  **Paula to ask Dave re printing**  **Volunteer needed**  **Shani to check shed**  **Portaloos and lights to be delivered on Friday 10th November before 11am (XC race pm)** |
| **Discovery Disco – 22nd November**  **(Rachel B/Katy)** | **Rachel B & Katy to lead on this with support from other PTA members**   * **Shani has emailed Discovery teachers to confirm ratio of adults to children** * **Shani has booked Zebedees** * **Discussion around moving back to the old system of parents staying with children, but it was felt we could run it in the usual way if we have enough staff, parent and PTA volunteers** | **Rachel & Katy to meet and discuss** |
| **Explorers Movie Night – 29th November** |  |  |
| **Sainsbury’s Bag Packing – 1st December** | **Will run from 10am – 4pm** | **Shani to ask Karen Britton** |
| **Christmas Fun Day – 6th December**  **(Amanda)** | **Discovery in the morning:**   * **1 activity (Xmas craft)** * **Story with Santa**   **Explorers in the afternoon**  **Presents:**   * **Books eg Book People**   **Discussion around utilising existing stock**  **Set up for the whole day could be the day before** | **Shani to send last years plans to Amanda**  **Shani to check shed**  **Shani to check hall availability** |
| **Jingle Bell Ball – 6th December**  **(Shani)** |  |  |
| **Christmas Raffle** | **BA tickets from Clair**  **Coolings vouchers**  **Afternoon tea – Bromley Court Hotel**  **Sell for 3 weeks from W/C 25/11/19 and draw penultimate week of term**  **Discussion around printed paper tickets v’s online ticket**  **Do we need a gambling licence?** | **Katy to investigate online options** |
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| **Eco Matters** |
| **Bringing own cups to harvest festival was a huge success and will be continued for future events**  **Mrs Bhatia Concas investigating recycling bins for the school**  **Glow in the dark face paints for future events instead of glow sticks/plastic flashing toys**  **Kay Garcia Phillips and Gill (?) have agreed to act as eco reps to the PTA and work with Mrs Bhatia Concas** |

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| **Funding Requests** |
| **Since September 2019 we have agreed the following:**   * **Wet weather outifts for Moon Class** * **Mud kitchen for EYFS** * **Reader Pens (half the requested amount)**   **Still to be completed from last year:**   * **Football kits (Shani to speak to Mr Robinson)** * **Books (Shani to speak to Mrs Hall)** * **Lollypop lady – Karen investigating what other schools pay; Challenges in communicating with council (who recruit/manage)**   **Discussion around balance of fund allocation – Karen will keep spreadsheet of all requests so this can be tracked** |

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| **Any other business** |
| **Minibus – discussion around usage and potential for grant funding given its use by SEN unit only**  **Girls football team raised £72 for bibs (cake sale)**  **Hot drink sales at Harvest Festival raised £46.32**  **Splat the Rat has been sold**  **Candyfloss machine also to be sold**  **Communication within PTA – agreed that What’s App usueful for more immediate response, but email preferred by most for other info (eg requests for rotas)**  **Need to set up a sharing document in a cloud eg Google Docs** |