

Hilltop First School
Hilltop Friends PTA – AGM
6th October, 2023 (9am – 10.15am)

Minutes of the Annual General Meeting held at Hilltop First School.

Attendees: Lynn Bima, Teresa Tajuddin, Melissa Dods, Hazwan Tajuddin, Rose Ravel-Kebe, Udit Duggal, Maryam Khan, Katy Martin, Lou Buckland, Moshi Malik, Karandeep Gill, Sylvia

Apologies: Herjit Aubby.

1.) Treasurer's Report for 2022/2023

Will look to purchase 2 x additional **card machines** (£80)

MPLC (Motion Picture Licensing Company) renewal (Teresa to check with Lynn if music is covered).

See separate Treasurer's excel report for figures.

2.) Chair's Report for 2022/2023

See separate report - on the Hilltop Friends PTA section of the school website.

3.) Committee Elections – voting for positions on the committee

- **Roles available – Secretary**
- Teresa voted back as Chair
- Melissa voted back as Vice Chair
- Hazwan voted back as Treasurer

4.) Upcoming Events / ideas

5.) Class Representatives

6.) AOB

Upcoming Events / ideas

Movie evening – Friday 24th November

Clarify roles of teachers

- Reception & Year 1 (craft activities) movie ***Stick Man*** recommended by Ms Bima
- Years 2, 3, 4 (Movie night) – Pizza, crisps, chocolate bar and a drink, BYO pillow/bean bag. ***Super Mario*** film? (available on Prime)

Advertise ticket sales, include 'Sponsor a friend' on the website. Parent helpers please.

Christmas gift books Ms Bima will buy the books and will invoice the PTA. PTA to help to wrap and parent helpers. PTA now reimbursed £239.35 to Hilltop Finance.

Books from The Works & Books2Door.

Elfridges (Thursday 30th Nov and Friday 1st Dec – during school hours)

- In school shopping – child chooses gifts for family and loved ones.
- Parent helpers much needed with this event please, including the wrapping of most of the presents bought before the event.
- Udi kindly creating the artwork for the poster to go out in book bags.

Personalised Christmas Cards and gifts

- In partnership with cauliflowercards.co.uk as per previous years
- Miss Reith (Head of Art) co-ordinating in school, designs will be done with all children, starting this week. She will confirm date with Teresa asap, and then if needed, volunteer parents very welcome to help children complete designs in school
- The company pick up all the design work from school on **Wed 1st Nov** (the week after half term)
- All orders by parents to be made online over half term, and by the 1st Nov, in order for Hilltop to receive maximum commission per order. We receive no commission for any late orders.

Christmas Fair & Hilltop Illuminated (Friday 8th December 5pm - 8pm)

- Tickets on presale
- Laser lights, outdoor light up reindeer, snow machine, mini light tunnel – all ideas welcome!
- Pop up tents x2 – Louie Buckland to supply, games could include Hook a Duck, Helium balloons, Bottle Tombola
- Raffle prizes – Cinnamon Café – Katy Martin can source
- Food – jacket potatoes to be cooked in school kitchen – Michael (parent) chef from Summer BBQ has kindly offered to do the cooking again for this event.
- Live band or Choir Club to sing at the Fair (Miss Reith), raise monies for the school.
- Each class rep to coordinate a stall for each class and ask for volunteer help

Possible **School Second Hand Uniform Shop** to be made available on the evening.

Need more parent/carers helpers for preparation on the day.

Hot Chocolate Thursday (one afternoon after school in December 2023 and February 2024 – dates TBC)

- Advertise ticket sales
- On sale on the Hilltop Friends PTA website in advance
- Include 'Sponsor a friend' on the website
- Products to be donated by Tesco's (Community Champion)?

Other possible events include, a **School Fun Run (April 2024)**, **Disco night**, **Pantomime (Jack & Beanstalk)**, **Gingerbread Raffle**, **Quiz night (January 2024)**, **Talent Show**, **Summer Family BBQ (June 2024)**.

Class Reps – fundamental link between school and parents – acting as an extra line of communication between the teachers and parents.

- Each representative helping to **co-ordinate events** and working with the **PTA**

Class Reps confirmed for this year: -

- **Bracken – Melissa**
- **Sundew – Teresa**
- **Heather – Rose**
- **Alder – Maryam**
- **Chestnut – Sylvia**
- **Hazel – Andreea**
- **Snowdrop - Jen**
- **Primrose – Udi**
- **Foxglove - Herjit**

AOB

- **School library software** - a smarter way to manage your school library through scanning all the books both in and out of the library with children each receiving their own library card.

<https://libresoft.co.uk/>

Keeler UK – Medical equipment manufacturing – Ophthalmology sector – have very kindly agreed to fund and set up a **school library system** for Hilltop. Currently looking at options for this and working with a Hilltop parent who is employed at Keeler. Possibility of Keeler designing a system themselves for us to use, with excel. Ongoing discussions between Keeler, Melissa and Ms Bima.

Keeler UK – have also kindly agreed to create and fund a **vegetable patch** out on the playing field at the back of Hilltop. Children can learn all about how to grow your own and take part in the process. Ms Bima has suggested that we ask Keeler if they would mind us using that money instead to purchase children's gardening tools instead ie. Gloves, spades, watering cans and a large container to keep them in, in one the outdoor sheds.

- **Possible items to contribute towards / fundraise for this year, as discussed with Ms Bima:-**

Large outdoor games for KS1 & KS2 – giant jenga, snakes and ladders..etc (make use of prime day? Tue and Wed next week and also Black Friday in November) (£40-75 each). IKEA dolls house and wooden dolls for the house which can be bought off Amazon.

‘Cosy Play’ – wooden blocks in the main playground

Climbing wall (6m approx £2,500) – no official quote made but could get the School Fun Run (due April 2024) to finance it.

Non-fiction books. Current ones in library very old and need replacing. Could set up an Amazon ‘wish list’.

New library furniture (approx £250-300 per shelf unit)

- **Help needed to manage second hand uniform shop and orders**

NEXT HILLTOP FRIENDS PTA MEETING – DATE IS TBC.