

Hilltop First School

Hilltop Friends PTA Meeting and **MINUTES**

Thursday 8th Feb 2023

1. Introductions

Attendees – Teresa Tajuddin, Melissa Dods, Rose Ravel-Kebe, Udit Duggal, Kirsty Northam, Moshi Malik, Ms Bima

2. Secretary role still available

Kirsty spoke to Teresa after the meeting and expressed her wishes to fulfil this role

3. Finance update

Hazwan Tajuddin (Treasurer) could not attend meeting, so Teresa gave brief update on current PTA Account balance; £5733.11.

Profit made from Christmas Fair; £534.74 (but it was noted that the fair was stopped early due to an incident, and further, a few of the large costs are one off that will not need to be repeated next year ie. Black fabric to cover entrance of Hilltop Illuminated)

4. Things to possibly spend funds on:

- Elf costumes for Elfridges (£100 total - £15-20 per costume) **Everyone at the meeting agreed that we should aim to buy 6 new costumes. Teresa will continue to research this and then buy these.**
- Bright LED outdoor string bulb lights for Xmas Fair (£450 for 200m) – need to measure outside for appropriate length. **Everyone at the meeting agreed that this would be a very good investment, and are happy for Teresa to also continue to do a bit more research, and then buy these.**
- More large spotlights also possibly needed (£25 each) **Ms Bima suggested that Teresa discuss with caretaker Mike re. how many school have.**

Teresa spoke to Mike after the meeting, and he said he thinks the school may have a couple but they are not currently working at the moment – he is going to review them, and let Teresa know the outcome asap.

- Surge proof outdoor extension leads (£80 total- £20 x 4)
Everyone at the meeting is happy for Teresa to buy these as they are needed for the Christmas Fair & Hilltop Illuminated. Teresa to buy.

After discussion with Ms Bima;

- More Imagineering blocks & trolleys (£1214 – bought 1x Nov 23)
Ms Bima stated that she would love 1 more set of these blocks for the children, but another trolley is not needed. Teresa to email finance team and ask them to buy and then the PTA will reimburse the school.
- Large outdoor games – jenga, snakes and ladders..etc (£40 per game)
Ms Bima stated that these are not such a priority for now, as the children tend to lose anything with loose little pieces.
The new outdoor quiet area is taking shape slowly. The school are awaiting the delivery of the tables. This will be where the wooden toys we bought at the end of last year will be kept for the children to play with (dolls house, trucks, cars..etc)
- climbing wall (6m approx; £2,500 – could be partly funded by Fun Run? raised just over £1800 last year)
Plan to have Fun Run in May, and all monies raised will go towards the climbing wall.
- new non-fiction books for library – Ms Bima setting up amazon wish list
Teresa suggested a small PTA newsletter to parents, with description of what we've spent money on recently, what we are aiming to raise money for, and upcoming events.. Ms Bima then suggested we could add into the newsletter a link for the amazon wishlist and explain to parents that for every book they buy, the school will add a sticker on it to say 'donated by.....' Everyone agreed that this would be a lovely idea. Teresa and Kirsty to complete newsletter in March.
- new library furniture (Teresa will get quote from school) Ms Bima thinks the new furniture will cost between £1000-£2000. We all agreed that the PTA would be happy to pay this. Ms Bima also said that it would be great to have some new bean bags in the library too – 4 new ones if possible. We

also agreed we could buy these. Teresa to email finance and then ask Hazwan to reimburse school.

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5. Update re. Keeler UK funding - Gardening fun for the Spring

- Hand trowels & Forks
- Kneeling pads
- Watering cans (including some adult size ones)
- Hand garden shovels
- Green house – storage

Melissa gave us an update on Keeler. We should be receiving the above asap. Teresa to discuss with Ms Bima and decide how much compost we also need to buy – ongoing.

New Libresoft library system is ongoing process with them.

6. Possible ideas for upcoming events

- Hot chocolate after school – end of Feb

Date set Friday 23rd Feb, after school. Will make ahead of time and dispense to all classrooms, then have sprinkles and cream station on driveway.

Teresa to ensure we have 2 different coloured cups – to differentiate between normal & deluxe. Rose happy to set up online sales.

- Parent & Staff Quiz night – March

Date still TBC – awaiting confirmation from Matt quiz master – Melissa to chase and confirm date asap.

Ms Bima suggested we order Chinese food from takeaway just down the road that one of the Hilltop Parent's own.

- Easter raffle – end of March

Ms Bima suggested non-uniform mufti day for the children on Friday 22nd March, and they all receive a raffle ticket. Raffle ticket sales to close Wed 21st evening. Moshi has kindly agreed to make a spring hamper to raffle. Everyone to gather as many raffle prizes as possible (see ideas list below)

Teresa will get a Hilltop letterhead from the office and contact different places for vouchers/ prizes.

Easter eggs (some donated every year by Tesco and Asda, but PTA normally top up around £80) – **Everyone agreed to continue to contribute to this this year.**

- Tabletop sale - April (toys, books, 2nd hand uniform, cakes.)
Ms Bima suggested a car boot sale at the end of June instead. Parents pay £10 per table. Books, toys, bric and brac, electronics, cakes, dressing up clothes..2nd hand uniform

Also a book swap for World Book Day. All children bring 1 or 2 books (for THEIR age range, and in very good condition) on Monday 4th March. Then we have a few PTA volunteers Friday 8th March am in hall – and all children come to choose new / swap their books.

- Fun Run – May – **agreed by everyone. School to print sponsorship forms and distribute in classes. PTA to count / manage donations after event.**
- Summer BBQ and raffle – July – **to discuss nearer the time.**

(thoughts for raffle prizes – family days out vouchers ie. Legoland, Odds Farm, Rock climbing, Swimming, Cinema, National Trust, new playground at Savill Garden, London aquarium, BCA Zoo, Beale wildlife park, Wellington Country Park...)

7. AOB

Ms Bima suggested we do a summer uniform second hand shop sale after Feb half term – ongoing discussion. All agree if we have enough resources and volunteers, we would love to do this

Ms Bima also stated that she's hoping to set up more parent workshops within the school calendar to recruit more parents to be involved within the PTA, and

to build a wider Hilltop parent community. We all discussed a few ideas of workshops we may try;

- tshirt printing (Moshi has a printing device for this)

- Flower arranging

- Cake decorating

8. Date for next meeting

Friday 1st March, after school drop off.