



HPPA / Heads / Trustees - 25th November

Meeting: Online

Attendees: Helen Lockey, Lauren Drake, Louise Allen (joined by Mark Allen)

Apologies: Lucy Dunbar

Louise (LA) welcomed Trustees and the President to the first Trustee meeting

Financial

LA updated on the bank account and expected net income of £14-15k from Sept to December. LA noted that Lucy (LD) would be progressing a new Stripe a/c and Gift Aid.

LA updated that LD/LA would work on a reconciliation for governors when possible

Trustees agreed that spend from HISNA/FOHJ had been used appropriately and in line with key projects and HPPA priorities. Minibus to be the priority capital investment this year.

Estate Agents - LA confirmed that Devenports would be providing a banner and would contact the other organisation to say that we were conflicted out of working with them for now.

Governance and H&S -LA/LD/HL discussed first aid provision for the discos / fayre and risk assessments. LA to share RA for fayre with HL and Adam Quirk (completed)

LD to invoice HPPA for additional hours for LSA first aiders.

It was noted that Third Party Agreements had been shared with LD.

LA updated on the policy deck and asked Trustees to approve. The key revision was inclusion of Whatsapp Groups (Post meeting - noting LA to shut down old Facebook group). Noted it would be beneficial to include policies on the website.

HL to review Reps notes and approve for sending out - complete

Discussion at the next meeting about future HPPA leads. LA to draft a letter in the new year. - complete

Agreement to book fireworks (noting that volunteers would need to deliver this)



Upcoming Events/Activities - HL to nudge on Infants Xmas gifts

Dig Days - HL/D to confirm list of jobs and proposed dates for a volunteer request day.

Y6 Leavers - Agreement to put a group of people together to agree a lead. LA to send invite to existing group of volunteers (completed). Noted that the venue and DJ are booked. Discussion ensued on jumpers and it was agreed to keep to the current timings. - Post meeting complete

Communications Update - It was noted that the communications review was underway. LA provided feedback.

School MP Visits - LA to provide a brief on Munira Wilson. - Post meeting complete

Kind Regards
Louise Allen
Chair of HPPA