

18th June 2024

Dear Parents,

HPP Association (HPPA)
'Bee supportive'

Behind the scenes we are continuing to develop the HPP association (HPPA) and we are now at the stage where we need to recruit some volunteers to these roles to continue this development.

The first roles we will recruit are the team who will lead the volunteers and be responsible for decision making. This team would form the committee and some of them would be the charity trustees. With regards to possible job shares, this would be possible to suit personal circumstances as long as everyone has a clear understanding of the role and great communication skills.

I have given some indication of the responsibility of the roles but there is some flexibility around this depending on the skill set of individuals

Role	Responsibility
Chair	<ul style="list-style-type: none"> Working with school to set direction and review previous. Termly meetings. Create a long term plan- 3 year. Identify SWOT for HPPA Sourcing/identifying funding streams through corporate partnerships. Governance- charities commission, annual reporting to governors, AGM Overall themes- e.g Olympics Overall fundraising goals- Statutory responsibility- RA, First Aiders, insurances, licences Policy- Whatsapp, staff gifts
Finance leader	<ul style="list-style-type: none"> Termly meetings with school Income Expenditure Agreed commitments to the schools Budgeting for events Purchase of licences



2 x School fundraising leaders	Termly meetings with school Oversee the operational delivery of the events. Manage the individual events and project leaders, ensuring they have everything they need to run the events and that communication with parents and volunteers has been done. Problem solving before events. Liaison with communication leader
Project leaders across HPP- as many as needed or volunteers that we have.	Responsible for the delivery of events-could be HPP. E.g tea towels, disco. Usually working in pairs or teams for larger events with support from the school fundraising leaders for bigger events such as fireworks or fair. Works with the Communication lead to ensure whatsapp messages /comms are sent to class reps around specific events
Communication leader	Termly meeting with school Communication with parents Termly updates for HPPA on activities and goals Individual events e.g. fireworks Marketing of upcoming events and liaison with other schools when required.
Team leader	Recruitment of new volunteers and maintenance of the current teams of volunteers. Communication with the teams Social sec for volunteers
Class reps	Manage Whatsapp group in line with policy. Staff gifts in line with policy Feedback from parents / carers during termly meetings with school.

We are not recruiting for the class reps at this stage, that will happen once the other roles have been allocated.

If you are interested in any of these roles, please send a letter application to express your interest and include any experience you may have which is relevant to the role. Please email Ms Lockey at office.hjs@hpp.school.



Both of the current teams have done a fantastic job for the respective schools, bringing an enormous amount of support and funds to the schools. I very much hope that HPPA will go on to be equally successful for the children of HPP. The most recent large-scale purchases by HISNA and FOHJS are the large play frames in the Reception and HJS playgrounds. The children enjoy these everyday and we are so grateful for the hard work of the volunteers who made it possible.

Finally, we are running a competition to create a new logo for “Hampton Primary Partnership Association” or HPPA. In your child’s book bag today you will find an entry form should your child wish to take part. The winner will receive an arts and crafts prize.

Yours sincerely



Ms H Lockey
Executive Headteacher

The Parent Associations have recently sponsored the building of these play frames at both HJS and HISN.

