



HIGHFIELD PRIMARY SCHOOL

Parents Teachers Association

Annual General Meeting
Friday 21st September 2018
9am

MINUTES

Introductions

Today's AGM was held by Charlotte Brownlees

Welcome to the new members including the class reps that have come forward for this year.

Apologies

Anthony Hughes (previous Chair) and Ceylan (Vice Chair) were unable to attend.

Election of new roles and committee members

- Kirsty Tindle has been voted in as the new Chair of the FoH (kimati11@aol.com)
- Ceylan to confirm her position as Vice Chair
- Siobhan Sweeney (4M) is our new Treasurer
- Sarah Strong (RH) as Secretary along with Charlotte Guha (RF) as support.
- Andre Theodorou (2D) will continue her role as Marketing/Communications officer

*Terry Crome has worked incredibly hard for the last few years as our graphic designer and has produced professional brochures for our annual summer fete. He has offered to help out where possible but we require someone to step forward as our Graphics/Design lead. Anyone interested may contact Kirsty Tindle.

*Helen is happy to continue to update the FoH Facebook page but she is unable to attend the meetings so would be happy to pass on the role to another parent. Please contact Kirsty Tindle if you are happy to help.

*A breakdown of the committee member's responsibilities are listed on the school website under the Parents & Careres- Friends of Highfield tab.
www.highfieldprimary.co.uk/parents/friends

Class representatives

*Class reps were introduced last term which proved to be a great success, especially with the running and organisation of the summer fete stalls.

*The following reps will continue/begin for this academic year:

Nursery am: Position available

Nursery pm: Position available

RH: Carlien Rendall & Sarah Strong

RJ: Andrea Vivas

RF: Position available

1M: Asha Dhanji

1J: Kirsty Tindle

1P: Molly Taylor & Juliet Wood

2B: Angela Brookes

2D: Hannah Ruthven

2S: Janine Stewart
3L: Anastasia Arvantidou & Jane Warrington
3CA: Eugenia Kyprianou
3I: Claire Varnavides
4MC: Monica Farfan
4M: Asha Dhanji
4A: Position available
5B: Catherine Johnston
5D: Skevi Menicou
5M: Anthony Hughes
6P: Position available
6B: Position available

Forthcoming events

- *Christmas Grotto, date tbc. Planning meeting will be arranged for October.
- *Easter hunt, date tbc. Last year's first Easter Hunt proved to be very popular. A new ticketing system will be used this year to avoid children having to queue.
- *Summer fete, date tbc. Planning to begin by January at the latest. We require a summer fete planning team to help approach the local community requesting for raffle prizes and advertising space in the fete brochure. Class reps to lead on class stalls once again, as they did a fantastic job last year.

Items funded by the FoH – Please visit www.highfieldprimary.co.uk/parents/friend

- 30 ukuleles requested by the music coordinator
- 2 Stage lighting kits requested by Mrs Kemal
- 6 coloured benches located on the stage area in the playground
- Every child received a gift when father Christmas visited our Christmas Grotto which was built and organised by the FoH.
- Real Christmas trees for the school reception area and hall. FoH held a Christmas tree light switch on with hot chocolate, mince pies and gingerbread men on offer.
- Last April, FoH organised and ran Highfield's first Easter egg hunt.

Communication

- *Dan Greenwood and Kirsty Tindle are considering a new emailing system.
- *Kirsty to consider using Facebook or another online voting system to enable parents/carers to get involved in decision making if they are unable to attend meetings.
- *Kirsty will consider arranging evening PTA meetings to enable more parents to attend.

AOB

- *Mrs Kemal is currently arranging for gardeners to begin looking after the pots and flower beds around the school.
- *A concern was raised regarding the salad bar in the school canteen at lunch time. It's been suggested that if a child has a food allergy and requires supervision with their food choices, they speak to the school office to arrange a meeting with the chefs. Children from older year groups are encouraged to be independent and responsible for selecting their own items from the salad bar.

Email: friendsofhighfield@hotmail.com

Website: www.highfieldprimary.co.uk

Facebook & Instagram: **The Friends of Highfield**

Raise funds for Highfield Primary when you shop online:

www.easyfundraising.org.uk/invite/BV3AAB/BS88UV/