



HIGHFIELD PRIMARY SCHOOL
Parents Teachers Association

Monday 5th November 2018
9am

MINUTES

Introductions

Today's meeting was arranged with Mrs Kemal to follow up on our 2 PTA meetings in October where we discussed new ideas for fundraising events.

Attendees: Mrs Kemal (Head Teacher), Mrs Wren (Chair of Governors), Kirsty Tindle (Chair), Ceylan Aristides (Vice Chair) and Andre Theodorou (Marketing).

Item	Action
<p>Summer Fête</p> <ul style="list-style-type: none"> New date agreed with Mrs Kemal: Saturday 29nd June 2019. 	<ul style="list-style-type: none"> Planning meetings to begin in January.
<p>Christmas Lights Switch On</p> <ul style="list-style-type: none"> Date confirmed with Mrs Kemal: Friday 30th November. Carol singers to use wooden shelter as a stage. FOH volunteers to serve hot chocolate, mince pies (donated by Sainsbury's), Chai Latte (donated by Drink Me Chai) and gingerbread. Christmas tree displayed outside, next to carol singers for light switch on. Power source for lights connected from Blue Room. Tree to be moved into main reception area after. Decorations made by pupils. 	<ul style="list-style-type: none"> KT to source a Christmas tree to be displayed in the main reception area. Mrs Wren to invite Governors to attend. AT to provide a write up for website and newsletter. Staff to supply PTA with tree decor from pupils.
<p>Easter Egg Hunt</p> <ul style="list-style-type: none"> Date confirmed with Mrs Kemal: Thursday 4th April 2019. Agreed to carry out Easter hunt immediately after school for both KS1 & KS2, using new ticketing system. 	<ul style="list-style-type: none"> Andre to supply tickets for sale in the office.
<p>Santa's Grotto</p> <ul style="list-style-type: none"> Confirmed with Mrs Kemal for the week of 3rd-6th December in the Blue Room. Set up on Monday 3rd, Grotto on Tuesday 4th and Wednesday 5th, close and clear up on Wednesday 5th (possibly Thursday), Years 5 & 6- Santa will go to their classrooms on Wednesday. Presents in the process of being wrapped by volunteers. Tables from Blue room to be stored in the library and returned after Grotto. 	<ul style="list-style-type: none"> Wrapped presents to be returned to Kirsty asap. Volunteers needed for, set up, take down, Elves and <u>we still need a Santa!</u> Committee to purchase new trees and decorations for Grotto.

Christmas Market	
<ul style="list-style-type: none"> Due to the busy Christmas calendar, the market will not take place however we may consider organising a market for Father's/Mother's Day later in the year. 	<ul style="list-style-type: none"> Discuss closer to the time.
School Disco	
<ul style="list-style-type: none"> Due to the busy Christmas calendar, the disco will not take place. 	
Breakdown of £1200 spend	
<ul style="list-style-type: none"> Mrs Kemal to supply Siobhan (Friend of Highfield Treasurer) with a breakdown of the items purchased to revamp the Year 1 outdoor area. 	<ul style="list-style-type: none"> Siobhan to update financial records when supplied information. Andre to update website with purchases.
Budget / Wish List	
<ul style="list-style-type: none"> Mrs Kemal will liaise with staff to comprise a wish list outlining what they would like money for throughout the year. A traffic light system on a Need/Want basis. Required in order for Siobhan to proceed with request for charitable status. 	<ul style="list-style-type: none"> Mrs Kemal to forward list to FOH when possible.
Cinema Night	
<ul style="list-style-type: none"> Due to the busy Christmas calendar, the cinema will not take place this year. 	<ul style="list-style-type: none"> Reconsider in 2019.
Camp Out	
<ul style="list-style-type: none"> Requires careful planning ensuring only accompanied children to attend. 	<ul style="list-style-type: none"> Discuss closer to the summer.
New Website	
<ul style="list-style-type: none"> New school website will be live within the next week. FOH to have their own tab. 	<ul style="list-style-type: none"> Andre to email Stuart updated FOH information.
Fireworks Display	
<ul style="list-style-type: none"> Must be carried out by a professional company 	<ul style="list-style-type: none"> Consider for November 2019
Shoebox Appeal	
<ul style="list-style-type: none"> Mrs Kemal is happy for us to proceed. Posters and flyers to be printed by the school and handed out in book bags. Drop off day to be available at Highfield (KT and CA to arrange delivery). Deadline: 15th November for school drop off or 18th November for Shoe Zone drop off. 	<ul style="list-style-type: none"> KT to discuss with Miss Petais KT/AT to arrange for poster and info to be sent out via class reps whstapp groups. Angela Brookes to finalise flyers and posters.

<p>Bag2School</p> <ul style="list-style-type: none"> • Second hand clothing donation to be arranged for next year. • Room next to the canteen kitchen to be used as storage. • Over £140 was raised from last year which Charlotte (previous treasurer) confirmed has been banked. 	<ul style="list-style-type: none"> • Date tbc for next year.
<p>Coffee morning</p> <ul style="list-style-type: none"> • Confirmed for Friday 16th November. • Coffee morning will be arranged for Children In Need and will be in memory of Theresa who was Treasurer of the PTA and member of the Governing Body but sadly lost her battle against Cancer last month. • FOH to request for cake donations from parents, money raised will go towards Children In Need. 	<ul style="list-style-type: none"> • KT to arrange for donation from PTA for the funeral- 16th Nov. • CA & KT to arrange messages to request for cake donations. • Andre to update school website & provide posters for school gates.
<p>Sports Day</p> <ul style="list-style-type: none"> • PTA to arrange a drinks sale for parents. 	<ul style="list-style-type: none"> • Date tbc by the school.
<p>Class reps</p> <ul style="list-style-type: none"> • Class reps have continued to support their classes this term. • Class rep list supplied to staffroom updating teachers of who is responsible for their class. 	<ul style="list-style-type: none"> • Mrs Kemal to remind staff to reach out to class reps for help throughout the year.
<p>PTA-Staff Liaise</p> <ul style="list-style-type: none"> • Mrs Moens to attend PTA meetings when possible and share dates and information with Mrs Kemal. 	<ul style="list-style-type: none"> • Committee to give notice to Mrs Moens regarding meeting dates.

Email: friendsofhighfield@hotmail.com

Website: www.highfieldprimary.co.uk

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

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