



HIGHFIELD PRIMARY SCHOOL

Parents Teachers Association

Monday 8th October 2018
9am / 8.30pm

MINUTES

Introductions

Following the AGM in September this is the next FoH meeting. We held two meetings to accommodate people's commitments: one at 9am in the school canteen and one at 8.30pm in Starbucks / The Orange Tree.

***NB:** The following minutes are made from both 9.00am and 8.30pm meeting*

Attendees: Kirsty Tindle (Chair), Ceylan Aristides (Vice Chair), Siobhan Sweeney (Treasurer), Andre Theodorou, Anthony Hughes, Catrin Johnston, Janine Stewart, Angela Brooks, Andrea Mehmet, Eleni Polycarpou, Denise Ng, Sarah Strong (Minutes), Charlotte Brownlees, Louisa, Ok, Asha, Phillis, Claire.

| Item | Action |
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| Halloween Party – this idea has been shelved. | |
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| Christmas Lights Switch On <ul style="list-style-type: none"> • Date confirmed: Friday 30th November. • Carol singing afterwards. • Hot chocolate/cookies. • Trees to be sourced. | Miss Sutton confirmed |
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| Santa's Grotto <ul style="list-style-type: none"> • Week of 3rd December; the Blue Room is blocked out. • Set up on Monday 3rd • Grotto on Tuesday 4th and Wednesday 5th • Close and clear up on Wednesday 5th • Years 5 & 6, Santa will go to their classrooms. • Presents and wrapping paper already bought and with Kirsty Tindle. • Anthony Hughes Santa 1x Day. <p>An idea was to purchase a metal post box (£50) so children can write Santa letters. We won't get this yet but will consider in future for other events.</p> | Presents wrapped – volunteers needed starting w/c 15 th Oct Volunteers needed for elves and Santa Letter to be written |
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| Christmas Market – Idea <ul style="list-style-type: none"> • A letter would be sent to all children asking if they would like to sign up to purchase a gift to give to their | Needs to be confirmed and then moved forward (Kirsty |

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| parent/carer. <ul style="list-style-type: none"> • Cost: £5 or a smaller amount and matched by FoH. • All agreed this is a great idea. | Tindle?) |
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| Item | Action |
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| School Disco <ul style="list-style-type: none"> • Suggestion: FoH to pay for the school disco using the £900 HSBC donation. This would cover: <ul style="list-style-type: none"> ○ DJ ○ Drinks / popcorn / crisps • Idea to have two separate discos: <ul style="list-style-type: none"> ○ KS1 (parents to attend) ○ KS2 (evening event, volunteers to man it) | Date and times tbc |
| Breakdown of £1200 spend <ul style="list-style-type: none"> • Need costs, invoices and payments for the Year 2 outdoor area so we can arrange a thank you note. | <ul style="list-style-type: none"> • Andre Theodorou to contact Mrs. Kemal • Siobhan Sweeney to look through invoices |
| Budget / Wish List <ul style="list-style-type: none"> • Wish lists needed from the school to FoH as to what they would like money for throughout the year. • A traffic light system on a Need/Want basis. • This can be formalised and ticked off throughout the year. | Anthony Hughes to forward Siobhan Sweeney finance info/invoices |
| Cinema Night <ul style="list-style-type: none"> • After school/end of year • Small charge? | Does the school licence cover this? |
| Easter Egg Hunt <ul style="list-style-type: none"> • Date agreed: Thursday 4th April 2019. • Agreed to keep to one day rather than two (KS1/KS2) and follow same format as 2018 which worked well. | Confirm date with Mrs Kemal |
| Camp Out – Idea <ul style="list-style-type: none"> • Discussion on success of previous two and whether it would be good to bring this back? • Took place at the end of the school year. • Generally positive feedback from those who attended previously. • Would need a gap between the Summer Fête. | Discuss further at next meeting |

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| Summer Fête <ul style="list-style-type: none"> • Date agreed: Saturday 22nd June 2019. • Ramadan will have finished before this (5th May – 4th June) | Needs to be confirmed with Mrs. Kemal (KT/AT?) |
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| Item | Action |
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| Requests <ul style="list-style-type: none"> • Miss Petais wants to spend some money on outdoor equipment (year 1) • New website Tab - FoH own tab. | |
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| Next Meeting: | |

Email: friendsofhighfield@hotmail.com

Website: www.highfieldprimary.co.uk

Facebook & Instagram: [The Friends of Highfield](#)

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