



HIGHFIELD PRIMARY SCHOOL
Parents Teachers Association

Monday 14th January 2019
9am & 8pm

MINUTES

School Canteen am- Attendees: Kirsty (Chair), Charlotte (Secretary), Andre (Marketing), Chris, Rhona, Stephanie, Asha, Louisa
Orange Tree pm- Attendees: Kirsty Tindle (Chair) 3CA, 1J & Nursery am, Siobhan Sweeney 4M (Treasurer), Andre Theodorou 2D & Nam (marketing), Denise Ng 3CG, Maria 1M, Semia Niaz 3CG, 1J & Nursery am, Terry Crome 3CG, Angela Brookes 2B, Carlien Rendall RH, Harleen Kaler 4A.

Awaiting response from Mrs Kemal or SLT

Item	Action																																																																					
Events coming up																																																																						
<p>Bag 2 school- 22nd March. This is an initiative where parents/carers bring in unwanted clothes in a bag, the school receives money by the kg. Forms and posters have been designed by Angela Brookes to go out next week.</p> <p><u>Easter egg hunt</u> – 4th April after school. Posters to be put up and tickets for parents to purchase will be available from the office a month before. Tickets must be brought to the event for children to receive their egg.</p> <p><u>Autism week</u> Request to include an event around Autism week – maybe non-uniform day/ wear bright colours. The money raised would go towards resources for the Dali room.</p> <p><u>School Quiz</u> Agreed this would be a very good opportunity to raise money and also to bring parents together as part of the school community - however we'd need volunteers to make it happen. Mrs Kemal and caretakers would need to agree to this too, as we would request for an evening event using the school hall. <i>NB key staff and governors could also attend??</i></p> <p><u>Cinema Night</u> Children purchase tickets in advance to attend cinema afternoon immediately after school. Ticket will inc cost of drink/snack. Run by PTA and request for a member of staff to be present. Would be a great way of raising money for class reps to pay for summer fete stock.</p>	<ul style="list-style-type: none"> • Bag2School text to go and posters to be printed/displayed. • Parents to look out for posters/texts regarding Easter Hunt • Confirm whether after school club staff would be willing to take their children with tickets to Easter Hunt as they did last year. • Mrs Kemal/Ms Petais to confirm re autism week event • Mrs Kemal/Caretakers to confirm we can proceed and suggest an available evening in May. • Mrs Kemal to confirm whether we can proceed with cinema fundraising idea and decide suitable date. 																																																																					
Summer Fete 29th June 2019 12-4pm																																																																						
<p><u>1.Stalls</u> Almost all classes with reps have chosen a stall to run. This approach worked well last year. Classes without class rep: 5M, 6P & 6B. If you are a parent from any of these 3 classes, please email friendsofhighfield@hotmail.com if you're willing to run a stall/help out on the day. This doesn't mean you will go down as the class rep, it just enables the children in your class to be more actively involved at the fete.</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Responsible for stall</th> <th>Stall</th> </tr> </thead> <tbody> <tr> <td>N am</td> <td>Kirsty Tindle & Andre Theodorou</td> <td>Pocket Money stall</td> </tr> <tr> <td>N pm</td> <td>Maria Naghshbandi</td> <td></td> </tr> <tr> <td>RJ</td> <td>Andrea Vivas & Rhona Crewe</td> <td>Danceathon</td> </tr> <tr> <td>RF</td> <td>Sophie Mumford</td> <td>Swish clothing (& 2D)</td> </tr> <tr> <td>RH</td> <td>Carlien Rendall</td> <td>BBQ</td> </tr> <tr> <td>1M</td> <td>Asha Dhanji</td> <td>Lemonade stall</td> </tr> <tr> <td>1J</td> <td>Kirsty Tindle</td> <td>Lucky Dip</td> </tr> <tr> <td>1P</td> <td>Juliet Wood & Molly Taylor</td> <td>Pick a lolly</td> </tr> <tr> <td>2B</td> <td>Angela Brookes</td> <td>Pick and Mix sweets</td> </tr> <tr> <td>2S</td> <td>Janine Stewart</td> <td>Jar raffle</td> </tr> <tr> <td>2D</td> <td>Hannah Ruthven</td> <td>Swish clothing (& RF)</td> </tr> <tr> <td>3I</td> <td>Claire Varnavides</td> <td>Hook a duck</td> </tr> <tr> <td>3L</td> <td>Anastasia Arvanitidou & Jane Warrington</td> <td>International Food Hall</td> </tr> <tr> <td>3CA</td> <td>Liz Whale</td> <td>Ball at a bucket & FoH Merchandise</td> </tr> <tr> <td>4A</td> <td>Stepahnie Rizzo</td> <td>Ponies (with staff support)</td> </tr> <tr> <td>4MC</td> <td>Monica Farfan</td> <td>Old toy & book stall</td> </tr> <tr> <td>4M</td> <td>Asha Dhanji</td> <td>Animal Balloons. Eleni-face painting.</td> </tr> <tr> <td>5D</td> <td>Skevi Menicou</td> <td>Tea & Cakes</td> </tr> <tr> <td>5M</td> <td>NO REP</td> <td>NO CLASS STALL</td> </tr> <tr> <td>5B</td> <td>Catherine Johnston</td> <td>Nail Painting, tattoos & chalk hair</td> </tr> <tr> <td>6P</td> <td>NO REP</td> <td>NO CLASS STALL</td> </tr> <tr> <td>6B</td> <td>NO REP</td> <td>NO CLASS STALL</td> </tr> </tbody> </table>	Class	Responsible for stall	Stall	N am	Kirsty Tindle & Andre Theodorou	Pocket Money stall	N pm	Maria Naghshbandi		RJ	Andrea Vivas & Rhona Crewe	Danceathon	RF	Sophie Mumford	Swish clothing (& 2D)	RH	Carlien Rendall	BBQ	1M	Asha Dhanji	Lemonade stall	1J	Kirsty Tindle	Lucky Dip	1P	Juliet Wood & Molly Taylor	Pick a lolly	2B	Angela Brookes	Pick and Mix sweets	2S	Janine Stewart	Jar raffle	2D	Hannah Ruthven	Swish clothing (& RF)	3I	Claire Varnavides	Hook a duck	3L	Anastasia Arvanitidou & Jane Warrington	International Food Hall	3CA	Liz Whale	Ball at a bucket & FoH Merchandise	4A	Stepahnie Rizzo	Ponies (with staff support)	4MC	Monica Farfan	Old toy & book stall	4M	Asha Dhanji	Animal Balloons. Eleni-face painting.	5D	Skevi Menicou	Tea & Cakes	5M	NO REP	NO CLASS STALL	5B	Catherine Johnston	Nail Painting, tattoos & chalk hair	6P	NO REP	NO CLASS STALL	6B	NO REP	NO CLASS STALL	<ul style="list-style-type: none"> • Nursery class rep (pm) to confirm chosen stall with class parents and update FoH.
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- Hunters newsagents have confirmed they will supply the donations for the toy stall and sweet stall as they did last year.
- Asha (4M) agreed to organise the animal balloon stall.
- Stephanie will run the pony rides. Staff usually volunteer to help too.
- It was suggested we have a stall for the Friends of Highfield to promote what the funds have provided and request parents to sign up and support future events.
- Rhona (RJ) is a dance teacher and suggested she could organise a 15 min dance routine for children to learn throughout the day and then come back at the end of the day to perform. This would keep people at the fete until the end. The meeting agreed this sounded excellent if Rhona is able to get support from other parents to help her with this. They could perform just before the raffle draw around 3pm.
- Gary from the Kings Head has offered to get involved with the running of the bar in the Secret Garden once again this year.
- Consider running a second hand uniform stall.
- Invite Dr Bike again this year, display banners to promote his services and advertise to pupils before the fete.
- Andre has booked in local fire fighters to attend the fete with 1 or 2 fire engines depending on availability.
- It was agreed that Kirsty Tindle would supply various stalls and pay a pitch fee which was decided based on profits from previous fetes: Bouncy castles (£100), slush/treat stall (£100), train ride (£100), trampolines (£100), soft play (£100), jacket potato stand (25% of profits).

2. Structure for the planning and organisation of the fete

- Class reps to use the sign-up sheet to request for parents/carers from their class to volunteer their time. Sheets will also be available at the office for parents that do not have a class rep. Time schedule for volunteers:
- *Set up gazebos and tables on Friday 28th after school 3:30-5pm. (3 volunteers per class)
- *Arrive at 9am-10:30am on morning of fete to set up (2 volunteers per class)
- *Arrive at 10:30am-12pm to help set up (2 volunteers per class)
- *Run a stall 12-1pm, 1-2, 2-3 or 3-4pm (2 volunteers per hour per stall)
- *Pack away 4pm-6pm (3 volunteers per class)
- PTA members that have agreed to be runners on the day: Kirsty, Angela, Andre, Eleni and Siobhan. We have purchased and received a set of walkie talkies to ease communication on the day.
- Eleni is our Health & Safety Officer for the PTA and at the fete.

3. Staff

- Staff helped last year which worked well. Hoping for repeat this year - with henna stall, table at fete entrance, etc.
- Following last year's success, we hope that the same staff will carry out the count up once again.

4. Governors

- Discussed if more of the governors wish to support this year's fete- e.g. in some schools they sit on the door and have a stall this helps them become more of a public face for parents/get to know parents
- This led to a wider discussion re *publicity* of governors and who they are and of the Friends of Highfield Committee. Kirsty suggested maybe having photos of governors and photos of FoH cttee on the website

5. Estate Agent Boards

- Andre advised that she is in discussion about boards for the fete with Knights Estates who has a local estate agency and who kindly sponsored the Christmas Light Switch on last month. She suggested we aim for 90 boards this year (87 last year). It was hoped that we would get at least £10 per board, as this would raise a good amount towards the running of the fete.

6. Advertising/ stall holders/donations

- School office have sent out a text to parents encouraging those who run a business to advertise.
- We reviewed a draft application form for companies to use if they want to donate, sponsor, advertise or have a stall (to be emailed to fete team by next week). Companies who advertised in the brochure last year are being emailed to see if they want to advertise again.
- We discussed whether people knew of websites where we could advertise the fete for free. Suggestions included: Winchmore Hill Families Facebook group, school Facebook page, Store Finder. Love your doorstep charges to advertise as does Enfield Council.
- Fete planning team to take brochures/posters to local shops to promote the fete in advance.
- Thanks to Carlien's request, Warburton are donating most of the rolls/buns for the BBQ.
- Sainsbury's have been asked to display a banner outside their store, awaiting response.

- If visiting Newsagents, can people please thank Sandip at Hunters on Winchmore Hill Green for his generous donation once again this year.
- PTA to plan and run a FoH stall at the fete with a sign-up sheet for parents.

- When visiting, can everyone please thank Gary at The Kings Head on Winchmore Hill Green for his involvement again this year. Member of the Fete Planning Team to meet with him and confirm details.
- Andre to look into having a climbing wall this year.
- Kirsty to pay for stall pitches before fete as discussed.
- Kirsty to inform committee of charge costs for all rides.
- Kirsty to confirm attendance of train ride, trampolines & soft play

- Class reps to begin asking for volunteers and completing sign-up sheet once we return from the Easter holiday on 23/4/19
- Request whether the staff will be on medical duty at the fete, as they did last year.
- Eleni to distribute her health and safety assessment before fete.

- Mrs Kemal/Caretakers to confirm they're happy with set up and pack away times (Friday and Saturday).

- Committee to supply sign-up sheet in staff rooms from 23/4/19
- Ms Dunbar has agreed to manage the 1st Aid for the duration of the fete. Mrs Barker & Mrs Kataria-entrance fee table.

- Mrs Kemal to confirm if Mrs Dunbar, Mrs Moens and Mrs Oskis wish to complete count up again.

- Mrs Kemal to discuss with governors how they would like to be involved/support the fair

- Mrs Kemal to discuss with Governors about use of photos.

- Andre to email Estate Agent.

- Committee to email application form for companies by next week.
- Terry to create and arrange for printing of marketing materials and to supply to individuals whose role it is to collect adverts/raffles within local area.
- Ask Helen (social media officer) if she is happy to manage this?

<p><u>7. Match funding</u></p> <ul style="list-style-type: none"> Last year a parent approached a class rep at the fete and offered to match fund £1000 via his company (HSBC). Many companies have similar policies, we need to ask via class rep groups and also suggested that there be a stall at the fete which has information for parents attending as to how they can support Highfield through match funding, 'Easyfunding' and other means (including joining FoH). Angela Brookes has created a letter for parents regarding match funding. <p><u>8. Fete Team</u></p> <ul style="list-style-type: none"> We've decided to form a 'Fete Planning Team' with parents who are able to help co-ordinate the fete between now and the day itself. As Stephanie suggested, a list of key roles/ jobs has been drawn up and circulated to FoH and class reps. Responsibilities includes things like asking shops for donations/prizes, distributing raffle tickets to parents, coordinating the estate agent boards, designing marketing material. <p>Members of the 'Summer Fete Team' so far: Kirsty, Cey (estate agent boards), Siobhan, Angela, Andre, Terry (design marketing material), Denise, Louisa & Helen.</p> <ul style="list-style-type: none"> We still welcome more parents/carers to come forward to join this team (email friendsofhighfield@hotmail.com). Specific roles will be allocated to this team over the next fortnight. <p><u>9. Cashless payment</u></p> <ul style="list-style-type: none"> After requests from parents at last year's fete, Siobhan (treasurer) will look into introducing a system whereby parents can pay at particular stalls with their bank card e.g. international food hall or BBQ <p><u>10. Photographer</u></p> <ul style="list-style-type: none"> It was suggested that we ask a parent/carer who is a professional photographer to take photos on the day of the fete which can be included on the school website. They may also like to set up a stand a take family portraits which can be charged for and emailed to the customer. <p><u>11. Secret Garden</u></p> <ul style="list-style-type: none"> Discussion about whether the school/caretakers can get involved with ensuring the secret garden is presentable for the fete this year to avoid a last minute clean up. Include more seating to make this area more appealing and popular at the fete? 	<ul style="list-style-type: none"> Terry to create Easyfunding banner for the school gates, to replace posters. Denise Ng to look into charity funding for playground. Mrs Kemal/Mrs Moens to update committee about what they have/will be spending the £1000 on from the HSBC match funding last summer Committee to allocate roles to individuals. Terry to look into using a bird's eye photographic image of the school grounds when creating map of the fete for brochure and posters around the fete. Siobhan to research and give feedback about cashless payment system. Class reps- please enquire about which parents are interested in taking on the photography role. Mrs Kemal to inform us as to whether the school caretakers/gardeners can take over clean up or whether a gardening club can be introduced between teachers/students.
<p>Charitable status and Fundraising</p>	
<ul style="list-style-type: none"> Highfield has now got Charitable Status, all thanks to our PTA Treasurer Siobhan! The Easy Fundraising initiative has raised about £80 so far – we need to remind people to use the app when shopping online as so many companies donate. Match Funding- this is discussed above, under the Summer Fete heading. 	<ul style="list-style-type: none"> Class reps-send reminder about easy fundraising app Parents/Carers to sign up on the easyfunding website and use it when making purchases online. Google 'easyfunding' or see posters on gates for more info. During a staff meeting, please could staff be encouraged to sign up and use easyfunding.
<p>Funding request from Staff</p>	
<ul style="list-style-type: none"> Ms Ikoloh sent the Committee a breakdown of items the staff have asked for the PTA to fund. The committee have reviewed these items and have allocated most of our budget to urgent items. A traffic light system has been put in place allowing the staff to indicate which items are to take priority. A breakdown of these items will be listed on the school website within the FOH page under 'What have funds provided?' It was suggested by parents that the garden Gaudi benches may need funding to be replaced/fixed, especially as they'll be required for the summer fete. 	<ul style="list-style-type: none"> Parents/Carers to access the FoH page on the school website to review budget spending School to purchase items and Siobhan will complete transfers once she has received the invoices from Mrs Moens (school finance officer). Awaiting response from Ms Ikoloh regarding our recent funding response.
<p>School website</p>	
<ul style="list-style-type: none"> www.highfieldprimary.co.uk/parents/friends-of-highfield Aman, who works in the IT department of the school, has done a wonderful job of updating the Friends of Highfield section of the school website which can be found under the 'Parents & Carers' tab. Please email FoH if there's any further information you think we should include. The following information is available under key headings: <ul style="list-style-type: none"> -Who are the Friends of Highfield? -FoH Committee -Class Parent representatives -Forthcoming events -Summer Fete 29/6/19 (New) -Have your say -Minutes -What have funds provided -Using 'Easyfunding' to raise money 	<ul style="list-style-type: none"> Parents/Carers to use FoH pages on website to access up to date information regularly, esp to access info about the fete which will be added over the coming weeks. New fete related documents to be emailed to Aman. Parents/Carers and local businesses may access application forms from website regarding raffles, stalls, adverts and sponsorship (will be available by 25/1/19).

Friends of Highfield Contact Details

friendsofhighfield@hotmail.com

www.highfieldprimary.co.uk/parents/friends-of-highfield

Facebook & Instagram: The Friends of Highfield

<u>Action taken from minutes</u>	<u>Response from Mrs Kemal</u>
Agreed	
Quiz night	Agreed (adults only) - May 10th in school hall. Time tbc, possibly from 7:30pm
Scheduled times for set up/pack away of the summer fete.	All agreed by caretakers, as suggested in the minutes.
Staff responsible for count up at fete.	Mrs Dunbar, Mrs Moens and Mrs Oskis.
Governors involvement at school fete	Di Wren (Chair) will discuss with the Governors.
Photos of Governors and FOH on website.	Due to safeguarding, most schools do not have photographs of staff, governors on website.
Preparation of Secret Garden for summer fete	The site managers will organise the clear up of the secret garden prior to the fete.
Use of 'Easyfunding' amongst staff.	Staff have been encouraged and sign posted to use 'Easyfunding'.
After school club attendance at Easter egg hunt.	The Tea Time Staff will take the children with pre-purchased tickets to the Easter Egg Hunt on the 4th April.
Cinema night	Can run any night after school from 4:30. Date tbc.
Awaiting action/approval	
Autism week	Mrs Kemal to confirm
Mrs Kemal/Mrs Moens to update committee about what they have/will be spending the £1000 on from the HSBC match funding last summer	FoH committee awaiting response.
Ms Ikoloh to approve FoH's spend on school resources.	Awaiting SLT's approval.
School to forward invoices to our Treasurer, to include items spent using FoH funding.	Ongoing, once approval is granted and items are purchased by the staff.