



HIGHFIELD PRIMARY SCHOOL

Parents Teachers Association

Monday 19th November 2018
8pm

MINUTES

Attendees: Kirsty (Chair), Angela (Events), Siobhan (Treasurer), Maria, Eleni, Charlotte (notes)

Apologies: Andre, Aletra, Carlien, Sarah

Item	Action
<p>easyfundraising</p> <ul style="list-style-type: none"> Encourage parents to sign up using the link provided www.easyfundraising.org.uk/invite/BV3AAB/BS88UV Please ask family and friends to sign up too. The more members, the more we raise. In order for parents to not have to shop via the easyfunding website, they need to download the donation reminder onto their internet browser so that they're just one click away from donating with whichever website they're on. You can also download the easyfundraising app on your phone or tablet. Any problems with this, see the easyfunding website or email friendsofhighfield@hotmail.com Leaflets handed out this week in book bags. As of today 21 people have signed up- this should increase once leaflets go out. 	<ul style="list-style-type: none"> Continue to push this via class reps WhatsApp group and leaflets. Review numbers signed up and donations at next few meetings. (Committee members)
<p>Christmas Lights Switch On- 30th November</p> <ul style="list-style-type: none"> Use volunteer sheet to put your name down to help at various times: <ul style="list-style-type: none"> * 9am, set up tree by pram shelter (decorations made by pupils). * 2:30 set up drinks and food table * 3:20 volunteers to serve food and drinks and help put tree back into main reception after event has finished. Knights Residential estate agent in Edmonton is sponsoring the event which will cover the cost of purchasing all the food and drink. Committee to purchase real tree for switch on. Posters to be displayed on gates and notice boards (AT to double laminate in order for them to last for a fortnight) Sainsbury's have donated 20 packs of mince pies and Helen Aletra has arranged for 'Drink Me Chai' donations. 	<ul style="list-style-type: none"> Andre to collect donations from Sainsbury's on 29th.
<p>Volunteer Sheet</p> <ul style="list-style-type: none"> Volunteer sheet for upcoming events to be emailed out and completed by PTA members asap. 	<ul style="list-style-type: none"> Kirsty to email out w/c 19/11

<p>Santa's Grotto</p> <ul style="list-style-type: none"> • Thank you to all the volunteers that have wrapped presents. Kirsty has wrapped the majority of the presents that were outstanding. • Wrapped presents to be returned to Kirsty asap. • Committee have purchased new decorative items for Grotto • Committee agreed a bowl with candy canes for children to take would be a nice idea 	<ul style="list-style-type: none"> • Committee to purchase new artificial trees for Grotto. • Still need volunteers (FoH please use sign-up sheet)
<p>Breakdown of £1200 spend</p> <ul style="list-style-type: none"> • Mrs Moens has supplied us with an update on Year 1 area improvements. • AT has sent to ICT Tech to include on website. 	
<p>Budget / Wish List</p> <ul style="list-style-type: none"> • Mrs Kemal is in the process of comprising a wish list. • This will be displayed in a traffic light system so that FoH are clear as to where the main priorities are 	<ul style="list-style-type: none"> • Review wish at next PTA meeting once in receipt of this (FoH)
<p>New Website</p> <ul style="list-style-type: none"> • New school website is still under construction. • AT emailed updated information to ICT Tech. 	
<p>Shoebbox Appeal / Absolute Radio's Christmas Mission</p> <ul style="list-style-type: none"> • Samaritan's Shoebbox Appeal has now been changed to 'Absolute Radio's Christmas Mission'. • Deadline: 13th December for school drop off or you can donate to Harvey's Furniture Store, Benson's for Beds or Wickes. • Kirsty and Cey to arrange to deliver gifts to drop off points that have been brought to class. 	<ul style="list-style-type: none"> • Posters and flyers designed by Angela to be printed and handed out this week in book bags. • Class reps to send flyers via WhatsApp groups w/c 19 November
<p>Class reps</p> <ul style="list-style-type: none"> • Did a great job of encouraging parents to get involved in last week's coffee morning for Children In Need, which was a great success. • Are there class reps that are not on the FoH WhatsApp Group? 	<ul style="list-style-type: none"> • Please remember to copy and paste messages from main class rep group into your class WhatsApp group.
<p>Children In Need Coffee morning</p> <ul style="list-style-type: none"> • Over £150 raised • Siobhan (Treasurer) arranging donation for Theresa's fund-raising page. 	
<p>HSBC Funding</p> <ul style="list-style-type: none"> • Highfield Primary have now received £920 from HSBC (a price match donation from the fete). This was kindly arranged by Stephen, one of the Dad's in 2S. • Can parents enquire at their work place about whether they can commit their annual "pound for pound" entitlement to the school 	

(up to £1000 pa). HSBC and other large corporations would do this.	
<p>Target Setting</p> <ul style="list-style-type: none"> • Is it worth setting a target the for money that we would like to raise, especially as Mrs Kemal is creating the traffic light system. • We could have an icon of the FoH tab on the school website showing how close we are to reaching our goal as the year progresses. 	
<p>Obtaining Charity Status</p> <ul style="list-style-type: none"> • FoH wish to become a charity as this opens up fundraising possibilities and also means that gift aid can be claimed. • FoH will be submitting an application to the Charity Commission asap • Our first step is to ensure that we have a robust constitution, and thus it was <u>AGREED</u> at the meeting on 19.11.18 that FoH adopts the ParentKind constitution. This is a constitution which is tailored to PTAs and ensures that as a charity we are acting within the agreed boundaries and parameters set out by the charity commission. • It should be noted that we already buy our insurance from ParentKind. 	<ul style="list-style-type: none"> • The adopted Constitution to be added to the FoH Website and members of the FoH whats app group to be alerted to it with a web link provided.
<p>Membership and Attendance at meetings</p> <ul style="list-style-type: none"> • The meeting discussed the fact that around 86 members are invited to each meeting, however far fewer actually attend. • In terms of membership, it would be useful to have an up to date list of members to ensure all who want to receive the notes/actions. 	<ul style="list-style-type: none"> • Meetings- worth deciding some in advance and letting people know via WhatsApp group so they can plan childcare?
<p>Bag 2 School</p> <ul style="list-style-type: none"> • This is an initiative where parents can donate bags of unwanted clothing, which the school then gets paid for (by kg). • Those at the meeting agreed a good time for doing this would be March 2019 as people may be having a spring clear out/unwanted Christmas gifts which they could donate. It is important to give people notice of when the drop off will be in order to maximise the number of donations. 	<ul style="list-style-type: none"> • Committee to agree and send out leaflets in bags and via WhatsApp class rep groups before the end of Jan 2019. Follow up again with reminder/posters in March?
<p>School Council</p> <ul style="list-style-type: none"> • The group discussed if a school council could be a good idea. • Many other local schools have this as it provides a bridge between the staff and parents and encourages them to work in partnership. Currently school staff do not attend the PTA meetings which we would like to encourage, while also being mindful of their busy schedules during their day. • Focuses on issues other than fundraising, helps parents have a say 	<ul style="list-style-type: none"> • Committee to do further research around this and how we can reach out to staff • Invite Mrs Moens to future PTA meetings that are carried out during the school day.

and provides a forum in which ideas and support can be shared	

Email: friendsofhighfield@hotmail.com

Website: www.highfieldprimary.co.uk

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

Raise funds for Highfield Primary for free when you shop online:

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