



**HIGHFIELD PRIMARY SCHOOL  
Parents Teachers Association**

**Thursday 28<sup>th</sup> February 2019  
Friday 1<sup>st</sup> March 2019**

**MINUTES**

**Attendees: Kirsty Tindle (Chair) 3CA, 1J & Nursery am, Siobhan Sweeney 4M (Treasurer), Angela Brookes 2B (Charity Manager), Louisa Diomidous RH, Liz Whale RJ & 3CA, Eleni Polycarpou 4M, Anthony Hughes, Andre Theodorou 2D & Nam (Marketing), Cey Aristedes (Vice Chair), Charlotte (Secretary) RF, Julia RH, Claire 3I, Hannah 2D & RH, Janine 2S, Catherine 5B, Stephanie 4A.**

**Awaiting response from Mrs Kemal or SLT**

**Attachment within email**

Item	Action
<p><b>Events coming up</b></p> <p><u>Bag 2 school-</u></p> <ul style="list-style-type: none"> <li>22<sup>nd</sup> March. This is an initiative where parents/carers bring in unwanted clothes in a bag, the school receives money by the kg.</li> <li>Posters have been displayed around the school. Bags to go out to parents on Friday 8<sup>th</sup> March, along with a note with details.</li> </ul> <p><u>Easter egg hunt –</u></p> <ul style="list-style-type: none"> <li>4th April at 3:30pm. Eggs have been purchased. Posters to be put up next week.</li> <li>£2 tickets will be available from the office from 5<sup>th</sup> May, text to go out.</li> <li>Tickets must be bought in advance and brought to the event for children to receive their egg.</li> <li>Beverages and snacks may be on sale if enough volunteers come forward to serve.</li> <li>Mrs Kemal confirmed that After School Club pupils will be taken to E hunt by staff if their parents have purchased a ticket in advance.</li> <li>We require helpers to set up from 2pm, text to go out closer to the time.</li> </ul> <p><u>Autism week</u></p> <ul style="list-style-type: none"> <li>Request was put forward for non-uniform day in January to raise money for the Dali Class during Autism week.</li> <li>The money raised would go towards resources for the Dali room. Request for Mrs Togher to decide on what the money would go towards to help improve the Dali room.</li> </ul> <p><u>School Quiz</u></p> <ul style="list-style-type: none"> <li>Mrs Kemal/caretakers have agreed the quiz will take place on May 10<sup>th</sup> in the canteen (7:30pm). Car park may be used for parking.</li> <li>Participants will be in groups of up to 8. Tickets bought in advance from the school office.</li> <li>We are currently looking into menu options so that people can choose what they would like to eat when purchasing a ticket. Cost of food will be inc in the price of each ticket.</li> <li>Quiz master has been arranged by Eleni.</li> <li>Drinks and alcohol to be ordered and served by Kirsty Tindle.</li> <li><b>NB staff and governors could also attend??</b></li> <li><u>Comic Relief</u> 15<sup>th</sup> March Comic Relief coffee morning in the school canteen at 9am. Arranged by Cey. Non-uniform for children, pay £1.</li> </ul> <p><u>World Book Day</u></p> <ul style="list-style-type: none"> <li>7<sup>th</sup> March – Children to dress up as a book character.</li> </ul> <p><u>Cinema Night</u></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><u>New Parents</u></p> <ul style="list-style-type: none"> <li>Consider arranging an event specifically for new Nursery and Reception parents ( late summer or September).</li> </ul>	<ul style="list-style-type: none"> <li>Angela to liaise with Miss Petais regarding giving out bags with notes.</li> <li>Parents to look out for posters/texts regarding Easter Hunt</li> <li>Committee to purchase food/drink items for sale at Easter Hunt.</li> <li>Supply office with tickets for Egg Hunt for next week. Display posters.</li> <li>Send school text advertising Easter egg hunt tickets</li> <li>Committee to ask Knights Estates to sponsor.</li> <li><b>Mrs Kemal/Ms Petais/Mrs Togher to feedback re autism week event non-uniform day.</b></li> <li><b>Mrs Kemal/Caretakers to confirm timings for quiz.</b></li> <li>Siobhan to check alcohol licence is valid for quiz.</li> <li>Kirsty and committee to decide on decorations (balloon shop donations), ticket price, drinks for quiz and proceed with ordering. Committee to review menu choice offered by school caterers.</li> <li>Eleni to look into purchasing a trophy for the winning team.</li> <li>Volunteers required to help organise quiz - please email friendsofhighfield@hotmail.com</li> <li><b>Staff are welcome to join us for the quiz night, SLT please discuss in staff meeting.</b></li> <li><b>Mrs Kemal to confirm whether we can proceed with cinema fundraising idea and suggest a suitable date.</b></li> </ul>
<p><b>Summer Fete 29th June 2019 12-4pm</b></p> <p><u>1.Stalls</u></p> <ul style="list-style-type: none"> <li>If you are a parent from any of the classes without a stall (5M, 6P &amp; 6B), please email <a href="mailto:friendsofhighfield@hotmail.com">friendsofhighfield@hotmail.com</a> 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.</li> <li>Andre &amp; Stephanie discussing option of using a new pony company from 'Add to Events', awaiting quotes.</li> </ul>	<ul style="list-style-type: none"> <li>Nursery class rep (pm) Maria Naghsbandi to confirm chosen stall and update FoH.</li> <li>Committee confirm booking of Captain Fantastic and external companies from 'Add 2 Event'.</li> <li>Promote Doctor Bike and his services to pupils before the fete.</li> </ul>

- Dr Bike has accepted an invitation to attend the fete again this year.
- Captain Fantastic offered a free hour of entertainment, to be presented on stage area.
- 14 companies have responded to a request for external stalls on 'Add 2 Event', inc £150 payment from an ice cream company and £100 for coffee company.
- Discuss with Sophie and Hannah how we go about requesting for clothing for their Swish stall. Possibly do an early collection of ladies' clothes ahead of the Bag2School collection to avoid confusion.
- Discuss with International Food Hall reps how we go about a whole school involvement with food donations. Posters? Texts? Need donations from parents across the school in order for them to supply enough food on the day.
- Alex Kemal will be running her art club in the blue cabin this year and external performers will be using the Dali room to prepare.
- Siobhan suggested the idea of a Golden Ticket stall. Chocolate bars will be sold, 20 of which will have a golden ticket inside. 1 of those tickets will win a top prize e.g. iPad generously donated by Rich Mumford (Human Thinking). Louisa is in discussions with Smyths toy store to see if they can also donate toys/top prize.

## 2. Structure for the planning and organisation of the fete

- Class reps to use the **sign-up sheet** (from 23rd April) 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 28<sup>th</sup> 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-5:30pm (3 volunteers per class)
- **Mrs Kemal/Caretakers have already confirmed they're happy with set up and pack away times (Friday and Saturday).**
- PTA members that have agreed to be Runners on the day: Kirsty, Angela, Andre, Eleni and Siobhan. Each person to be responsible for a specific section and one person to keep hold of Sum Up.
- After feedback from visitors last year that the drinks bar wasn't accessible enough, it's been decided that it will be located under the theatre shelter this year. Once again, it will be run by Gary from the Kings Head. All profits go to the school.
- We are considering a petting zoo for the secret garden.
- Mrs Kemal has confirmed that the caretakers will be responsible for tidying the Secret Garden in time for the fete. (See feedback from previous minutes)
- We have requested for a number of school tables and chairs to be used from the school building as there is an increase in the number of stalls this year.

## 3. Staff

- Ms Dunbar - first aider for the day, Mrs Barker- front desk, 12-4, Mrs Kataria 12-3, Mrs Tailor 12-2pm henna, Mrs Kemal confirmed-Mrs Dunbar, Mrs Moens and Mrs Oskis - count up.
- Sign up volunteer sheet is available.

## 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
- Mrs Kemal has reported back, photos of Governors will not be placed on school website (see previous minutes).

## 5. Estate Agent Boards

- ETB Management have offered to pay £10 per board advertising the fete outside parents' properties.
- **Sign-up sheets** are available in the office for class reps to use when requesting for home addresses. Target- 7 addresses per class, but the more the merrier. Forms to be handed to Cey please.
- Some parents have asked whether they can donate £10 rather than place a board outside their home. Please email [friendsofhighfield@hotmail.com](mailto:friendsofhighfield@hotmail.com) and inform us, so we know to expect your donation. Please hand in your donation **in an envelope** to the office, mark the envelope with:

Your **name** and **Friends of Highfield: Siobhan -Estate Agent Board**

## 6. Advertising/ stall holders/donations

- Volunteers have begun using an **application form** to email companies and visit local stores to ask if they want to donate, sponsor, advertise or run a stall. See attachment or email [friendsofhighfield@hotmail.com](mailto:friendsofhighfield@hotmail.com) if you'd like a copy of the application form.
- A number of companies have signed up. So far, we have achieved 31 raffle prizes and £1315 in adverts/sponsors/stall fees. Thank you to Siobhan who has provided invoice numbers.
- Last year, Ms Ikoloh managed a table with class stall resources/float sign-up sheet. Request for the same arrangement this year as it worked very well.
- **Members of the PTA requesting for raffles, stalls, adverts, sponsorship:**

- Stephanie to confirm which pony company we will be using once quotes have been collated.
- Kirsty to confirm attendance of train ride, trampoline, soft play, climbing wall this year and children's entertainers.
- Hannah and Sophie to decide how to go about arranging for Swish donations for fete.
- Eleni to add Art club change and use of Dali room on to risk assessment as the BBQ will be carried out behind the blue gates within the Dali Garden.
- Anastasia, Jane and committee to publicise food requests with whole school texts/posters/sign-up sheet (start of May).

- From 23/4/19 Andre to hand out sign-up sheets to PTA/ class reps. Office to send a text.

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

- **Caretakers to prepare Secret Garden in time for fete**

- **SLT to confirm they're happy with furniture request for fete (emailed by Andre).**

- Walkie Talkies need to be tested by Runners to ensure they work across the school grounds.

- **Committee to supply sign-up sheet in KS1 & KS2 staff rooms for staff to fill in.**

- **Mrs Kemal to confirm if Governors want to be more actively involved in the fete.**

- Committee to supply class reps with sign-up sheet for collecting addresses for estate agent, from 5<sup>th</sup> March.

- Siobhan to collect £10 donations from the office.
- **SLT, please inform staff about the Estate Agent Boards**

- **Ms Ikoloh to confirm if she's happy to run the fete planning table once again this year.**

*Aldermans Hill	Emma	<ul style="list-style-type: none"> <li>Terry to be given adverts for brochure once received from companies.</li> <li>Helen (social media officer) to promote fete on social media.</li> <li>Committee to chase up Adele from Sainsbury's re banner.</li> </ul>
*Green Lanes from the lights at Palmers Green Library up to The Post Office in Palmers Green	?	
*After the Post Office up to Yasar Halim (Just off Green Lanes)	Lenka	
* Green Lanes- continue from the traffic lights near Yasar Halim up to Coffee Break	Louisa	
* After Coffee Break up to Riverside Florist (next to G Fox cabs)	Erica	
* Parade by Ridge Avenue Library	Rupa	
* Winchmore Hill Green	Kate	
*Hoppers Road (by Born Free Holidays)	?	
*Southgate	?	
*Enfield Town	?	
*Social Media advertising	Helen	<ul style="list-style-type: none"> <li>Denise Ng to feedback on research into charity funding for playground.</li> </ul>
<ul style="list-style-type: none"> <li>We still welcome more parents/carers to come forward to join this team (email friendsofhighfield@hotmail.com). Thank you to those that have been contacting companies via email: Denise, Angela, Kirsty, Siobhan and Andre.</li> <li>Terry- can we design a leaflet soon to go out to local stores in April?</li> <li>Sainsbury's are yet to confirm if they will display a banner outside their store.</li> </ul>		
<b>7. Cashless payment</b> <ul style="list-style-type: none"> <li>After requests from parents at last year's fete, Siobhan has purchased 'Sum Up'- Contactless Payment system (card payments).</li> </ul>		
<b>8. Spending</b> <ul style="list-style-type: none"> <li>Siobhan will provide us with an authorisation form which must be completed and submitted <b>before</b> anyone makes a payment for items they require for the fete or any other event. Unless authorisation has been given first, you may not be reimbursed.</li> </ul>		<ul style="list-style-type: none"> <li>Siobhan to supply authorisation form.</li> </ul>
<b>9. School Council</b> <ul style="list-style-type: none"> <li>Request for school council to arrange poster competition, winner receives a prize and posters to be displayed around the school grounds and in the fete brochure.</li> </ul>		<ul style="list-style-type: none"> <li>Ms Dawson to confirm if she's happy to arrange a poster competition with the help of the School Council.</li> </ul>
<b>Fundraising</b>		
<ul style="list-style-type: none"> <li>The Easy Fundraising initiative has raised about £169.98 so far – we need to remind people to use the app when shopping online as so many companies donate.</li> <li>Kirsty and Charlotte have signed the new mandate which allows access to funding raised from previous events that remained in a HSBC account.</li> <li>Now that we are an official charity, our Governing documents states that money from FoH charity fundraisers is to be allocated to Highfield School rather than external charities. The school can arrange fundraisers for other charities however.</li> <li>Parents/Carers to make enquiries at work about the 'Match Funding' scheme, where companies will double our profits now that we are a charity.</li> </ul>		<ul style="list-style-type: none"> <li>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.</li> <li>Continue to send out texts to parents and raise awareness of Match Funding.</li> <li>Mrs Kemal/Mrs Moens to update committee about what they have/will be spending the £1000 on from the HSBC match funding raised from last summer's fete.</li> </ul>
<b>Funding request from Staff</b>		
<ul style="list-style-type: none"> <li>Siobhan to request a meeting with Ms Ikoloh and Ms Moens (Highfield's Finance Officer) to discuss purchase requests made by staff.</li> <li>Siobhan would like the proposed spreadsheet to be used for future requests.</li> <li>A request for EYFS resources has been requested (to be discussed in meeting on 14<sup>th</sup>). Previous requests have been approved by FoH Committee and SLT.</li> <li>Ms Ikoloh has confirmed that once items are purchased by staff, Ms Moens will liaise with Siobhan to provide invoices for PTA records.</li> </ul>		<ul style="list-style-type: none"> <li>Parents/Carers to access the FoH page on the school website to review budget spending</li> <li>Ms Ikoloh and Mrs Moens to inform Committee if they can attend a meeting with Siobhan on 14<sup>th</sup> March.</li> </ul>
<b>School website</b>		
<ul style="list-style-type: none"> <li>Thank you to Aman who has continued to update the Friends of Highfield section of the school website, which can be found under the 'Parents &amp; Carers' tab. <a href="http://www.highfieldprimary.co.uk/parents/friends-of-highfield">www.highfieldprimary.co.uk/parents/friends-of-highfield</a></li> <li>Please email FoH if there's any further information you think we should include.</li> </ul>		<ul style="list-style-type: none"> <li>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.</li> <li>Andre to email new fete related documents to Aman.</li> </ul>
<b>AOB</b>		
<ul style="list-style-type: none"> <li>Claire has agreed that we can use the shed in the Secret Garden to store FoH items.</li> </ul>		