



HIGHFIELD PRIMARY SCHOOL
Parents Teachers Association

Monday 30th April 2019
Friday 3rd May 2019

MINUTES

Attendees

Monday 30th April: Kirsty Tindle (Chair) 3CA, 1J & Nursery am; Andre Theodorou 2D & Nam (marketing), Denise Ng; Jay (2S & 5B); Sarah Strong (RH & Joint Secretary - Minutes) Venue: Orange Tree, 8pm

Friday 3rd May: Rhona Crewe (RJ), Liz Whale (3CA), Stephanie Rizzo (4A), Ceylan Aristides (2S/5B), Anastasia Arvanitidou (3L), Jane Warrington (3L), Claire Varnavides (3I), Juliet Wood (1P), Molly Taylor (1P), Charlotte Guha (RF & Joint secretary, Minutes), Andre Theodorou (2D and Nursery AM), Lubna (5B), Kirsty Tindle (Chair) 3CA, 1J & Nursery AM

Item	Action
<u>Recent Events- Feedback</u>	
<p><u>Easter Egg Hunt</u> Cey advised that following the hunt, the committee had been advised of an issue with the entrance to the hunt. This had been discussed with the school and we would take this on board for next year. The Egg hunt had been a great success and Cey thanked everyone who had helped out. A total of £434 was raised from the Easter Hunt Thanks you once again to Kings Estates in Edmonton who kindly sponsored the event.</p>	<ul style="list-style-type: none"> Funds raised from the Hunt to feature in the next newsletter.
<u>Events coming up</u>	
<p><u>School Quiz</u> Friday 10th May. All tickets allocated in groups of 6 for £60 but there are outstanding people to pay for their teams. Food will be served on the evening – chicken or veg curry which is included in the £10 price. Committee members are volunteering to set up, serve food and alcohol/soft drinks, clean up. We have to be out of the building by 11.30pm and the car park will be locked at 11.35pm (see letter from Jane Hill) Eleni Polycarpou's husband has agreed to be the quiz master. We will be trialling a wireless payment machine, but people will be told it is a cash bar. Timings: Dinner will be served at 7.30pm and the quiz will start at 8pm The car park can be used by participants</p>	
<u>Summer Fete 29th June 2019 12-4pm</u>	
<ul style="list-style-type: none"> Volunteer slips to be put in all pupil's bags and have asked they to be returned to Class Reps or teachers. Text to be sent out letting parents know. Fire Department, Edmonton have confirmed they will try and bring 3 fire engines to the fete but this all depends on availability on the day. Firs Farm Wetlands will confirm nearer the time if they can attend. Dr Bike: see Actions Local MP for Enfield Southgate Bambos Charalambous has suggested that he can attend and supply raffle prize of Tea for Two on Parliament room A company supplying a photo booth have agreed to attend the fete. Siobhan has arranged for Captain Fantastic to in for free (1pm – 2pm). Wrist Bands: discussion on this and how they will work. £10 for unlimited <i>specific</i> fairground rides (3 or 4 of them). There will also be the opportunity to purchase single rides for £2.50 a go. The rides which are included should be clearly marked in some way (eg an orange star) so as to avoid confusion, as there are other rides, such as the pony rides and bouncy castles which aren't included. <ul style="list-style-type: none"> Have a clicker to see how many wristbands be sell – this is a new trial/initiative for us so we want to monitor how many we sell. 	<ul style="list-style-type: none"> Kirstie to go to Edmonton Police Station to see if they can come along. Dr. Bike: Text to be sent out to parents to get pupils to bring in their bikes for a health check Andre to ask if Dr. Bike can put ID's on bike? Angela Brookes to chase Bambos Charalambos MP Angela to ask local paper if they will come and photograph him Captain Fantastic to be added to the banner Wristband 'specific rides' to be added to banner Ensure the rides where wristbands can be used are clearly marked at the Fete

<ul style="list-style-type: none"> • International Food Stall: Jane and Anastasia are running the international food stall. In previous years this has been stressful due to the unknowns around how much food they will receive, when and in what form. It was felt that the stall, despite these issues, was a huge success. Agreed a slip for the international food stall should go out in all book bags to seek donations of food. It was difficult to store the food due to health and safety requirements and lack of fridges, although it might be possible to store cold donations in the canteen fridge. This would need to be confirmed in due course. • A request for a yoga teacher (Dai from Tatty Bumpkin) to maybe attend the fete/start delivering after school classes. It was advised that the yoga teacher should contact Mr Wilson about after school classes and Andre about the fete. • Estate Agent Boards- lists of names and addresses needed from Class Reps next week. NB the estate agent we are using to advertise the Fete has rebranded and is now called Lokoom. • If people don't want a board or can't have a board (eg if they rent), there is a donation page that can be used. Suggested at the 3rd May meeting that a message goes out from Class Reps reminding people of this. • Help with set up and on the day- slips should have gone out to parents now. Class reps need to collect these in and organise support for their stall. A form is available from reception to transfer all names onto, and will be made available electronically. • In terms of equipping the stalls, some class reps have asked for donations, and there may also be stock leftover from last year in the shed. Andre will investigate. • Noted that if anyone does need to purchase stock they need to fill out a purchase order form first and get agreement from the treasurer (Siobhan). • Newsletter: It was agreed that a leaflet/short newsletter could be sent out in book bags reminding parents and carers of the fete, how they can help, what to do if donating food etc • Golden Ticket Stall- after some discussion it was agreed that a good way to manage this stall would be to have envelopes to purchase for say £2, each with a number on written in gold pen. At the end of the fete there would be a raffle for these prizes (which include an iPad and Nintendo DS). It was thought that one of the classes without a stall might be able to oversee this stall • Gazebos: new gazebos have not been purchased but it may be that FoH use some funding to do so as they will be used for years to come and the current gazebos are now quite tired/ some are broken. • Raffle- next year suggested do a separate raffle for activity prizes 	<ul style="list-style-type: none"> • Slip in bags re the international food stall • Families with connections to local restaurants/cafes- please come forward and offer your food donations to the International Food Hall. • Cey to confirm to Jane and Anastasia about whether food can be stored in the canteen fridges • Message re donation page to go out from class reps • Class reps to organise volunteers for their class stall using the slips and timings form. • Short newsletter on the upcoming fete to be drafted and sent out in book bags • Denise to come back to fete planning team regarding companies donating raffles/advertising.
--	--

Fundraising	
<ul style="list-style-type: none"> • Denise to continue action from last meeting – Charity Funding for Playground • Charity Status: we need to Match Fund and push this more • Can we find an alternative method for collecting money for future payments e.g. Quiz Night ticket sales? 	<ul style="list-style-type: none"> • Denise Ng to look into this along with how other schools have doubled profits with match funding. • Andre to contact last years Bank donator to see if they could repeat this. • Siobhan to enquire with our bank (Barclays) to see if they will Match Fund. • Siobhan to investigate an online payment system. • FoH waiting for feedback on what the school spent the £1000 donation on from last year's fete.

Friends of Highfield Contact Details

friendsofhighfield@hotmail.com

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

Facebook & Instagram: The Friends of Highfield