



**HIGHFIELD PRIMARY SCHOOL  
Parents Teachers Association**

**Monday 3<sup>rd</sup> June 2019**

**MINUTES**

**Attendees**

**Monday 3<sup>rd</sup> June-9am: Cey (Vice Chair), Andre Theodorou (Marketing), Asha Dhanji (Class Rep 1M & 4M), and Liz Whale (Class rep 3CA)**

**Monday 3<sup>rd</sup> June- 8pm: Cey (Vice Chair), Kirsty Tindle (Chair of FoH), Siobhan Sweeney (Treasurer), Anthony Hughes, Angela Brookes (2B Class rep and Charity Manager) and Andre Theodorou (Marketing)**

**To discuss/awaiting feedback from SLT**

**Attachments included**

Item	Action
<b>Summer Fete 29th June 2019 12-4pm</b>	
<ul style="list-style-type: none"> <li>Estate Agent Boards- lists of names and addresses have been given to Lokoom ETB Management Estate Agent. Boards will start going up this week but this will take some time as we have received over 90 addresses. Thank you ever so much to those parents/carers who forwarded their address or donated to our page <a href="https://donatemyschool.com/1752">https://donatemyschool.com/1752</a> . The two raised a grand total of £1058.50. (It's not too late to donate using the link above.)</li> <li>Boards will come down the week after the fete. Any problems, contact the friends email.</li> <li>Banners have gone up on the front and back gates of school.</li> <li>Raffles tickets to go out in bags tomorrow. Money, completed slips and also any unsold raffles to be returned to class by 14<sup>th</sup> June.</li> </ul>	<ul style="list-style-type: none"> <li>Cey to give banner to Adele at Sainsbury's to be placed on Green Lanes on Tuesday 4<sup>th</sup> June.</li> <li>Short newsletter on the upcoming fete to be drafted and sent out in book bags</li> </ul>
<ul style="list-style-type: none"> <li>Vintage police cars are attending the fete with police officers.</li> <li>Dr Bike: waiting to hear back regarding ID tags.</li> </ul>	<ul style="list-style-type: none"> <li>Dr. Bike: Text to be sent out to parents to get pupils to bring in their bikes for a health check</li> </ul>
<ul style="list-style-type: none"> <li>International Food Stall reps- Anastasia and Jane, have been supplied with a letter they can use to email local companies and hand over to restaurants and cafes during walk-ins.</li> <li>Quantity of Meat for BBQ and Bar drinks confirmed.</li> <li>Yasmine from The Queens Head offered to serve at the Fete Bar.</li> <li>Gary from the Kings head is running the Bar once again this year.</li> <li>Cey is arranging for shake donations from Year 2 parent for drinks stall.</li> </ul>	<ul style="list-style-type: none"> <li>Andre to confirm BBQ order with Brook House foods</li> <li>Siobhan to liaise with Yasmine.</li> <li>Food hall reps to contact local eateries for donations.</li> <li>Families with connections to local restaurants/cafes- please come forward and offer your food donations to the International Food Hall.</li> <li>Cey to confirm quantity of shakes.</li> <li>Committee to check if we have enough cups and cutlery for the fete.</li> <li>Committee to purchase large 12 kilo bags of ice and new containers to store drinks for Gary.</li> </ul>
<ul style="list-style-type: none"> <li>Wrist Bands: after lots of discussion we have decided to price rides individually and not use wrist bands.</li> <li>Prices for each of the 4 rides confirmed: bungee trampolines £5, Mini Waltzer £2 Bus ride £2 &amp; bumper cars £3.50</li> </ul>	<ul style="list-style-type: none"> <li>Committee to purchase 4 different tickets for each ride and create posters. All fun fair ride tickets to be purchased from one desk.</li> </ul>
<ul style="list-style-type: none"> <li>After having done a great job at the Easter Hunt, will Tim wear the Highfield Bear outfit and carry a donation bucket?</li> </ul>	<ul style="list-style-type: none"> <li>Charlotte to discuss with Tim.</li> </ul>
<ul style="list-style-type: none"> <li>Reminder of timings, agreed and confirmed with the school earlier in the year: School gates are open for external stall holders, rides and volunteers at 9am on morning of the fete. Pack away on the day of the fete until 5:30pm. Setup straight after school the day before, until 5:30pm.</li> <li>Fete layout confirmed during meeting.</li> </ul>	<ul style="list-style-type: none"> <li><b>Map of the fete</b> added to brochure and posters around the fete.</li> </ul>
<ul style="list-style-type: none"> <li>So far, 25 members of staff have offered to help on the day on the fete. We are very grateful for their support. Free food vouchers have been designed.</li> </ul>	

<ul style="list-style-type: none"> <li>Ms Ikoloh has requested that class teachers communicate with parents about volunteering their time at the fete as volunteer numbers are very low so far this year.</li> </ul>	
<ul style="list-style-type: none"> <li>Class reps to continue to <b>fill in form</b>, available at the main reception, and ask parents to volunteer for class stalls. Now that we have less than a month to go, hopefully people will be more inclined to commit their time for at least an hour. Most class reps have reportedly they are struggling to fill up even half of their time slots and some have as few as 1 parent volunteer for the whole day from the class.</li> <li>If anyone does need to purchase stock for their stall which is not covered by donations, they need to fill out a purchase order form first and receive agreement from the treasurer (Siobhan).</li> <li>Some class reps have set up a PayPal page for donations from parents. Andre has informed reps of which items are already available in the shed from last year.</li> <li>Due to environmental reasons, animal balloons will no longer be sold at the fete.</li> <li>Find out whether local scouts will volunteer their time.</li> <li>We are eager to have more volunteers for henna and face painting- parents to email <a href="mailto:friendsofhighfield@hotmail.com">friendsofhighfield@hotmail.com</a></li> <li>Liz Whale to sell FoH merchandise alongside ball &amp; bucket stall.</li> <li>Class reps to collect their name badges and floats from Ms Ikoloh at 11:40 and sign them out. To be returned at 4pm and signed back in by Ms Ikoloh. Ms Ikoloh stationed at the fete office by the DJ.</li> </ul>	<ul style="list-style-type: none"> <li>Class reps should feel free to request for donations using the class rep WhatsApp group.</li> <li>Asha to speak to Explorers Scouts to request they earn badges by volunteering to run a stall.</li> <li>Committee to allocate volunteers to stalls, a week before the fete.</li> <li><b>School to confirm if we can store donations for fete in the canteen storage room next to kitchen (teddies, toys and books).</b></li> <li>School texts to go out asking for parents to volunteer their time.</li> </ul>
<ul style="list-style-type: none"> <li>Runners on the day of the fete: Siobhan, Eleni and Andre with Angela as back up.</li> <li>Kirsty will oversee bouncy castles, sweet treat and jacket potato stall, external rides &amp; class stalls x 2.</li> <li>Runners- 1 member to manage cashless payment system. At the beginning of the fete, runners to hand out brochures to external companies/rides and direct them to their pitch.</li> <li>Runners to use walkie talkies to ensure the smooth running of the fete.</li> </ul>	
<ul style="list-style-type: none"> <li>We finalised the information which is to be included in the summer fete brochure.</li> </ul>	<ul style="list-style-type: none"> <li>Terry to complete brochure and discuss printing options with the committee.</li> </ul>
<ul style="list-style-type: none"> <li>The school Caretakers will not be on duty on the day of the fete.</li> </ul>	<ul style="list-style-type: none"> <li>Committee to look into using money raised from donations to pay a relief caretaker to ensure the smooth running of the fete and to deal with any unexpected problems on the day.</li> </ul>
<b>Class reps</b>	
<ul style="list-style-type: none"> <li>Class reps to inform the Committee whether they will be continuing their role next year.</li> </ul>	<ul style="list-style-type: none"> <li>Class reps to update class rep WhatsApp group on role. If standing down, a replacement from their class must be found for September, before leaving their position.</li> </ul>
<b>Fundraising/Spending</b>	
<ul style="list-style-type: none"> <li>Siobhan has requested for Ms Moens to provide receipts from recent school purchases which used the FoH funds. This is required in order to update the FOH accounts.</li> </ul>	<ul style="list-style-type: none"> <li><b>Mrs Moens to liaise with Siobhan.</b></li> </ul>
<ul style="list-style-type: none"> <li>Charity Status: we need to push for Match Funding. Santander are doing a matching funding scheme.</li> <li>Steve, a parent who works for HSBC who donated last year, is hoping to match fund once again this year after the fete (£1000?).</li> <li>Class reps to remind classes that parents can use donation page <a href="https://donatemy school.com/1752">https://donatemy school.com/1752</a> to help raise funds for our fete or reps can set up a class Pay Pal account to encourage donations.</li> </ul>	<ul style="list-style-type: none"> <li>Is there a parent willing to explore Santander's match funding scheme further?</li> <li>Parents who work in banks to come forward for Match funding offers before the fete.</li> <li>Siobhan to liaise with Steve after the fete regarding match funding.</li> <li>Siobhan to order 4 donation buckets.</li> <li><b>FoH have requested to use the £1000 donation from last year's fete on gazebos. Siobhan is waiting to hear back from Mrs Moens.</b></li> </ul>
<ul style="list-style-type: none"> <li>Committee have agreed to offer funding to Reception to purchase resources for outdoor area.</li> </ul>	<ul style="list-style-type: none"> <li><b>Siobhan to liaise with Ms Ikoloh and Ms Moens.</b></li> </ul>
<ul style="list-style-type: none"> <li>New gazebos to be purchased by the FoH.</li> </ul>	<ul style="list-style-type: none"> <li>Siobhan to order new Gazebos for fete (pop up)</li> </ul>

<ul style="list-style-type: none"> <li>Parents have asked to be kept informed of what the FoH's funding is going towards and whether we have targets to reach.</li> </ul>	<ul style="list-style-type: none"> <li>Discuss with SLT- can we set funding targets for next academic year and can we display a thermometer fundraising chart outside the office for all to see which, will be updated after each event.</li> </ul>
<ul style="list-style-type: none"> <li>Update parents on future purchases</li> </ul>	<ul style="list-style-type: none"> <li>Text to be sent to parents informing them of what we plan to spend the fete profit on. Discuss with SLT</li> </ul>
<b>New FoH website</b>	
<ul style="list-style-type: none"> <li>Year 2 and Reception parent, Rich Mumford, has begun creating the new FoH website. We are very fortunate to have him voluntarily take on this role.</li> </ul>	<ul style="list-style-type: none"> <li>Committee to supply their photos for new website.</li> <li>The following have agreed to meet with Rich for training on website: Helen (Social Media), Eleni (Health &amp; Safety), Andre (Marketing), Kirsty (Chair) and Angela (Charity Manager).</li> </ul>
<ul style="list-style-type: none"> <li>Include images of items that the FoH funds have gone towards.</li> </ul>	<ul style="list-style-type: none"> <li>Ms Ikoloh, can you supply photos of items purchased by FoH being used by pupils, if any are available. This will be added to the new website to celebrate everyone's fundraising efforts.</li> </ul>
<b>Going forward</b>	
<ul style="list-style-type: none"> <li>The committee would like to meet with Mr Wilson in early July to discuss plans going forward for September. (1<sup>st</sup> July at 9am if possible)</li> </ul>	<ul style="list-style-type: none"> <li>Mr Wilson to confirm availability for meeting with Committee.</li> </ul>
<ul style="list-style-type: none"> <li>Discussed the option of the Committee members and class reps having a lanyard with their name to be worn when on school grounds and at the fete.</li> </ul>	
<ul style="list-style-type: none"> <li>Cey to speak for a few minutes at the end of the Reception meeting (26/6/19), informing them of FoH's role and how to join the PTA.</li> </ul>	<ul style="list-style-type: none"> <li>Mrs Kemal to confirm if she is happy for Cey to proceed.</li> </ul>
<ul style="list-style-type: none"> <li>We have no space in the FoH shed to store the new gazebos.</li> </ul>	<ul style="list-style-type: none"> <li>Ms Ikoloh/Mr Wilson to confirm if we can use shed in the secret garden to store gazebos.</li> </ul>

**Friends of Highfield Contact Details**

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