



**HIGHFIELD PRIMARY SCHOOL  
Parents Teachers Association**

**Monday, 2<sup>nd</sup> March, 2020  
9:00AM at School Canteen**

**MINUTES**

**Attendees:** Mrs. Moens, Ceylan Aristides (Vice Chair), Eleni Polycarpou (Health and Safety), Andre Theodorou (Communication Officer), Merlyn Wright (Treasurer), Kirsty (2S), Claire (4C), Sania (4A), Denise (RF), Katie (3L), Stephanie Rizzo.

**Apologies:**

Siobhan Sweeney and Angela Brooke (Co-Chairs), Sarah Strong (Secretary)

**Introduction**

We held the meeting to discuss:

- Summer Fete Planning
- Movie Night
- Easter Egg Hunt
- Future Events Update and Planning
- Quiz Night
- Any Other Business
- Date, Time, and Location of the next meeting

Items in red already agreed by Mr Wilson during a Committee meeting on 13/2/20.

| FOH Discussion and Planning  | Actions:  |
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| <b>Summer Fete</b>   |   |
| <u>Updates on Class Stalls</u><br><br>Nursery AM – BBQ – Keren<br>Nursery PM – Sand Bottle Art – Hannah<br><br>RB – International Food Hall – Yumna<br>RF – Pick a lolly – Thea<br>RH – Toy Animal Race – Alexandra<br><br>1M – Second hands books and toy – Carlien R<br>1D – Maypole Dancing – Andrea & Rhona<br>1J – Swish Clothing Stall – Sophie and Hannah<br><br>2M – Nail painting, Chalk hair & Tattoos – Elen<br>2J – Ice cream – Asha<br>2S – Cupcake & Cookie Decorating – Kirsty W<br><br>3L – Swish Clothing Stall – Sophie and Hannah<br>3CF – Pick and Mix Popcorn Stand – Angela<br>3M – Planting and Pot Painting – (Helen and Danielle) | We'll use volunteer site to coordinate help for set up, running of stall and pack away. The link is given further down the minutes (Page 3). Class reps are to share the link to other parents. |

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| <p>4A – Feed the Cookie Monster – Liz Whale<br/> 4C – Hook a duck – Claire V<br/> 4MC – Guess the Teacher – Anastasia and Jane</p> <p>5D – Chocolate Toss – Monica F<br/> 5B – Pony Riding – Stephanie<br/> 5P – Fresh Lemonade and Cold Drinks – Asha</p> <p>6M – Tea/Coffee &amp; Cake – Skevi<br/> 6B – Hair Wraps &amp; braid bracelet – Catherine J<br/> 6GC – CLASS REP REQUIRED</p>   | <p>The stall will be located near the Eco World stall</p>  |
| <p><u>The schedule:</u></p> <p>5<sup>th</sup> June set up: 3:20pm – 5:15pm</p> <p>6<sup>th</sup> June : 08:30 – Fun Fair Arrival<br/> 09:30 -10:30 – Set Up Begins<br/> 10:30 – 12:00 – Set Continues<br/> 12:00 – Door Opens<br/> Stage Performance:<br/> 12:30 – Choir (15 Minutes)<br/> 13:00 – Flowetic Dance Group<br/> 13:15 – Children Ballet Performance<br/> 13:30 – Still Vacant<br/> 14:00 – Still Vacant<br/> 14:30 – Raffle (30 Minutes)<br/> 15:00 – Kids Yoga with Dai (25 Mins)<br/> 16:00-18:00 - Pack away</p>   | <p>Class Rep to ask parents if they know any international culture association/group who might want to perform?</p>          |
| <p><u>Other than Class Stalls that have been confirmed:</u></p> <ul style="list-style-type: none"> <li>• Highfield Bear will do its walk about at certain times (depends on number of volunteers and how much time they can spare)</li> <li>• Fire engines confirmed</li> <li>• 2<sup>nd</sup> Hand Uniform stall is confirmed – Mrs. Calder</li> <li>• Kings Head Bar will run inside the theatre this year.</li> <li>• We’ll have four fun fair rides</li> <li>• Bouncy Castles (donated)</li> <li>• Soft Play (donated)</li> <li>• Pocket Money Stall – stall with items for sale (stationary, notebooks, etc.)</li> <li>• Eco World</li> </ul> | <p>Cey is looking into this stall. We’re hoping a staff will help run it.</p> <p>More on environmental awareness section</p> |

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| <p><u>Environmental Awareness:</u></p> <ul style="list-style-type: none"> <li>• We're aiming to reduce waste</li> <li>• We'll have our own ice cream cart</li> <li>• We'll use wooden cutlery</li> <li>• Volunteers required for Eco World in Secret Garden</li> <li>• We'll think about setting up activities to encourage children to be more proactive in looking after the world around us</li> </ul> | <p>Purchasing branded reusable bottles and not selling single use bottles (or bring your own)</p> <p>Cey is organizing the sourcing of ice cream and ice lollies.</p> <p><b>Mr Wilson to confirm the Secret garden will be cleared before fete.</b> Green Peace, Minecraft, Planting, crafts, fence painting, etc</p> <p>Stephanie is kindly offered to liaise with M&amp;S to donate us some plant pots</p> |
| <p><u>Estate Agents – Cottage Fields:</u></p> <p>Please complete class reps sign up form or donate</p> <p><a href="https://donatemyschool.com/project/1752">https://donatemyschool.com/project/1752</a></p>   | <p>Class Reps to send out this link to parents</p>   |
| <b>CINEMA NIGHTS</b>  |  |
| <ul style="list-style-type: none"> <li>▪ Provisional dates are 21<sup>st</sup> May for KS1 students and 22<sup>nd</sup> May for KS2 students</li> <li>▪ We still need to obtain a screening licence</li> <li>▪ The fee agreed of £5 and will include snack and drink</li> <li>▪ Movie title TBC</li> <li>▪ Tickets will be sold in advance at school office</li> </ul>                                    | <p>It was suggested to invite Reception children as well (accompanied by their parents/carer). <b>Mr Wilson to confirm which days of the week the hall is free after school.</b></p> <p>Maybe a shorter film for Reception children if it goes ahead</p>   |

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| <ul style="list-style-type: none"> <li>▪ The film will be showed after school. Children brought to hall by Tas (TBC) and parents collect their child(ern) at usual pick up point at gates</li> <li>▪ <b>The plan is to use the school hall</b></li> <li>▪ We need volunteers</li> </ul>  | <p>Dates are to be confirmed depends on other activities that use the school hall</p> <p>Class Rep to push this and to encourage using signup.com</p>  |
| <b>EASTER EGG HUNTS</b>  |  |
| <ul style="list-style-type: none"> <li>• <b>Date's confirmed 2<sup>nd</sup> April</b></li> <li>• Playground after school at 15:20</li> <li>• Highfield Bear is planned to be at the event</li> <li>• To avoid queues and delays, parents will simply hand in ticket at the desk</li> <li>• We need volunteers</li> </ul>   | <p>We need volunteers</p> <p>Class Reps to push this and to encourage using signup.com</p>   |
| <b>QUIZ NIGHT</b>  |  |
| <ul style="list-style-type: none"> <li>• <b>Date is 3<sup>rd</sup> July</b></li> <li>• Tickets will be sold in advance at school office</li> <li>• Drinks and snacks for sale</li> <li>• We'll have an auction</li> </ul>  | <p>Class Reps to push message asking for donation</p>  |
| <b>ANY OTHER BUSINESS</b>  |  |
| <ul style="list-style-type: none"> <li>• FOH Regular Meeting during the school term: First Monday of the month at 9AM</li> <li>• Evening Meetings?</li> <li>• We need volunteers for Highfield Bear so we have a pool of people who can be available at different events. It was suggested that it would be good if Highfield Bear comes out at any other time (other than at events), maybe doing a half hour walkabout the school with Mr. Wilson while handing out flyers for our events</li> <li>• We'll use a volunteer's website signup.com for volunteers to sign up but we are working on our own PTA Events website for future events.</li> </ul> | <p>Class reps to asks other parents if this is an alternative</p> <p>Semia has kindly offered to lead a team of volunteer to be Highfield Bear on all our school events.</p> <p>Carrie (3CF) is working on the PTA Events website.</p> |

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| <ul style="list-style-type: none"> <li>• Sub teams: <ul style="list-style-type: none"> <li>➤ Muscle Team (Lead: Asha Dhanji)</li> <li>➤ Eco Warriors (Lead: Catherine Johnston) – Claire (4C) offered to join Eco team</li> <li>➤ Match Funding (Lead: Siobhan Sweeney and Merlyn Wright)</li> <li>➤ Marketing (Lead: Carrie Bignell) – Carrie needs volunteer to go door to door</li> <li>➤ Art Team (Lead: Kirsty Wallace and Merlyn Wright) – We need to think about PTA news board to go on the reception area and to update the news on the news board on the wall outside the reception. In the future this team hopefully can contribute some artwork towards FOH events</li> <li>➤ Highfield the Bear (Lead: Semia)</li> </ul> </li> </ul> | <p>Class reps to asks volunteers from their class for sub-teams and to use signup.com</p> |
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