**HIGHFIELD PRIMARY SCHOOL
Parents Teachers Association**

**Monday 14th September 2020
8.30pm on Zoom**

**MINUTES**

**Attendees:** Angela Brookes (Co-Chair); Siobhan Sweeney (Co-Chair); Cey Aristides (Vice Chair), Andre Theodorou (Communication Officer); Eleni Polycarpou (Health & Safety); Sarah Strong (Secretary - Minutes).

**Introduction**Due to Covid-19 we will continue to host meetings online for the time being.

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| **Events and fundraising** | **Actions:** |
| Teatime club: The FOH have been approached by a parent whose child attends after school club. Due to year group bubbles, the children aren’t allowed to mix and there’s very limited toys/games/creative work that the children can get involved with. We’ve been asked for a donation of £500 to supply arts and crafts, games, fun things the children can do which comply with Health & Safety rules for Covid.**Agreed: We will set up a donation pool and match fund up to £250, aiming to reach the £500 requested.**Foodbank: we’re ready and willing to help get this going and we’ll abide by Highfield rules as to access during Covid. Fundraising ideas* Calendar of birthdays
* Christmas cards
* Child shadowing Mr. Wilson for the day
* Bedtime story by a teacher
* Christmas raffle (local businesses / vouchers)
* Find out what other schools are doing

Grotto:We won’t be able to have Santa visit this year. Idea to have Christmas sacks of presents left outside each classroom for the teacher to distribute.Idea to look at sending a video link from Santa to the teachers for a video message. We can put the link on the FOH website which will increase the traffic to it.Community event ideas (not fundraising focussed):* Kindness/Happiness days
* National Poetry day – offer vouchers to the winners.
* Remote movie night
 | Bank account: Siobhan to check the account. Expected to be low as we’ve recently bought the new playground equipment.Mrs. Lynch: we’ll wait to hear from her as to when she’d like to proceed.* Andre (calendar)
* Angela (Christmas cards)
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| **Any Other Business:** |
| * Discussion on all Trustees being DBS checked. This is not a necessity for the charity, but we would all like to have this done.
	+ Action: Angela to contact Mrs Moens.
* Carrie and Andre (anyone else?) went to a group meeting for PTA’s in the Enfield borough. Lots of PTA representatives from several schools attended to share ideas and see how other schools raise funds (a positive for Highfield was our brochure was mentioned as a great example for summer fetes!). A WhatsApp group will be created for all the people who attended the meeting.
	+ Action: Andre and Carrie to update us with any useful info.
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