**HIGHFIELD PRIMARY SCHOOL  
Parents Teachers Association**

**Monday 6th November 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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| **Christmas 2020 and Fundraising** | **Actions:** |
| Christmas presents prep:  To be ordered and will arrive at Angela’s who will sort into sacks. 700 pairs of socks to be ordered this weekend to cover all the kids.  Cost, including gifts inside, coming out at around £2. Money from non-uniform day will be used towards this.  If Cottage Estates sponsor these, we can look at featuring their logo somewhere? Would Mr. Wilson put their banner on outside the school?  TBC once any sponsorship is confirmed.  Video message for the children:  Santa video. Siobhan waiting for production company to reply. Could look at Cameo (website) for a celeb video?  Otherwise we can pay for a Santa video (around £15-£25)  FoH Calendar  Andre is in touch with the graphics team, Gihan (company name?) is donating the printing – his logo will be on the back of the calendar. The graphics team will send a sample calendar early next week.  Size of calendar: A4 once it’s open.  Mr. Wilson will give the teachers a template for the children’s drawings.  **Agreed:** payment to be made through ParentPay as parents are already used to it and it’s the most straightforward way for us to arrange through the school. We will ask the school to manage it; they can send us the number of orders, plus the names of who has bought them.  Fundraising idea in place of Christmas lights switch on:  Discussed the idea of a virtual switch on, but we might struggle to make that work.  Instead: Angela to put a note out to the parents to let them know that we’re doing as much as we can for the children in the run up to Christmas, but sadly we can’t run our usual fundraising event to switch the lights on. We will ask for any donation’s parents feel happy to give.  Christmas Tree  Angela to email Mr Wilson to say we’ll provide the tree  the first of December. Cey will arrange deliver (w/c 30th November). Cey will try and get her usual freebie, but if not we can always pay for one.  Break the Rules day  Discussion for it to be on the last week of term / Christmas themed, but we don’t want to ask parents for too many donations.  **Aim for**: first week of next term. Eleni will put the ‘rules’ you can break on the FOH website to direct traffic there. | * Siobhan ordering the socks * All to help with filling socks * Andre to look into Santa videos * Andre to forward sample once received   **Aim** (rather than an action):  Would like to get 300 orders  Angela to arrange donation request to parents  Angela to email Mr Wilson  Cey to arrange tree  Eleni to put rules to break on FOH website by next term. |

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| **2021 Fundraising** |
| We will aim for raising little and often. Unlikely to have school fare so we want to focus on smaller events to raise money for 2021 Christmas presents. |