**HIGHFIELD PRIMARY SCHOOL  
Parents Teachers Association**

**Saturday 23rd January 2021  
6pm on Zoom**

**MINUTES**

**Attendees:** Angela Brookes (Co-Chair); Siobhan Sweeney (Co-Chair/Treasurer); Cey Aristides (Vice Chair), Andre Theodorou (Communication Officer); Sarah Strong (Secretary - Minutes).

**Apologies:** Eleni Polycarpou (Health & Safety/Social Media)

**Introduction**Today was a brief catch up to check in with each other and discuss the ongoing school closure due to Covid-19. We will continue to host meetings online until further notice.

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| **2021 Matters Arising** | **Actions:** |
| Community idea (not fundraising)  Andre circulated a Bake-Off idea that other local schools are doing. This would be good for Highfield families to keep connected to FOH without any pressure of fundraising:   * Participants will bake whatever they like and send their final pics to FOH * We will shortlist the top 10 and then send those to Mr Wilson * We’d ask Mr Wilson to choose the top 5 * Winners would each be sent a £10 voucher from [Creams, Enfield](about:blank) who have donated this to spend on takeaway goods * Poster has been created by Andre’s daughter for a different event, so we can amend this slightly to use for Highfield   **Agreed deadline for photos**: **Monday 8th February 2021**  NB: this can potentially lead into creating a Highfield cookbook for fundraising purposes. To be discussed at future meetings.  Calendar’s  These are ready for families but due to Covid/school closure we have been unable to get them to parents.  Cey is happy to hand them out from the school gates over a few days so parents can collect them, but we need to check how we can do this safely and that Mr Wilson agrees. | * Andre to circulate her daughter’s poster so we can amend slightly before sending to the parents. * Andre to email Mr Wilson to check he’s happy to proceed. * Andre to email Mr Wilson |

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| **Annual General Meeting** | |
| All Trustee positions are available for other parents to nominate themselves:   * Chair * Vice Chair * Treasurer * Communication Office * Social Media/Health & Safety * Secretary   We particularly need to push positions for Chair, Treasurer and Social Media/Health & Safety. Angela has changed jobs at work which is much more demanding of her time. Siobhan’s and Eleni’s sons are leaving Highfield at the end of this school year.  **Agreed date of AGM: Monday 22nd February 2021** (via Zoom) | * Siobhan to send WhatsApp message to FOH/class rep groups |

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| **2021 Fundraising (left on Minutes from November 2020 meeting)** |
| 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. |