**HIGHFIELD PRIMARY SCHOOL  
Parents Teachers Association**

**Monday 15th March 2021  
8pm on Zoom**

**MINUTES**

**Attendees:** Caroline Sinclair (new Chair) Siobhan Sweeney/Keren Keitch (handing over Treasurers position); Cey Aristides (Vice Chair); Andre Theodorou (Communication Officer); Sarah Strong (Secretary - Minutes).

**Apologies:** Eleni Polycarpou (Website), Angela Brookes (previous Chair)

**Introduction**This evening is our first meeting to initiate the handover of the roles of Chair, Treasurer and Health and Safety.

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| **Info relating to handover** | **Actions:** |
| Siobhan has sent charity commission forms to Caroline and Keren so they can be officially signed up as trustees.  The traffic light system for FOH funded items which we have in place with the school was explained. Any requests from the teachers firstly need to be past Mr Wilson. Once he agrees, they need to fill out our FOH request form and send it to us for discussion.  Currently just over £5,000 in the bank account. We’ve earmarked around £1,000 toward the foodbank, or something similar.  Breakfast club/afterschool club have said they had money in the pot to buy some activity items. We had a discussion with them last year to possibly link in with extra donations, so we should revisit that. | * Caroline/Keren (new baby permitting!) to email Mr Wilson and introduce themselves/perhaps set up Zoom meeting to discuss fundraising needs for the year. * Andre will message Mrs Lynch to remind her that the foodbank donation is still available. |

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| **Fundraising ideas** | **Actions:** |
| Break the Rules on April Fools: Thursday 1st April 2021  This is the last day of term (half day). Teachers could ask the kids in Golden Time for ‘break the rules’ ideas. Each rule someone ‘breaks’ on the last day of term, they will be asked to donate £1.  All rules would be listed on the FOH website prior to the event.  Recipe book   * After the Bake-Off competition we had lots of great entrants and engagement. We could look at asking local businesses to donate printing of the books.   Mini Fete at the end of June/July   * Bring each class out to the playground to play easy to clean fun fairground games (tombola/hook a duck etc)   Prom for end of term – Year 6  Bag to School event or Clothing Bank in school grounds | * Caroline to run the fundraising ideas past Mr Wilson. If given the go ahead we can progress from there. |

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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. |