**HIGHFIELD PRIMARY SCHOOL  
Parents Teachers Association**

**Thursday 29th April 2021  
8pm on Zoom**

**MINUTES**

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

**Apologies:** Eleni Polycarpou (Website), Angela Brookes (Committee Member).

|  |
| --- |
| **Update on April Fool’s Day fundraiser** |
| Amount raised was £721.  Discussion on how we can make more of an impact to the FOH parents on why we raise money, how’s it used, etc. |

|  |  |
| --- | --- |
| **Highfield Summer Day: 3rd July 2021** | **Actions:** |
| * Timings – Mr Wilson wants two start times but we’re going to try to shift it to an hour later to ensure maximum food is bought. Ideally:   + 12noon – 2.15pm   + 3pm – 5.15pm * Entrance/exit need to be different areas * Planning to invite new September parents * Entrance Fee for Adults £2, free for under 18’s * Mr Wilson has said he should have about 30 staff volunteers on the day   Attractions on the day for a festival vibe:   * Possible arts and crafts stalls (charge pitch fees) * Maypole dancing * Line Dancing * 3x Inflatable bouncy castles (teachers to man) * Pony riding * 2nd hand uniform stall   Food – discussion on not doing the BBQ stall which would take a lot of the hassle away. But bring in 4-5 local food businesses and charge a pitch fee (e.g. £250 per pitch) which would make the same amount of money that we would normally make on the BBQ.  Drinks stall – FOH will man this. Pimm’s tent/stand? | * We need to get in writing from Mr Wilson that he is happy with everything we are suggesting, including that we can sell alcohol on the day. Mr W would liaise with the Caretakers on what has been confirmed * Need to clarify the amount of time we have to tidy up before the car park gets locked * **Caroline** working on save the date wording for class groups and will produce a flyer * **Andre** to ask Asha if she could help rally some volunteers through the booking system she used last year (bar, litter pickers, door) * Track and trace function needed – **Sarah** * Source food companies for stalls – **Caroline and anyone else to help?** * **Keren** to ask if Pony people will come again * Other rides need to be sourced – **Cey?** * Source drinks for the bar * Could we use the kitchen again to store ice and cold drinks? * See if we can get an electric ice cream van for environmental awareness * Put the Minutes on the FOH website |

|  |  |
| --- | --- |
| **Recycling Banks for clothes** | **Actions:** |
| Two clothing banks arrive tomorrow.  Kids to vote on what they’re called. | * Needs to be plugged |