**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).

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| **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.  |

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