**HIGHFIELD PRIMARY SCHOOL  
Parents Teachers Association**

**Wednesday 8th November 2021  
5.30pm – Caroline Sinclair’s house**

**AGENDA**

**Attendees:** Caroline Sinclair (Chair); Cey Aristides (vice Chair), Keren Keitch (Treasurer); Sarah Strong (Minutes)

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| **Mr Wilson ‘Meet the parents’: 19th November 2021** | **Actions** |
| Nursery, Reception, Year 1  New date: **Friday 19th Nov, 9am-9.40am**  240 kids’ parents, but we only expect a small % to show.  We’re serving teas/coffees and biscuits  We can provide info sheets for parents to enquire/join the committee  No charge for the refreshments but we will put the buckets out | **Action**: to agree location and area to set up  **Action:** double check if we’re providing teas/coffees or if the school are.  **Action**: Rather than doing sign sheets, we’ll talk to the parents and ask those interested in their details. |

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| **Christmas Lights Switch On / stalls: Friday 26th Nov 2021** |  |
| * Confirmed date Friday 26th November. * Lights on tree being turned on * Stalls:   1. Christmas jumpers (Christmas jumper Day 10th December). Donations on Monday 22nd December   2. Craft stall for Melanie (charge pitch fee of £30)   3. Hot chocolate & Mulled wine   4. Christmas biscuits – to be sold individually that people would eat on the day   5. Mince pies   6. Any others leave it open to class reps to suggest * Choir singing – dealt with by school for after the lights turning | **Action**:   * **Mr Wilson** to confirm what time we can set up and need to be out. * **Caroline** to check with Mr Wilson if we can sell mulled wine and look at licence * **Caroline** to message to go to class reps soon to say we need **xx** amount of volunteers   + **Remind people no nuts** * **Cey** to call Christmas Tree man to arrange tree * **Caroline** to contact Cottage Fields to see if they would like to come to represent themselves / have a stall * Ask someone to dress up as Highfield Bear |
| **Santa’s Grotto** | **Action** |
| First week of December (w/c 29th November 2021) | **Caroline** to ask Mr Wilson if we can go ahead as previous |
| **Christmas Jumper Day: 10th December** | |
| Jumpers to be donated by parents Monday 22nd November to be sold at the Christmas lights. |  |
| **Any Other Business:** | |
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