**HIGHFIELD PRIMARY SCHOOL  
Parents Teachers Association**

**Monday 10th January 7pm: Zoom**

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

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| **Agenda** |
| * Christmas lights – lessons learned * Santa’s grotto – lessons learned * 2022 Calendars * AGM * Next Fundraisers * Next in person meeting with interested potential new committee members |

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| **Christmas Lights Switch On – lessons learned** | |
| * Date was Friday 26th November. * Cey/Caroline arranged the donation of the Christmas tree from John at Men Shun Fireworks. Arrived the week of the lights switch on which worked well. * Christmas tree decorating – done by Caroline and Nikesh (volunteer)   + Decorating on the day worked well   + Position of the tree was a bit too far away and people didn’t see the tree. Perhaps find a more obvious place for it next year? * Volunteers – we had 8 people helping with the set up but next time we need to make sure we have a list of jobs for them to do. There was a lot of standing around but if they had a list of what needed doing, that would have helped. * Volunteers for the event – a couple for each stall. Hot chocolate was incredibly busy so need at least 4 people on that stall. * Volunteers for clear up – again had around 8 but they had more direction with what to do, where to put things etc, so we got the job done quickly enough. * Stalls:   + Stalls were placed all in one line – we could have 2 lines instead facing each other. It was so busy, we could easily have 2x drinks stalls and 2x homemade biscuit/mince pie stalls opposite each other to spread the visitors out   + Christmas jumpers     - We didn’t have many donations for these. We had two buckets for collection that went out about 10 days before. Need to get reminders to parents at the beginning of the school year to not send Christmas jumpers to charity and keep them to donate for us.   + External stalls were popular and we charged £30 for each   + Hot chocolate     - Next year aim for mulled wine as well. The licence had to be applied for 2 weeks in advance, so do this early November 2022   + Homemade Christmas biscuits and mince pies     - Sold for 50p each     - We had so many donations and we sold nearly all homemade ones – they were really popular. Some mince pies were shop bought but they still sold (except for a few boxes which were donated by a parent – we did have too many of those). * Carols sung by the school choir – everyone enjoyed it * Highfield bear – our volunteer had already worked to decorate the tree during the day so wasn’t available later as well to get dressed in the bear   + Next time, get an additional volunteer just to be the bear and carry a donation bucket around. | |
| **Santa’s Grotto – lessons learned** | |
| * It ran the first week of December (w/c 29th November 2021) * Set up on the Monday, Grotto on Tues and Wed 9am-3pm, then clear up on Wed afternoon. * Main thing for the Grotto is to get organised much more in advance. Start discussing it in September and buying/wrapping gifts at the very latest November. It was very stressful for 2021 as we didn’t order or receive the gifts till the week before the grotto. We had 5 of us wrapping (us, plus Rhona Crewe) but could have done with more help. * Volunteers: we had several people for set up and worked all day (9am-3pm).   + For Santa and the elves, 2x shifts per day (8.45am-12noon and 12.45pm-3pm). One Santa per shift and at least 2 elves per shift. In the shed we have a couple of Santa costumes and 4x elf outfits.   + Clear up we had some of the elves from the afternoon shift stay on, plus 3-4 more. We have to get this done by the time we all pick up our kids so the more the merrier. * Excess gloves (3 big bags) from the gifts were donated to Hackney Street Kitchens who go out to help homeless 3x a week and give out food and warm clothing. | |
| **Calendars** | **Action** |
| Cihan (Cottage Field) has said he will donate £700 toward the calendars. Because of price increase, to get them printed it will now cost around £1,000. So FOH need to pay this excess.  Minimum order for the printers is 200 per key stage.  To date we’ve pre-sold 83 calendars on ParentPay at £5 each (£415) so we’ve covered our cost for the excess.  Our worry is whether Cihan will honour his £700 pledge as we haven’t heard from him since early December, so the printers haven’t been paid yet. Andy at the printers won’t print the calendars until he has payment in full.  **Agreed:** FOH will pay for the calendars tomorrow (11th Jan) so they at least get printed, as it takes 15 working days. We will then send an invoice to Cihan (cc’ing in Cottage Field’s accounts dept) for £700 with a nice, polite cover note reminding them that they are advertised on the back of all the calendars, and please will they honour the promise that they made. | * Caroline to email Andy tomorrow, cc Keren, and ask for bank details so we can pay for the printing * Caroline to draft a flyer and text message to send to the class reps so we can push the sale of the calendars to the classes. We’ve sold 83 of the 400 we’re getting printed. |
| **Fundraisers – date suggestions** | **Action:** |
| * FOH community coffee morning   + w/c 31st January 2022 * AGM – in school or on Zoom   + 21st February 2022 * Easter Egg Hunt   + w/c 28th March (not the Friday) * Summer fete options:   + 2nd July – option 1   + 18th June – option 2     - Not 25th June as 3D are off camping! | * Caroline to email Mr Wilson tomorrow and get approval for these dates * Caroline to add to the email about whether we can have the AGM in the school or not. Covid might still be too prevalent, in which case we’ll hold it on Zoom |
| **Any Other Business:** | |
| To think about/discuss when we have more committee members: future meetings to go back to 2 on the same day to ensure working parents get the opportunity to join.   * One at 9am in the canteen and one in the evening in the pub * Invite FOH and class reps / parents to these meetings | |
| **Next meeting – in person** | **Action:** |
| TBC: Wednesday 19th January 2022   * Caroline to confirm once she has her work rota * Idea for this meeting is to invite those interested in joining the committee to come along and get involved with the future events. We need more committee members to join. * Sarah Strong is stepping down as Secretary at the AGM. Keren Keitch is considering stepping down as Treasurer. * Caroline Sinclair and Cey Aristides are happy to stay on the committee. | * Caroline/Keren – once the date is confirmed, get a msg out ASAP to class reps and FOH inviting them to this |