**HIGHFIELD PRIMARY SCHOOL  
Parents Teachers Association**

**Wednesday 19th January 8pm**

**The Salisbury Arms**

**AGENDA**

**Committee attendees:** Caroline Sinclair (Chair); Cey Aristides (Vice Chair); Keren Keitch (Treasurer); Sarah Strong (Minutes).

**Parents attendees:** Nadia Viva (3D); Caroline Rodda (RJ); Katie Flint (2RB & RL); Jen McKenzie (2BT); Melanie Coghlan (1B).

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| **Introduction** |
| We’ve invited parents from the school to come for an informal chat to discuss events and fundraising ideas for 2022. |

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| **Agenda** | |
| * Introductions – committee members and parents * Confirmed events for 2022 * Additional fundraising ideas | |
| **Confirmed Events for 2022** | **Action** |
| * Coffee mornings * Easter Egg Hunt   + w/c 28th March (not the Friday) * Summer Fete   + Option 1: 2nd July   + Option 2: 18th June   + (not 25th June as 3D are all away camping!)   + **6P** have requested to do the **Hook a Duck** stall (class tradition and it’s their last year) | Mr Wilson can’t confirm our suggested dates yet.  Caroline to keep on top of this |
| **Additional Fundraising ideas** | |
| * Quiz nights   + Take over a local restaurant, make a deal on the food, bring our own alcohol (Indian restaurant that allows BYOB) * Cinema night * School disco * Parents rave night * Second-hand book stall after school * Comedy night * International Festival – Black History Month (October)? | |
| **Any Other Business:** | **Action** |
| Annual General Meeting   * Confirmed for Monday 21st February 2022 | Caroline to get a text sent out by the school to all parents latest Monday 24th Jan. A reminder sent (see below) the week before.  All to discuss whether we should have the AGM in real life, or on Zoom (if real life we can hold it in the school hall). |
| **Next meeting – committee members** | |
| AGM planning.   * Could we send job specs out to tempt parents by email? Could do this for the reminder. | |