**HIGHFIELD PRIMARY SCHOOL  
Parents Teachers Association**

**Thursday 2nd April 2022  
6pm Zoom**

**Purpose of meeting: Summer Fete 2022 – Meeting with class Reps**

**MINUTES**

**Attendees:**

|  |  |  |
| --- | --- | --- |
| Role | Officer | Initial |
| Chair | Caroline Sinclair | CS |
| Vice Chair | Cey Aristides | CA |
| Treasurer | Dave Lee | DL |
| Secretary | Nadia Viva | NV |

Apologies: None

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Agenda Item** | **Discussion** | **Action** | **Owner** | **Deadline** |
| **1** | **Summer Fete-Text reminders for meeting** |  |  |  |
|  | A text reminder has gone out to class rep on the whatsapp group to remind reps of the meeting next week. | NV has sent a out a reminder | NV |  |
| 2 | **Email Zoom link to class reps** |  |  |  |
| 2.1 | A zoom link and agenda to be emailed out to all class reps. Invite will come from FOH email. Link heading - to say “FOH Class Rep update/Summer Fete” | DL and NV will put together an agenda  DL will send out invite to all class reps | DL/NV  DL | 26/04 |
| 2.2 | **Meeting Info** |  |  |  |
| 2.3 | Caroline will start with welcome/introduction of Committee members names, role and child’s class. |  | CS | 26/04 |
| 2.4 | Dave will lead the meeting.   * Start with general update about FOH * Talk about the importance and need for the class reps involvement. * Speak to Class reps about rounding up as much support from families – families with local businesses, parents with specific skills that they could share. * Share ideas for stalls each class will be responsible for. * Deadline for choosing a stall will be Friday 6th May. * Committee to confirm class rep stalls by 13th May. * Class reps to let committee team know all the details about stalls eg. what they will need? Number of volunteers, is the stall weather dependent? | DL will lead discussions at the meeting | DL | 27/04 |
| 3. | Stalls Ideas |  |  |  |
| 3.1 | Caroline has a friend who will lend FOH stocks for the fete | CS will arrange this with her friend | CS |  |
| 3.2 | Some stall ideas   * Caroline’s idea Find a fiver * Cey’s idea Yucky dip with slime! | All of the committee to think of some stall ideas. NV to compile a list. | CS/DL/CA/NV | 26/04 |
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| 2 | AOB |  |  |  |
| 2.1 | Confirm meeting for new members DL and NV to meet Mr Wilson. Wednesday 28th April after school drop off. | Email Mr Wilson to confirm meeting | DL | 25/04 |
| 3. | Date of Next Meeting |  |  |  |
|  | Zoom |  |  | 22/04/22 |