**HIGHFIELD PRIMARY SCHOOL  
Parents Teachers Association**

**Thursday 7th April 2022  
7.30pm @ Salisbury Arms, N21**

**MINUTES**

**Attendees:** Caroline Sinclair (Chair); Cey Aristides (vice Chair), Dave Lee (Treasurer); Nadia Viva (Minutes)

**Apologies:** No apologies.

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| **Agenda Item 1. *Easter Egg Hunt 2022*** | **Actions:** |
| The committee meet at the school to have a walk around the grounds of the school playground and discuss the logistics of the Easter Egg Hunt.   1. **Tickets**  * We discuss ticket sales – so far we have only sold 30 tickets. * What information can we get from parents pay about tickets? E.g; * Name of child. * Class * Number of tickets purchased. * Is it possible for the committee to have an electronic copy?   We need all this information for signing children in as they arrive.   1. **After School Club Children**  * Miss Barker joins the committee to have a chat about the possibility of the after school club children attending the Easter Egg Hunt? * Miss Barker confirmed that children from after school club can attend the hunt and will be supervised by After School Club staff. * Miss Barker Raised concerns about the main gate and how people will access the hunt? ASC can’t be responsible for buzzing families in and out of the playground. * Committee discuss the possibility of having the gate de-fobbed for the event. * Miss Barker can spare three members of staff to supervise the after school club children. * Miss Barker also says that she will have three members of staff who are 1st Aiders available for any minor injuries.  1. **Clue Sheet**  * Each sheet will include a space for children to write their name and class. * Clues sheet will be A5 in size (two clue sheets to fit on one sheet of A4 paper. * Dave will put the clues together * Designer Franklin will design the sheet * Ornate letters to spell the word ‘SPRING’ designed by Franklin. * We can print out clue sheets at the school  1. **Questions from the Class Rep Whatsapp group**  * After school club children to attend? * Can siblings attend?  1. **Registration/Egg collection Tables**  * Registration table to be set up outside after school club. * Collection tableto be set up by pram shelter. | * Caroline to check with office * Caroline to email Mr Wilson * Dave, Franklin * Caroline to liaise with Franklin * Caroline to email Mr Wilson to find out about siblings. * Nadia to answer class Rep’s on whatsapp. |
| **Agenda Item 2.** | **Actions:** |
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| **Agenda Item 3** | **Actions:** |
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| **Agenda Item 4** | **Actions:** |
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| **Any Other Business** | |
| * We have walkie talkies in the FOH shed if needed on the day of the hunt. * Parent Kind is the insurance we have. It’s coming up for renewal. There should be the PTA Guide in this pack. Dave will look in the treasurer’s file. | |
| **Next meeting** | |
| 07th April 2022 @ 7.30pm The Sailsbury Arms | |