**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.
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| **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.
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| **Next meeting**  |
| 07th April 2022 @ 7.30pm The Sailsbury Arms |