**HIGHFIELD PRIMARY SCHOOL  
Parents Teachers Association**

**Friday 22nd April 2022  
 6pm Zoom**

**Purpose of meeting: Summer Fete 2022 (preparation for class rep meeting)**

**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** |
|  | **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. One more text to go out. | NV has sent a out a reminder on 21/04. Another text to go out once emails have been sent. | NV | 26/04 |
|  | **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 |
|  | **Meeting – Run through** |  |  |  |
| 3.1 | Caroline will start with welcome/introduction of Committee members names, role and child’s class. | Caroline will start the meeting with introductions | CS | 27/04 |
| 3.2 | 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 their class stalls eg. what they will need? Number of volunteers, is the stall weather dependent? | DL will lead discussions at the meeting. General talk About the work FOH do. Leading onto the importance of the class rep role. Finishing with information about the summer Fete and class stalls. | DL | 27/04 |
|  | **Stalls Ideas** |  |  |  |
| 4.1 | Caroline has a friend who will lend FOH stocks for the fete | CS will arrange this with her friend. Have something put in writing. | CS | 06/05 |
| 4.2 | 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 |
|  | AOB |  |  |  |
| 1. 5.1 | Confirm meeting for new committee members. DL and NV to meet Mr Wilson Wednesday 28th. | Email Mr Wilson to confirm meeting after school drop off | DL | 25/04 |
|  | Date of Next Meeting |  |  |  |
|  | Zoom |  |  | 27/04/22 |
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