**HIGHFIELD PRIMARY SCHOOL  
Parents Teachers Association**

**27th April 2022  
7.30pm – Zoom**

**MINUTES**

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

**Class Rep Attendees:** Sarah Strong (3D / Minutes); Claire (6P); Genry Etan (4M); Bakan (4GF); Keren Keitch (1B); Tara (RL); Hannah Holden (2BD); Carlien Rendall (3D); Sophie Brewster (RF).

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| **Welcome and Introduction of current committee** | |
| Current committee members (above) were introduced. Caroline has been Chair for over a year, Cey has been on the PTA for 6 years, Nadia and Dave are newly appointed since the AGM in February 2022.  Many thanks to previous Treasurer, Keren, and Sarah, Secretary, for their prior involvement. | |
| **General update on FOH** | |
| Mr Wilson would like to prioritise new playground equipment which will cost £9k.  Fundraising and events have been impacted in the last 2yrs due to Covid so our aim now is to get back to pre-Covid figures.  The PTA have previously raised: *[Dave can you add exact figures here please?]*   * School year ending 2019: £11k * School year ending 2020: £6k * School year ending 2021 £400   The School Fete in 2019 made over £8k, so if we can match that this year we would be able to fund the new playground equipment. | |
| **Volunteers needed for future fundraising activities** | **Action:** |
| We really need parents to put themselves forwards to help with planning and managing events, such as:   * Becoming a class rep or a regular/adhoc volunteer for events   Permanent volunteers such as:   * Fundraising assistance * Health and Safety * Event planning * Communication / PR / Marketing   + Caroline to talk to Carlien about this role | * **Class Reps** please reach out to the parents in your class to see what support they can offer in return for advertising: small businesses that can provide sponsorship, or equipment we can borrow (e.g. BBQ or bouncy castles or for the fete) |
| **Summer Fete Planning: Saturday 2nd July, 12noon-4pm** | **Actions:** |
| 23 classes in total – each class will be represented with a stall  Stall Ideas:   * **Hook a Duck:** 6P have run this historically and would like to do this for their last year * Other ideas to be fed-back by next Friday | * **Class Reps** please report back to the PTA by **Friday 6th May** with what stall your class would like to do * Any ideas from parents for fundraising at the summer fete please feedback to the PTA * Dave will email the class reps tomorrow with a feedback form – please reply back by **Friday 6th May** |
| **Any Other Business** | |
| Fundraising ideas raised tonight:   * Quiz night – great fun and raised lots of money * Cinema evenings for kids * Silent discos * Parent discos * Art exhibitions showing creations that the kids have created throughout the year * Running fitness events on the school grounds | |
| **Q&A** | |
| * Dave and Genty will talk offline: How to engage with teachers on fundraising events and building on community events (such as the art exhibition which is put together by the pupils and their teachers). | |