**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)
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| **Summer Fete Planning: Saturday 2nd July, 12noon-4pm** | **Actions:** |
| 23 classes in total – each class will be represented with a stallStall 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**
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| **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
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| **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).
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