**HIGHFIELD PRIMARY SCHOOL
Parents Teachers Association**

**Tuesday 09th May 2022
 7.30pm Teams**

**Purpose of meeting: Summer Fete 2022 (Class Rep Feedback and stalls)**

**MINUTES**

**Attendees:**

|  |  |  |
| --- | --- | --- |
| Role | Officer | Initial  |
| Chair | Caroline Sinclair | CS |
| Vice Chair | Cey Aristides | CA |
| Treasurer | Dave Lee | DL |
| Secretary | Nadia Viva | NV |
| Social Media and class Rep | Kirsty | K |
| Class Rep | Andre | AA |

Apologies: None

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Agenda Item** | **Discussion**  | **Action** | **Owner**  | **Deadline** |
|  | **Class Rep Feedback forms and stalls** |  |  |  |
| 1.11.21.31.41.51.6 | DL has emailed all 23 classes with a feedback form and list of stall ideas. Out of the 23, 11 classes have not responded with feedback yet.We need to confirm with Class reps on stalls (those who have filled in feedback and stall choice)AA suggests we put together a list of classes and stalls taken. We will send this out to the class reps. Provide a list of suggestions for classes who still haven’t picked. Asking class reps to take on a suggested stall. Ask reps to make a choice by Friday 13th May.4C wants to take on the pony rides. God idea to contact Stephanie’s Riding school and check prices.6P have historically run the Hook a Duck stall and want to take tis on for the last year.Staff have offered to do a henna tall as they have done at previous fetes.Classes need to take on the task of each stall.Confirm with each class how much they will be charging per stall?Historically the Kings Head pub has supplied the fete with drinks at cost price and also run a drinks stall.Jen from NPM is the landlady at the Queens head pub. Speak to Jen about the possibility of the Queens supplying drinks at cost?  | DL will email all reps confirming stall choicesSend out a list of classes and stalls already taken. Provide a list of stalls left to take on as a class. Forward spreadsheet that DL has collated.DL to include the question in email. Committee to agree the price chargedNV to approach Jen and Steve from the Queens Head pub and ask if they would be able to help/supply drinks at cost? Hold a stall? Drinks – Prosecco, Beer and Pimms. | DLDLDLNV | 13/0511/0513/0516/05 |
|  | **Sponsorship** |  |  |  |
| **2.1****2.2****2.3** | **Cottagefield’s Boards**Cey had a meeting with Cottage fields Estate Agents to discuss sponsorship for the school.Cottagefields will provide sponsorship boards to advertise the summer fete. Families at the school can take a board to go up outside their home.Class reps have already sent out a message to their classes asking for parents to provide home address to take a board.Cey has said there has already been a good response with addresses coming through.Cottagefield’s will pay the school £10 for every board that goes up.An email needs to be sent to Cottagefield to confirm whats been agreed.**Local business sponsorship**We discuss getting sponsorship from other businesses? To be decided what we will be offering to our sponsors?We discuss putting together a flyer which will include attraction on the day and school sponsors/local businesses | CA to let DL know what needs to be included in email to Cottagefields Estate Agents.DL to email Cottagefields confirm, Name of school, Date of fete, Time 12-4pmDL will speak to FB (graphic designer) about putting together a simple A4 flyer. This will be sent out digitally to FOH group. Class reps group, social media and school newsletter. | CA/DLDL | 13/0527/05 |
| 3. | AOB |  |  |  |
| 3.13.23.3 | We need the following:* Liability Insurance
* Access to ‘Parentkind’ account
* Access and information about ‘Easy funding’ how does this work?
* ‘Donate my school’ (was set up last year)

Question for Andre – Do we have a list of raffle prizes from 2019 Fete?Constitution. Where is a copy of this? **Communications officer role**CS has spoken to social media coordinator and class Rep Kirsty about possibly taking on the role of communications officer. Kirsty is interested in the position but would like to have a copy of a job description which outlines the role and duties. Entrance fee to Fete was discussed. We have agreed to keep it the same as last years. £2per adult, children go free. | Andre will check for our accounts and passwordsCS will look in her filesCS will look for job description.NV will speak to Sarah (previous secretary) if she knows of copy on file?CS to email Job Description to Kirsty | AACSCS/NV | 17/0517/0517/05 |
| 4. | Date of next Meeting |  |  |  |
|  | Teams @6.30pm |  |  | 10/05/22 |