**HIGHFIELD PRIMARY SCHOOL  
Parents Teachers Association**

**Tuesday 10th May 2022**

**6.30pm through Teams**

**Purpose of meeting: Summer Fete 2022**

**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** |
|  | **Class Rep Feedback forms and stalls** |  |  |  |
| 1.1  1.2  1.3  1.4  1.5  1.6 | Committee discuss all the stall that have been requested by class Reps. It is confirmed and agreed that all classes who have requested a stall will be allocated their choice.  This **Friday 13th May** we will display a spreadsheet of stalls allocated through  h email and also on the Class Rep WhatsApp group.  CS will write a letter of thanks between now and Friday, confirming the choice of stall with each class rep. This will be sent through FOH email address. Class reps will be asked to respond with information about price point for each stall etc by **Monday 17th May.**  Contact Sarah Strong to ask if she can help us with ‘Mail Merge’ in outlook to send out the individual emails. This will make the process much simpler and quicker.  Some /class Reps still haven’t responded to the FOH. These classes will be allocated a stall. A list of available stall will be sent out asking these classes to choose one of the options.  We discuss the possibility of Nursery classes AM & PM joining and making one stall? Possible support from the Nursery class staff? | DL will upload SS he has compiled and upload to CR WhatsApp group on Friday  CS will write letters and send through FOH email.  NV to speak to SS about help with Mail Merge  DL/CS to contact classes with no stall on Friday 13th  DL/CS to make suggestion to class reps. | DL  CS  NV  DL/CS  DL/CS | 13/05  12/05  11/05  13/05  13/05 |
|  | **Sponsorship** |  |  |  |
| 2.1  2.2  2.3  2.4 | **Cottagefield’s Boards**  CA says that roughly 20 boards have been confirmed so far.  Cottagefields would like to get the boards up ASAP. They will come down roughly a week after the fete.  CA will send a message out on the class rep group to remind and encourage for more takers.  An email needs to be sent to Cottagefield to confirm what’s been agreed. | CA to let DL know what needs to be included in email to Cottagefields Estate Agents.  CA to message the class rep group asking for more addresses deadline for this will be by Friday 13th May  DL will email Cottagefields to confirm what we have agreed. | CA/DL  CA  DL | 13/05  11/05  11/05 |
| 3. | Catering |  |  |  |
| 3.1  3.2  3.3  3.4  3.5  3.6  3.7 | CS is in talks with Claire who runs Poulling Cricket Ground Catering.  CS negotiating them coming to the fete with their catering van.  CS suggests approaching new Mexican restaurant on Green Lanes to see if they would be interested in a pitch  DL has spoken to school parent and local business owner of Brunello’s café. Unfortunately they can’t provide catering for the fete but are happy to be a sponsor.  DL will approach the company that provided the food for the FOH quiz and see if they would be interested in catering for the fete?  Speak to Mr Wilson for contact detail of school lunch caterers.  Contact Highfields local ice-cream man and see if he’d be interested in a pitch at the Fete?  Alcohol licence needs to be applied for.  Two choices;   * Temporary Events Notice * Late Temporary Events Notice – Apply 10 days before event | CS in negotiation.  CS to contact restaurant.  DL will phone the company and see if they are free? If they would be interested in a pitch?  DL contact Mr Wilson for contact details.  CS to contact and ask for a pitch fee of £200.  CS will make the application.  NV to contact council to try and find out roughly how long TEN might take if we apply now? | CS  CS  DL  DL  CS  CS/NV | 17/05  17/05  17/05  17/05  11/05  13/05 |
| 4. | AOB |  |  |  |
| 4.1  4.2  4.3  4.4  4.5  4.6  4.7 | Contact Treasurer Siobhan to ask about our constitution  Find out what St Pauls charge local businesses for a pitch?  **Inflatables**  Anne-Marie has contacted CS to say she will be on holiday on the day of the Fete**.**  Free inflatable bouncy goal.  3D mum Gemma puts forward a funding idea for the future – Circus. Another local school hosted this and the school made over £4000 from this event.  Minutes from TEAMS meeting on 09th May need to be forwarded onto Kirsty, Andre and Carlien.  Approach SS to ask if shed be interested in taking on Events co-ordinating? | DL to message and arrange a conversation  CS will speak to Tangled Roots small business owner Mel to ask?  CS in negotiations with AM to see if someone ese will be able to set-up and man event. If not possible then we will have to contact another company?  CS is going to speak to the company to see if theu would like to bring this event to our fete?  NV to forward the link to ‘Happy Circus’  CS to forward to K  DL to forward to AA and CR  NV to speak to SS | DL  CS  CS  CS  NV  CS/DL  NV | 17/05  12/05  17/05  10/05  11/05  11/05  11/05 |
| 5. | Date of next Meeting |  |  |  |
|  | Thursday 12th May @5.30pm through TEAMS |  |  | 12/05/22 |