

Highlands Parents and Friends Association
Minutes of Meeting Thursday 28th April 2022
7:00pm Microsoft Team

ITEM No.	SUBJECT	FOR ACTION BY WHOM
1.	Welcome & introductions	Siobhan
2.	Previous Minutes:	Agreed
3.	General matters <ul style="list-style-type: none"> Update on roles School website needs updating Wine tasting evening Year 7 and 8 BBQ Music Bingo 	<p>Siobhan joining the officers and sharing the role of Treasurer with Krasi.</p> <p>Vanessa looks over the site, provide updated wording where necessary. Karen to find out who updates the site.</p> <p>One of the teachers is offering to put the evening on and it will be up to the HPFA to sell tickets. Also, a parent wants to match fund an event up to £1000. Possibly end of May/June. Pricing needed asap, pay via parent pay, promote event throughout May.</p> <p>New year 7's and year 8's - held in July before the end of term. We need more details so that we can start planning for it.</p> <p>Sept -Oct of new Term.</p>
4.	Finance <ul style="list-style-type: none"> Funds from Discos Reimbursements Bank Account update Contact less payments 	<p>Still not aware if we were going to get some of the ticket sales. Crystal to confirm.</p> <p>Felicia, Crystal, and Lindsey need reimbursing from previous events</p> <p>Karen has sent all documents to be verified for bank account.</p> <p>£20 to purchase. Agreed to get one as will assist with selling goods.</p>

	<ul style="list-style-type: none"> • Payment card • Amazon Smile Account • Expired goods 	<p>Barclays have a cash card we can apply for to purchase goods. We need at least 2, to apply for once bank account sorted.</p> <p>Can purchase items from the amazon account for Raffles etc.</p> <p>Krasi - would like to check what is left and transfer some items to next event. Krasi to contact Sue and arrange visit.</p>
5.	Funds	We need a cause that we are raising money for and that we can regularly advertise in newsletter. Karen to find out what is needed.
6.	HPFA Social Events	Need to try and arrange a further event to encourage more participants.
7.	<p>IMPORTANT DATES:</p> <p>HPFA Committee Meetings: - 12/5/2022 9/6/2022 14/7/2022</p>	
8.	AOB:	Need to get more parents involved and donating goods for prizes etc.