

Highlands Parents and Friends Association

Minutes of the AGM meeting held Thursday 25th November 2021

<u>Present</u>	<u>Apologies</u>
Felicia Ekemezuma Crystal Elkabbas Vanessa Mead Mike Whelan	Jane Derry Vernie Edwards Karen Crawley

ITEM No.	SUBJECT	FOR ACTION BY WHOM
1.	WELCOME & INTRODUCTIONS:	
2.	PREVIOUS MINUTES:	Sent 18th of November 2021 – No comments
3.	<p>FUND RAISING: Christmas raffle week beginning 10/12/21.</p> <p>Newsletter adverts. Selling & buying tickets (Parent Pay there is a charge). Class Competitions. Donations – (for adverting, thank you letters and tagging on social media sites) PPP Slide for school foyer.</p>	<p>May need to propose a new draw date. School ends 19th Dec so needs to be week beginning 13th Dec.</p> <p>Need a named person on the ticket – Crystal to contact Parent Kind to discuss.</p> <p>£2.00 per ticket = 3 for £5.00. Vanessa/Crystal to look into Gala bid to set up an online raffle and find costs involved.</p> <p>Sue in the office will collect donations for the raffle.</p> <p>PPT slide to be put up in foyer of school to advertise the raffle.</p> <p>Felicia to see if there are any restriction on naming the prizes.</p> <p>No competition between classes for raffle as online.</p> <p>Get raffle in newsletter and separate email, maybe able to get on social media</p>

		Amazon Smile – 2 charities for Highlands on it, but school would like the money to go into one account so the HPFA to set up an account. The account is audited.
7.	<p>IMPORTANT DATES:</p> <p>HPFA Committee Meetings: -</p> <p>Next meeting 9/12/2021 (Face to Face)</p> <p>13/1/2022</p> <p>10/2/2022</p> <p>10/3/2022</p> <p>14/4/2022</p> <p>12/5/2022</p> <p>9/6/2022</p> <p>14/7/2022</p>	<p>9/12/21 – cancelled</p> <p>Xmas Meal 10th Dec 2021</p>
8.	NEXT STEPS:	
9.	<p>AOB:</p> <p>Treasurer</p> <p>Variety Show 03/12/2021</p> <p>List of new committee members</p>	<p>To do email to members for Treasurer</p> <p>To do wine with mince pies, tea, coffee, and soft drinks, chocolates and crisps. To ask for donation which must be taken into office and also buy from HFPA account. Crystal to produce a price list to be confirmed by members. Mike to organize an urn for teas and coffees.</p> <p>Crystal to pick up keys from Lindsey and to access account.</p> <p>Felicia to pick up money and bank. Felicia to go to Makro to see what is available.</p> <p>We need volunteers to help sell on the night.</p> <p>Crystal to send Felicia list of new members.</p>