

Highlands Parents and Friends Association
Minutes of Meeting Friday 20th May 2022
6:00pm Highland School

ITEM No.	SUBJECT	FOR ACTION BY WHOM
1.	Welcome & introductions	
2.	Previous Minutes:	<p style="text-align: center;">Agreed</p> <p>Matters arising: Funds raised so far was discussed with the school. They are putting in a bid the Optimus Wellbeing Award and think that an outdoor wellness center would be a benefit to the children. This may include some sort of shelter and activities for them to do whilst there.</p> <p>Discuss the need for more advertising of events and activities of HPFA i.e., better use of social media. The school is also requiring this and is considering getting media studies students to volunteer as would be good for CV.</p>
3.	<p>General matters</p> <ul style="list-style-type: none"> • Wine tasting evening/Alcohol Licence/tickets sales/roles and responsibilities 	<ul style="list-style-type: none"> • Wine tasting 10th June 2022, starting at 7.30pm • max of 60 participants • Crystal to link with school to set up Parent Pay for ticket purchase. • Vanessa to advertise. • Siobhan to apply for Alcohol license • Simple snack of cheese, ham, and crackers to be provided. Karen to look at Aldi for produce and compare to Sainsbury. Food platters to be packed for 4 people. • Karen, Krasi, Siobhan and Eleni to deal with food on the day • Felicia, Crystal and Vanessa, Katie (volunteer) to deal with setting up on the day. • All to help with clearing up afterwards. • Crystal to check on number of chairs and tables needed.

	<p>Open Days for New Year 7</p> <p>Year 7 and 8 BBQ & Music Bingo</p>	<ul style="list-style-type: none"> • Need to purchase – paper cups (Crystal to ask school – they do not have any), table clothes, spittoons, napkins (1 pkt in cupboard), cutlery, foil dishes, raffle tickets – probably best to purchase online. • Felicia to look at no. of vases etc she has at home for center pieces. • Crystal to ask florist and Spanish restaurant for donation for raffle on the day. Ticket £1 • Crystal to ask school to insert advert in newsletter and ask for help with social media sites e.g., a media studies student. <p>On the 7th & 8th July 2022 – Agreed it would be good for the HPFA to attend and promote group. Crystal to find out more from the school</p> <p>BBQ and Music Bingo to be discussed at next meeting after wine tasting event. Crystal to find out dates of BBQ</p>
4.	<p>Finance</p> <ul style="list-style-type: none"> • Finance update by Treasurers 	<ul style="list-style-type: none"> • Krasi gave an update on profit made from both variety show and Christmas raffle. • Still no monies from Amazon Smile – to send out details again in newsletter. • Signatories still need amending on Bank account. Felicia to be added as a new signatory along with Crystal and Krasi. Siobhan to be added once we have full access to account. • All future purchases to be agreed by group first i.e., card machine
5.	HPFA Social Events	Not discussed
6.	<p>IMPORTANT DATES:</p> <p>HPFA Committee Meetings: -</p> <p>14/7/2022 – Winchmore Pub</p>	
7.	AOB	None