

Highlands Parents and Friends Association
Minutes of the Meeting Thursday 13th January 2022
7:00pm Highland School Hall

<u>Present</u>	<u>Apologies</u>
Krasi, Crystal, Eleni, Vanessa	Karen, Vernie, Mike Whelan, Siobhan

ITEM No.	SUBJECT	FOR ACTION BY WHOM
1.	Welcome & introductions	
2.	Previous minutes and matters arising:	<p style="text-align: center;">See attached</p> <p>Raffle went really well raised £1500. Group to send out letter to persons that donated prizes for raffle (Crystal)</p> <p>Need to contact Amazon Smile regarding changes to account and to get details of both accounts and then ask them to merge. Crystal to contact the school to find out the details of both accounts - Treasurer to sort out merging accounts.</p> <p>Need to advertise the Smile account in school newsletters Crystal to do a write up and Vanessa to create an advert.</p>
3.	Appointment of Treasurer	<p>2 nominations:</p> <ul style="list-style-type: none"> • Krasi a graduate of Economics. Holds a BSc degree in agriculture economy, accounting and control. Worked for a leasing company, investment banking and then as an accountant assistant where she did bookkeeping and safeguarding. • Siobhan also volunteered, she has acted as a PTA treasurer and Co-Chair at her son's school for 3 years. <p>Krasi was elected and Felicia to send an email to Siobhan advising her of the selection but that we still want her to be part of the group.</p> <p>Crystal to send her an email with details of getting DBS, Transfer signatories and reimbursing the spend for Xmas raffles etc to Krasi.</p>

4.	Future Fund-Raising Events 2022-23	<p>Valentines - Pop up shop - Crystal to find if the school will allow and when, also if food tech and business studies would like to do something on the 10th & 11th Feb. Felicia to find out how much the doughnuts cost.</p> <p>Easter - Wreath Making - Felicia to find out if any parents are florist, Vanessa to ask the person who she used at Christmas and Crystal to ask florist in Crews Hill. Crystal to put a google form together expressions of interest.</p> <p>Easter Egg Raffle - Eleni volunteered to look into creating a Easter Hamper for raffle and looking for donations/ Crystal to construct an email for Eleni to send out.</p>
	<p>IMPORTANT DATES:</p> <p>HPFA Committee Meetings: - 10/2/2022 10/3/2022 14/4/2022 12/5/2022 9/6/2022 14/7/2022</p>	
9.	AOB:	<p>Next meeting 3/2/2022 – brought forward to organise Valentines Event</p> <p>Crystal to ask what the school want to spend the funds on.</p>
10.	Meeting finished	08:05