Highlands Parents and Friends Association Minutes of Meeting Thursday 10th March 2022 7:00pm Highland School Hall

<u>Present</u>	Apologies	
Crystal	Karen	
Felicia	Vanessa	
Krasi		
Eleni		

ITEM	SUBJECT	FOR ACTION
No.		BY WHOM
1.	Welcome & introductions	
2.	Previous Minutes:	Discussed and agreed
3.	a. Cooking Champions Event	Spoke with Clare from cooking champions – she explained what her organisation does and offered to run a fund-raising event with us before Easter if possible – either Sushi, Spanish Tapas or Easter Canapés - We could split profit from ticket sales (minus hall hire £100) HPFA will control the raffle on the night and CC would take profit from alcohol sales. Food would be included in cost of tickets, max of approx. 40 people. If just a social event, we could charge around £8.00 per person or if a cooking lesson £30 – 40 per person. 25 th April available but maybe too soon for HPFA to advertise and sell tickets. Actions – decide if we would like to do it and when, what event, raffle advertising etc.
	b. Easter Raffle	 Eleni has obtained some prizes from Waitrose Winchmore Hill. Actions: Felicia to visit Waitrose Enfield Chase and M&S Enfield. Crystal to get bouquet and possible voucher from Kervans Southgate. Krasi to approach other shops in Southgate. Eleni to contact Karen regarding making the hamper Vanessa to do advert and Crystal to get it put in school newsletter.

		 Everyone to obtain a name and branch details for thankyou letters.
	c. Spring School Discos	To be discussed at next meeting
4.	HPFA Social Events	No response to email sent out – FE to send email invite again
		Crystal to get a copy of the school academic calendar so that we can plan for fund raising events.
		Next event likely to be Summer BBQ for Year 7 & 8
		Crystal to find out when Open days or New Parent meeting are so we can promote HPFA
5.	Finance	Krasi, Karen and Crystal added to bank account – Jenny (previous treasurer) still on the account for security purposes. FE to be added later if needed.
		Krasi provided copies of the payment sheet and Full submission needed 10 days after activities carried out. Officers to complete the form and email to Krasi who will verify when payment made. Krasi must be kept up to date on any monies leaving the account and any finance issues must be emailed Krasi separately not on group WhatsApp
6.	IMPORTANT DATES:	
	HPFA Committee Meetings: - 21 st April 12/5/2022 9/6/2022 14/7/2022	
7.	AOB:	Next meeting is during half term so moved to 21 st April.
		Crystal to find out exactly what in relation the wellness center does the school need/want.
		Crystal to create a google form to send to HPFA members to confirm that they wish to remain members and what they can offer to help.