

Highlands Parents and Friends Association

Minutes of the AGM meeting held Thursday 4th November 2021

<u>Present</u>	<u>Apologies</u>
Karen Crawley Felicia Ekemezuma Crystal Elkabbas Vanessa Mead Lyndsey Smyth Louisa Boon Eleni Ioannidou Krasi Kudinova Stephen BJB	Neil Hamilton Erbil Birgul

ITEM No.	SUBJECT	FOR ACTION BY WHOM
1.	WELCOME & INTRODUCTIONS:	
2.	PREVIOUS MINUTES:	To be sent and agreed later
3.	FUND RAISING: <ol style="list-style-type: none"> a. Christmas raffle week beginning 10/12/21- prizes, selling tickets, costs, any deals e.g., reduced rate if more tickets are purchased, donations. b. 6th form Open day on 17/11/21 c. Variety Show (organised by Ms Brown) on 3/12/21 d. Matched Funding e. Amazon Smile f. Etsy (On-line Uniform Shop) g. Christmas Wreath 	<ul style="list-style-type: none"> • Felicia to email list of donations so far. • Karen will deal with top prize • Sale tickets via parent pay - £2.00 or 3 for £5.00. • Felicia to look for virtual app for tickets and draw. • Vanessa to prepare a slide for promoting prizes on screen in foyer • Vanessa to do a write up for Christmas Raffle – Karen to assist with presentation. Crystal to send to school to put in newsletter. • Crystal to email school to ask if refreshments wanted for 6th form open day. • Awaiting response for selling refreshments at variety show. • Match funding to stay as a standing agenda item • AmazonSmile – get 0.5% of money spent. Lindsey happy to set up if school agrees.

		<p>Crystal to email and ask permission and Felicia to send Lindsey the HPFA email address.</p> <ul style="list-style-type: none"> • Etsy – school uniform online – to bring forward in the new year. Crystal to ask for permission to set up account. • Christmas wreath – working out very costly unless we have a good connection with a florist. Maybe better next year. • Easy fund raising – Crystal to find out if we already have it and to be discussed at next meeting. • Louisa to find out if we can have a form group competition for who ever to sell the most tickets.
4.	<p>NEXT EVENT/S:</p> <ul style="list-style-type: none"> a. Valentines b. Easter 	<ul style="list-style-type: none"> • Crystal to find out Refreshments and pop-up shop for Valentine’s Day disco is being provided by school • Virtual raffle/lucky dip also a possibility. • Possible wreath making event for easter - wait for business list for connection with florist.
5.	<p>ADVERTISING & RECRUITMENT:</p> <ul style="list-style-type: none"> a. Newsletter Updates b. Social Media Updates c. Highlands School Email for Group d. Parents Evening – virtual slots, how do we advertise what we do? 	<ul style="list-style-type: none"> • Crystal to feedback data once received following survey on HPPA • Vanessa to send update she has prepared on HPFA for school newsletter. Felicia to send to whole committee for comments. • Monthly updates in newsletter and social media promoting HPFA. • Potential to tag businesses that donate prizes to social media. • To confirm if we can have details of HPPA to go out on letters for Parents Evening.
6.	<p>PRIORITIES FOR FUNDING:</p>	<ul style="list-style-type: none"> • Crystal to ask Mr. Whelan for details from Student Committee
7.	<p>IMPORTANT DATES:</p> <p>HPFA Committee Meetings: -</p> <p>25/11/2021</p> <p>9/12/2021 Face to Face</p> <p>13/1/2022</p> <p>10/2/2022</p>	<p>Felicia amended dates – but some were already the second Thursday of the Month. Karen to confirm if dates are ok.</p>

	10/3/2022 14/4/2022 12/5/2022 9/6/2022 14/7/2022	
8.	NEXT STEPS:	Focus on sorting out Christmas raffle and feedback via email by 11th Nov 21.
9.	AOB:	Nothing raised