

Highlands Parents and Friends Association

Minutes for meeting 8th June 2023

6:00pm Highland School

ITEM No.	SUBJECT	FOR ACTION BY WHOM
1.	Present: Crystal (Chair), Vanessa (Publicity Officer), Felicia (Secretary) and Valentina (Treasurer), Apologies: Karen (Co-Chair), Siobhan (Co-Treasurer) & Eleni (Parent Member)	
2.	Updates: Email Yoda all minutes and google forms. Develop a procedure for requesting money and time from HPFA.	FE CK
3.	Preparation for Next Years Events: <ul style="list-style-type: none">• Agreed to do only one event per Term with named project manager.• Decide dates for meeting.• Decide on the type of events we want to do i.e. Easter & Christmas Raffle, Music Bingo• Survey to parents to see what type of events when and where they want them.	FE
4.	Publicity Update: No update	
5.	Treasurers Update: No update	
6.	AOB None	