

Highlands Parents and Friends Association
Minutes for meeting 9th February 2023
6:00pm Highland School – Online

ITEM No.	SUBJECT	FOR ACTION BY WHOM
1.	Present: Crystal (Chair), Vanessa (Publicity Officer), Felicia (Secretary) and Valentina (Treasurer), Apologies: Siobhan (Treasurer) & Eleni (Parent Member)	
2.	Updates: Wine Tasting – Now cancelled – Parents will be notified by email and refunded. Valentina to check account to see if anything has come in and return to school.	Valentina
3.	Future Events: Easter Raffle – Need to get donations for hamper, Eleni has a contact at Waitrose who will donate. Donations must be confirmed by 24 th February so that the raffle can start 27 th Feb. Summer Fete – Transition Fete for incoming Year and existing Year 7 pupils. Free entry or minimal donation. Crystal to reconfirm caterer to reassure herself - he will give £1/£2 per burger to HPFA. We will focus on drinks, mocktails for kids and Pimm's/Cocktails for adults. Suggested date 15 th July – Crystal to confirm the date, time (2 – 5pm) with school and to ask if we can use school's kitchen facilities for ice lollies etc. Crystal to compose email for volunteers, We to agree amount of drinks needed and advert to publicise event. FE to setup tickets on event brite and find out cost if charging. Need ideas for games, bouncy castle etc. To find out if school will donate to it. Quiz Night – Crystal to link with Karen regarding quiz night. Ally quite confident as experienced in doing them. Still need to ask Ellie regarding making new recordings for Music Bingo	<p style="text-align: center;">All FE to set up Galabid</p> <p style="text-align: center;">Crystal All</p> <p style="text-align: center;">Felicia Siobhan</p> <p style="text-align: center;">Crystal/Karen</p>
4.	Publicity Update: HPFA Newsletter – next version after easter. Advert for raffle needed.	Vanessa

	Crystal has emailed Martin Gerald and awaiting response. Haviland willing to sponsor us. Crystal to contact them about estate boards for wine tasting ask if they can be changed to summer fete.	Crystal
5.	Treasurers Update: Need to advertise for co-treasurer via email Registered charity on HMRC – to get 20% from any donations made from HMRC. We need donation to take advantage of this.	Valentina/Siobhan
6.	AOB Social event – meal. Crystal to do a google form – after half term.	All