

**Highlands Parents and Friends Association**  
**Minutes for meeting 12<sup>th</sup> January 2023**  
**6:00pm Highland School – Room 3**

ITEM No.	SUBJECT	FOR ACTION BY WHOM
1.	<p><b>Present:</b> Crystal (Chair), Karen (Co-Chair), Vanessa (Publicity Officer), Felicia (Secretary) and Rob (Teacher)</p> <p><b>Apologies:</b> Valentina (Treasurer), Siobhan (Treasurer) &amp; Eleni (Parent Member)</p> <p><b>Welcome:</b> 2 new parents = Slavana and Sergi</p>	
2.	<p><b>Updates:</b></p> <p><b>Music Bingo, Christmas Raffle</b> and Variety Show – both went well. We raised £2834.79 in total.</p> <p><b>Selling Recycled Uniforms</b> – agreed that due to new uniform that it was not worth pursuing.</p>	All
3.	<p><b>Future Events:</b></p> <p>Wine tasting evening - Italian Theme.</p> <ul style="list-style-type: none"> <li>Rob gave a full artillery of the event and the items that he will provide including 8 varieties of wine, glasses, details on the wine, scores cards, quiz with a couple of bottles of wine as prizes.</li> <li>The Winchmore Pub has agreed to provide some pizzas and olives.</li> <li>HPFA needs to provide spittoons, nibbles i.e. bread sticks, crisp and volunteers to help pour wine on the evening (depending on numbers)</li> </ul> <p>Setting up from 5:30 – tell parents that they can arrive from 6:30 for 7 pm start.</p> <p><b>Easter Raffle</b> – Follow same format as last year. Prizes need to be obtained – Hamper of Easter goodies, Easter Eggs, Vouchers. Tickets to go on sale by the 20<sup>th</sup> February for draw to take place on the 28<sup>th</sup> March and prizes to be delivered by the last day of term (31<sup>st</sup> March 2023) – Need to start asking for donation for prizes i.e. items for hamper, bouquet of flowers, gift vouchers from local eateries.</p> <p><b>Quiz Night</b> – Agreed that the music could do with updating. We may be able to make some new recordings but if this proves too difficult the group should look at purchasing a new set.</p>	<p>All</p> <p>Crustal</p> <p>All</p> <p>FE to set up Galabid</p> <p>Karen</p> <p>All</p>

	<b>Summer Fete</b> – Transition Fete for incoming Year and new Year 7 pupils. Caterer has been approached but agreement and cost to be finalised. Action Plan to be discussed at next meeting.	
<b>4.</b>	<p><b>Publicity Update:</b> HPFA Newsletter - has been drafted, Vanessa to make final amendments for it to go out to tomorrow.</p> <p><b>Estate agent meeting with school</b> – New Estate Agent opening in Winchmore Hill who are offering to match fund some of our fund-raising activities. To make contact via email first</p>	<p><b>Vanessa</b></p> <p><b>Crystal/Karen</b></p>
<b>5.</b>	<p><b>Treasurers Update:</b></p> <p>No update</p>	<b>Valentina/Siobhan</b>
<b>6.</b>	<p><b>AOB</b></p> <p>Nothing raised</p>	