

# Highlands Parents and Friends Association

## Minutes of Meeting Thursday 15<sup>th</sup> Sept 2022

| ITEM No. | SUBJECT  | FOR ACTION BY WHOM   |
|----------|--|--|
| 1.       | <b>Welcome &amp; introductions</b><br><b>Present:</b><br>Crystal (Chair)<br>Felicia (Secretary)<br>Eleni (Parent Member)<br>Carol (Parent Member)<br>Mike Whelan (Link Teacher)<br>Vanessa (Publicity Officer) | <b>Apologies:</b><br>Karen (Co-Chair)<br>Krasi (Treasurer)<br>Siobhan (Co-treasurer)   |
| 2.       | <b>Previous Minutes:</b>   | <b>Agreed</b>  |
| 3.       | <b>General matters</b> <ul style="list-style-type: none"> <li>Music Bingo</li> <li>Variety Show</li> <li>Christmas Raffle</li> <li>Discos</li> <li>Wine Tasting</li> </ul>                                     | <p>18<sup>th</sup> November 19:00 – 21:00– Room booked and save the date message to go out. Estate Agent (Haviland) have agreed to provide boards £5.00 donated each board. Need name, telephone number and address for each person willing to display a board. Mr. Whelan to forward details to staff. Advert to go out in newsletter. Two staff teams already identified – suggested teacher hosts to be contacted by Mr. Whelan and Carol to ask her friend. Agreed that we will only supply drinks (soft and wines) and suggest participants bring their own snacks. Karen or Carol's husband to obtain Alcohol Licence. Felicia to email members to see if they can donate any drinks and to purchase additional drinks. Eleni happy to sell drinks on the day. Also suggested we play heads and tails on the night to generate more income. Music Bingo found in cupboard.</p> <p>Agreed we just need 2 people to sell drinks on the day. Temporary licence needed.</p> <p>Online raffles like last year. All members to attempt to obtain at least 2 prizes. To start selling tickets by the end of November. Felicia to organise online raffle- Crystal to ask Karen about top prize.</p> <p>Agreed that will not attend discos</p> <p>Felt that tickets were too expensive last year, need to reduce. Proposed date Feb 2023. Crystal to arrange estate boards and contact Emma Rigby from Love your doorstep regarding venues.</p> |
| 4.       | <b>Finance</b> <ul style="list-style-type: none"> <li>Update</li> </ul>  | Krasi and Siobhan working on end of year accounts and will have them ready for AGM   |

|                                | <ul style="list-style-type: none"> <li>Miscellaneous expenses</li> </ul>  | All expenses incurred last year have now been reimbursed.<br>No update on Amazon Smile but felt that it should be advertise in every newsletter.  |      |        |      |                               |                           |               |                                |  |               |                               |                        |     |                               |  |               |                               |  |               |                            |  |               |                             |  |               |                           |  |               |                           |  |               |                            |                          |     |
|--------------------------------|---|---|------|--------|------|-------------------------------|---------------------------|---------------|--------------------------------|--|---------------|-------------------------------|------------------------|-----|-------------------------------|--|---------------|-------------------------------|--|---------------|----------------------------|--|---------------|-----------------------------|--|---------------|---------------------------|--|---------------|---------------------------|--|---------------|----------------------------|--------------------------|-----|
| 5.                             | <b>HPFA Social Events</b>   | Vanessa to look at venues for Christmas Meal.   |      |        |      |                               |                           |               |                                |  |               |                               |                        |     |                               |  |               |                               |  |               |                            |  |               |                             |  |               |                           |  |               |                           |  |               |                            |                          |     |
| 6.                             | <b>AOB:</b> <ul style="list-style-type: none"> <li><b>AGM</b></li> <li><b>Summer BBQ</b></li> </ul>   | 13 <sup>th</sup> October – all members already been sent dates but Felicia to send reminder email.<br>Need to advertise specifically for Treasurer.<br><br>To be rolled over till September 2023. |      |        |      |                               |                           |               |                                |  |               |                               |                        |     |                               |  |               |                               |  |               |                            |  |               |                             |  |               |                           |  |               |                           |  |               |                            |                          |     |
| 7.                             | <b>IMPORTANT DATES:</b><br><br>HPFA Committee Meetings: - <table border="1"> <thead> <tr> <th>Date</th><th>Agenda</th><th>Time</th></tr> </thead> <tbody> <tr> <td>13<sup>th</sup> October 2022</td><td>AGM and Treasurers Report</td><td>17:30 – 19:00</td></tr> <tr> <td>10<sup>th</sup> November 2022</td><td></td><td>18:00 – 19:00</td></tr> <tr> <td>8<sup>th</sup> December 2022</td><td>Christmas Social Event</td><td>TBC</td></tr> <tr> <td>12<sup>th</sup> January 2023</td><td></td><td>18:00 – 19:00</td></tr> <tr> <td>9<sup>th</sup> February 2023</td><td></td><td>18:00 – 19:00</td></tr> <tr> <td>9<sup>th</sup> March 2023</td><td></td><td>18:00 – 19:00</td></tr> <tr> <td>20<sup>th</sup> April 2023</td><td></td><td>18:00 – 19:00</td></tr> <tr> <td>11<sup>th</sup> May 2023</td><td></td><td>18:00 – 19:00</td></tr> <tr> <td>8<sup>th</sup> June 2023</td><td></td><td>18:00 – 19:00</td></tr> <tr> <td>13<sup>th</sup> July 2023</td><td>End of Term Social Event</td><td>TBC</td></tr> </tbody> </table> |   | Date | Agenda | Time | 13 <sup>th</sup> October 2022 | AGM and Treasurers Report | 17:30 – 19:00 | 10 <sup>th</sup> November 2022 |  | 18:00 – 19:00 | 8 <sup>th</sup> December 2022 | Christmas Social Event | TBC | 12 <sup>th</sup> January 2023 |  | 18:00 – 19:00 | 9 <sup>th</sup> February 2023 |  | 18:00 – 19:00 | 9 <sup>th</sup> March 2023 |  | 18:00 – 19:00 | 20 <sup>th</sup> April 2023 |  | 18:00 – 19:00 | 11 <sup>th</sup> May 2023 |  | 18:00 – 19:00 | 8 <sup>th</sup> June 2023 |  | 18:00 – 19:00 | 13 <sup>th</sup> July 2023 | End of Term Social Event | TBC |
| Date                           | Agenda  | Time  |      |        |      |                               |                           |               |                                |  |               |                               |                        |     |                               |  |               |                               |  |               |                            |  |               |                             |  |               |                           |  |               |                           |  |               |                            |                          |     |
| 13 <sup>th</sup> October 2022  | AGM and Treasurers Report   | 17:30 – 19:00   |      |        |      |                               |                           |               |                                |  |               |                               |                        |     |                               |  |               |                               |  |               |                            |  |               |                             |  |               |                           |  |               |                           |  |               |                            |                          |     |
| 10 <sup>th</sup> November 2022 |   | 18:00 – 19:00   |      |        |      |                               |                           |               |                                |  |               |                               |                        |     |                               |  |               |                               |  |               |                            |  |               |                             |  |               |                           |  |               |                           |  |               |                            |                          |     |
| 8 <sup>th</sup> December 2022  | Christmas Social Event  | TBC   |      |        |      |                               |                           |               |                                |  |               |                               |                        |     |                               |  |               |                               |  |               |                            |  |               |                             |  |               |                           |  |               |                           |  |               |                            |                          |     |
| 12 <sup>th</sup> January 2023  |   | 18:00 – 19:00   |      |        |      |                               |                           |               |                                |  |               |                               |                        |     |                               |  |               |                               |  |               |                            |  |               |                             |  |               |                           |  |               |                           |  |               |                            |                          |     |
| 9 <sup>th</sup> February 2023  |   | 18:00 – 19:00   |      |        |      |                               |                           |               |                                |  |               |                               |                        |     |                               |  |               |                               |  |               |                            |  |               |                             |  |               |                           |  |               |                           |  |               |                            |                          |     |
| 9 <sup>th</sup> March 2023     |   | 18:00 – 19:00   |      |        |      |                               |                           |               |                                |  |               |                               |                        |     |                               |  |               |                               |  |               |                            |  |               |                             |  |               |                           |  |               |                           |  |               |                            |                          |     |
| 20 <sup>th</sup> April 2023    |   | 18:00 – 19:00   |      |        |      |                               |                           |               |                                |  |               |                               |                        |     |                               |  |               |                               |  |               |                            |  |               |                             |  |               |                           |  |               |                           |  |               |                            |                          |     |
| 11 <sup>th</sup> May 2023      |   | 18:00 – 19:00   |      |        |      |                               |                           |               |                                |  |               |                               |                        |     |                               |  |               |                               |  |               |                            |  |               |                             |  |               |                           |  |               |                           |  |               |                            |                          |     |
| 8 <sup>th</sup> June 2023      |   | 18:00 – 19:00   |      |        |      |                               |                           |               |                                |  |               |                               |                        |     |                               |  |               |                               |  |               |                            |  |               |                             |  |               |                           |  |               |                           |  |               |                            |                          |     |
| 13 <sup>th</sup> July 2023     | End of Term Social Event  | TBC   |      |        |      |                               |                           |               |                                |  |               |                               |                        |     |                               |  |               |                               |  |               |                            |  |               |                             |  |               |                           |  |               |                           |  |               |                            |                          |     |