

Highlands Parents and Friends Association

Minutes for AGM meeting 9th November 2023

ITEM No.	SUBJECT	FOR ACTION BY WHOM
	<p>Present: Siobhan Sweeney (Co-Chair), Vanessa Mead (Publicity Officer), Felicia Ekemezuma (Secretary), Crystal Elkabbas,</p> <p>Apologies: Karen Crawley (Chair), Valentina Csaki (Treasurer) Sue Czupichs (School Partner)</p>	
1.	<p>The following arrangements for the Music Bingo Night were made:</p> <ul style="list-style-type: none"> • Confirm number of tickets sold. • Confirm is compere for the night - Ally if not can Mr. McInerny do it. • Check current stock in cupboard and look for sum up machine and charge– Friday 10th Nov. • Purchase the new Music Bingo. • Purchase Alcohol license. • Purchase prizes – small boxes of chocolates (5) • Purchase – Wine (12) & Beers (24) • Purchase Gin (if required) and mixers. • Purchase confectionary and soft drinks • Confirm with Caretaker the provision of 10 small tables (set up like last year, including a table for bar) • Request for Wi-Fi details at least 2 days prior to event. • Request ice and buckets (Jolly Farmers) 	<p>Sue</p> <p>Sue</p> <p>Felicia</p> <p>Siobhan/Karen/Felicia</p> <p>Valentina</p> <p>Vanessa</p> <p>Siobhan</p> <p>Vanessa</p> <p>Felicia</p> <p>Sue</p> <p>Felicia</p> <p>Crystal</p>
2.	PTA insurance up for renewal - should be paid by direct debt. Treasurer to confirm	Valentina
3.	Date of Next Meeting: 14th December 2023	