

Highlands Parents and Friends Association

Minutes for meeting 10th October 2024

ITEM No.	SUBJECT	FOR ACTION BY WHOM
1.	<p>Present:</p> <p>Apologies:</p>	<p>Valentina (Treasurer), Siobhan (Chair), Vanessa (Publicity officer), Sue Czupich (Teacher representative), John Budd, Syeda Choudhury, Omotayo Osinubi (Tayo).</p> <p>Felicia (Secretary), Jo (Parent), Karen Crawley (Parent), Zoe (parent)</p>
2.	<p>Agenda:</p> <p>Introduction of the current officers.</p> <ul style="list-style-type: none"> • Vanessa presented the Publicity officer role. Vanessa will stand down from the Publicity and Media role. • Siobhan presented the Secretary and the Donations officer roles. Felicia will stand down from the secretary role <p>Officers elections</p> <ul style="list-style-type: none"> • Siobhan was re-elected as Chair. • Karen was elected as Vice-Chair. • Felicia was elected as Co-Secretary. • Jo (parent) elected as Secretary. • Valentina re-elected as Treasurer. • Tayo was elected as a Publicity and Media officer. • John was elected as a Donations officer. • Syeda will be a volunteer. <p>The Role of Trustees Siobhan presented the roles of the Trustees.</p>	<p>Sue said ‘thank you’ to all current officers.</p> <ul style="list-style-type: none"> • Everybody present voted for every election. <p>Every Trustee and volunteer should have their background checks done by the school. Valentina will follow up to remind the new Trustees to fill in the form.</p>

3.	Finance updates: Valentina presented the last year's financial activity.	Sue to confirm the use of funds from this year's events.
4.	AOB	<ul style="list-style-type: none"> ➤ Valentina to renew the yearly gambling license. ➤ Sue to get pictures of the IT lab, HPFA Library, and Mini-buses, which will be published in the next HPFA Newsletter. ➤ HPFA banner for the next events. ➤ Yioda to sort out the HPFA QR code, so that we can promote HPFA activities. Parents could use the QR codes to buy tickets for events or raffles. ➤ URGENT: <ul style="list-style-type: none"> ○ The Events calendar to be circulated again. ○ Info about the Christmas Market event to be posted on the WhatsApp group. ○ We should start promoting the Music Bingo Night and collect any donations for the Christmas Raffles.