

# Highlands Parents and Friends Association

## Minutes for meeting 14<sup>th</sup> November 2024

ITEM No.	SUBJECT	FOR ACTION BY WHOM
1.	<p><b>Present:</b></p>       <p><b>Apologies</b></p>	<p>Siobhan (Chair), Felicia (Co-Secretary), John (Donations Officer) Tayo (Publicity Officer), Sue Czapich (School Representative) Sarah (Parent) Zoe (Parent) Syeda (Parent) Sultan (Parent)</p>  <p>Karen (Co- Chair) Valentina (Treasurer) Jo (Secretary)</p>
2.	<p><u><b>Up and coming events</b></u></p> <p>1. Music Bingo – only 14 tickets sold to date. Wait until 20th to decide if we go ahead. We need to advertise more widely i.e. love your doorstep, etc.</p> <p>2. Christmas Fayre – cancelled until Easter.</p>   <p>3. Christmas Winter Concert – 12th December</p> <p>4. Christmas Raffle:</p>	<p>Sue to send out email to parents and get Yoida to send out some social media. Sarah to find out where her children’s school advertised recent successful event for future events. Sue to check if you can get parent pay to allow a further purchase once bought.</p>   <p>Start promoting in January – estate agent boards, local businesses etc. Sultan to approach the estate agent that works with her younger children’s school and share contacts she has for local businesses.</p>  <p>Valentina to apply for license</p>  <p>Felicia to get this up and running asap. Everyone to look for donations and let John know of businesses we can contact. John preparing a leaflet for marketing – awaiting responds from Sue to his recent email.</p>
3.	<p><b>Finance:</b> Valentina forwarded a copy of the recent accounts:</p>	

