

Highlands Parents and Friends Association

Minutes for meeting 13th February 2025

ITEM No.	SUBJECT	FOR ACTION BY WHOM
1.	<p>Present:</p> <p>Apologies</p>	<p>Siobhan (Chair), Karen (Co- Chair) Felicia (Co-Secretary), Tayo (Publicity Officer), Sarah (Co-Secretary) Syeda (Parent) Valentina (Treasurer)</p> <p>Sue Czupich (School Representative) Jo (Secretary)</p>
2.	<p><u>Up and coming events</u></p> <p>1. Quiz Night – 14th March 2025</p> <ul style="list-style-type: none"> • 21 tickets sold. Need 40 – 50 ticket sales minimum to make it viable. • Need to get a way of external persons purchasing tickets. Valentia set up PayPal – to see if can be used to generate tickets. • Thanked Sarah and her husband for her contributions to drinks. • 2 prizes for quiz – 1st prize and wooden spoon for the lowest scoring team. <p>Sarah has Tennis Camp Prioze and Felicia an array of little prizes</p> <p>Prizes for heads and tails and raffle needed.</p> <ul style="list-style-type: none"> • More publicity needed <ul style="list-style-type: none"> • Tayo to ensure sum up machines are charged and to look at hot drink cups on-line for teas and coffees. <p>2. Easter Raffle.</p>	<ul style="list-style-type: none"> • Decide the week of the 10th March of event will go ahead depending on sales • To be confirmed tonight for newsletter tomorrow. • Need to purchase beers and soft drinks • Everyone to try to get some donated prizes. Let Zoe know what you get. • Ask Yoida to put on ‘Love you doorstep’ • Karen to put on Facebook page. • Syeda to post on what’s app group. • Siohban/Felicia to put on PTS Group. <p>Start promoting week beginning 10th March Easter hamper 1st prize. Everyone to look for donations and let Zoe know of businesses we</p>

		can contact. Felicia to contact Waitrose about easter egg prize
3.	Finance: Valentina forwarded a copy of the recent accounts by What's App on 8 th Feb: <ul style="list-style-type: none"> • £53 raised for Quiz Night so far • £4703.62 in account • £1104.06 profit so far this year 	We need to get a thermometer gauge to show how much we need to raise for the wellbeing center.
5.	AOB: <ul style="list-style-type: none"> • Newsletter after the Easter to publicise the events and what we are raising money for. And update website. • We need to remove all ex-board members from the Charity commission list. • Sarah and Tayo are waiting for DBS results and Sarah to be added to Charity Commission list Date of next meeting	<ul style="list-style-type: none"> • Karen to work with Tayo to develop more publicity materials. • Valentina to amend. • Sarah to send Valentina: Home address, Email address and DOB • Siohban to email Jo about Secretary role. • Karen to work with Tayo in publicity, needed and hand over anything she has from Vanessa • Felicia to send Valentina signed bank forms. • Syeda to confirm what her contribution will be from food sales at Quiz Night. Felicia to let her know what we charged food vendors at BBQ. Thursday 6th March 2025