

Highlands Parents and Friends Association

Minutes for meeting 16th October 2025

ITEM	SUBJECT	FOR ACTION/BY WHOM
1.	<p>WELCOME</p> <p>Chair & Vice-Chair welcomed everyone to the meeting, including those attending for the first time as new Year 7 parents.</p>	
2.	<p>INTRODUCTION</p> <p>Chair & Vice-Chair gave an overview of the activities of the HPFA this year and to date, providing an overview of the Committee and roles.</p> <p>Attendees were invited to provide thoughts and suggestions on fundraising ideas, or roles that they may wish to be involved in, in future.</p>	<p>Many suggestions were given including:</p> <ul style="list-style-type: none"> - Discos Years 7-9 (staff would be needed to chaperone) - Open Mic night/Comedy night <p>ALL to discuss in future meetings in context of Forward Plan</p>
3.	<p>TREASURER'S REPORT</p> <p>Valentina presented the 2024/2025 financial activity.</p> <ul style="list-style-type: none"> • We have over £8k in the Bank. Our Treasurer has been advised, by school staff, to keep the existing funds and keep fundraising presently. • The Summer BBQ was the most profitable event this year (out of 7 activities) - (over £2k raised for this event), the reason being that we provided the catering ourselves this time, which made the event more profitable. We will replicate this model. 	<p>The school plans to use funds to provide internal sports/wellbeing facilities, when further fundraising has taken place. We all agreed that we will aim to cater hot food ourselves (where possible), in future, rather than bring in external vendors. This could apply to other activities where we might have, in the past, paid external providers for food or services.</p> <p>Staff to update HPFA if a specific amount or item for fundraising is defined further.</p>
4.	<p>ELECTION OF NEW OFFICERS</p>	<ul style="list-style-type: none"> • Every Trustee and

	<ul style="list-style-type: none"> ● Karen was elected as Chair ● Siobhan was elected as Vice-Chair (Karen and Siobhan swap the roles they held in the last year) ● Sarah was elected as Secretary ● Valentina was re-elected as Treasurer. ● Tayo was re-elected as a Publicity and Media officer. ● Zoe was elected as a Donations officer. <p>New parents who offered to support roles were:</p> <ul style="list-style-type: none"> ● Marita as Co-Treasurer ● Amani as Co-Treasurer and Events Officer ● Claire as Co-Events Officer 	<p>volunteer should have their background checks done by the school.</p> <ul style="list-style-type: none"> ● Valentina will follow up to remind the new Trustees on details needed for Charity Commission, Enhanced DBS, etc. ● Other parents in attendance indicated they would be willing to volunteer as and when they are available to do so. ● SJ to add those who provide details for this purpose to the relevant HPFA Whatsapp group.
	<p>AOB</p> <p>Forward Plan</p> <ul style="list-style-type: none"> - We discussed the next few events and the need to obtain donations for both Family Bingo Night and the Xmas Quiz. Family Bingo night is our priority in planning and resourcing, and promoting in Newsletters and emails to School Community and beyond. Tickets are now available on Parent Pay and externally on 'Event Cube'. - We discussed the 'Write to Speak' Event in November and will consider adding this to the Forward Plan. - We discussed the possibility of adding extra time at the end of the Family Music Bingo event, for a disco. - We discussed adding a Disco in future (not confirmed if this would be a 25/26 event. We discussed the need to have staff support (chaperones) at this event. <p>SJ confirmed next meeting will be on Zoom on 6th November.</p>	<ul style="list-style-type: none"> ● Treasurer to renew the yearly Gambling license. ● Treasurer to renew Raffle license. ● Ms Husseyin/Staff to provide further details about 'Write to Speak' Event ● Ms Husseyin/Staff to advise if extra time for a 'Disco' may be possible for the Family Music Bingo event, now that there may be fewer restrictions post-PFI.