

Friends of Highfield

Minutes of Meeting held on 9th January 2017

Present: Kate Coldwell (Chair), Mel Stonard, Elaine Hubbard, Saima Khan, Kate Colbourne, Dan Tatham, Liz Bowker, Anne Hargrave, Maika Paulsen, Alex Ashurst, Kirsten Atkinson

Apologies: Carthiga Bell, Fatima Bhula, Sarah Harding, Charlotte Mann, Laura Robinson, Ali Palenski, Amie Elson

1. WELCOME

Kate welcomed everyone to the meeting. Introductions were not needed on this occasion as everyone knew each other.

2. APPROVAL OF MINUTES

Mel confirmed that a couple of minor changes had been made to the minutes of the previous meeting and that a revised version had been issued. Everyone present agreed that the minutes were approved.

3. REVIEW OF EVENTS

Pumpkin Parties

The pumpkin parties were held on Thursday 3rd November and went well. Liz and Anne reported that the Reception and Year 1 party ran smoothly as there was less queuing involved than the previous year.

Mel confirmed that £772 had been raised from the parties.

This year the pumpkin parties will be held on Thursday 5th October (due to Mr Shuffles' availability and avoiding dates for parents evenings, half term etc.)

Open Morning for Prospective Parents

The Friends provided teas and coffees at the open morning on Thursday 17th November, everything ran smoothly and a lot of people attended.

70s, 80s & 90s Disco

The Committee members all agreed that Sandra and Ruth had done a great job of organising the Disco and raffle, which had made a combined profit of £512 for the Friends. Kate said that she would ask them whether they would be prepared to organise it again sometime, although it was agreed that this type of event would probably work best being held every other year.

Christmas Fayre & Christmas Raffle

Kate thanked Saima, Kate Colbourne and Elaine for all their hard work organising the Christmas Fayre, which went really well and was particularly busy from 3.30pm, after school had finished. Saima and Kate reported that they'd received very positive feedback from the stall holders and all of them said they would come back. The Christmas Raffle raised £342 and takings for the Fayre (stall and café) were £596 so it made a profit of approx. £400.

Thinking ahead to this year's Christmas Fayre, there will be more space now that the hall extension is finished, which will make it easier as the café won't have to be in the foyer and access in and out will be better as there's now a second doorway. Kate and Saima are already thinking about the possibility of setting up a Santa's Grotto and finding a way to keep the mulled wine warm to maximise sales (potentially using slow cookers).

Kate will speak to Mrs Colley to agree a date for this year.

Post-meeting Note: The Christmas Craft Fayre will be held on 30th November 2017 to tie in with the orchestra & choir concert.

Presents for Parents

The annual Presents for Parents event at school was a great success, particularly as it was extremely busy after school too so we sold off most of the presents. Mel reported that we only have 18 men's presents left over and 39 ladies' presents (32 of which are pairs of socks). Space was a bit limited as it had to be held in the Library, however it is hoped that in 2017 we can hold it in the Studio again- **Liz to check with Mrs Colley.**

The Committee again raised the issue of the running order because a lot of the younger children came to shop earlier in the day, which means that the older children are sometimes disappointed that there are fewer presents to choose from later on. Other class commitments obviously need to be taken into consideration but it was agreed that, if possible, the order would be reviewed this year by the teachers.

Mel reported that we made a profit of approx. £950.

Post-meeting Note: Liz has confirmed that P4P 2017 can be held in the meeting room (Studio), assuming there aren't going to be 3 Reception classes.

Christmas Events

Fatima had provided feedback to Mel that the Key Stage 1 Christmas parties went really well, there was a great team of helpers and this year it was much easier having unisex presents for the children and ensuring that we bought a few extra. One of the teachers had commented that the crisps we provided aren't suitable for children with a gluten-free diet. As this only applies to a handful of children it was agreed that next time we will also provide a few packets of Seabrook crisps, which are gluten free. More tablecloths are also needed.

The Key Stage 2 film afternoons were fine and the children seemed to enjoy themselves.

Liz enquired whether Mr Shuffles had already been booked for this year's Christmas parties. Some of the teachers feel that it may be better to try something a little bit different- having both the Pumpkin Parties and Christmas Parties with Mr Shuffles makes them a little repetitive and no longer value for money as he appears to put less effort into running them. Although Kate has booked Mr Shuffles for 8th December, the Committee agreed that we should investigate other options e.g. the Silly Brothers/ Billy Biscuit. **Liz said she would check which magician/ entertainer Mrs Barrett has used recently and Dan agreed to speak to Hannah Taylor.**

4. FORTHCOMING EVENTS

Charity Clothing Collection (27th January)

The next recycling/ charity clothing collection will be on Friday 27th January. The collection bags have already arrived at school- **Mel will arrange for Parentmail/ Facebook messages to be sent out and will speak to Jane Denton to ask if she can distribute the bags to each class.**

Quiz Night (24th February)

Quiz night is going to be held on Friday 24th February, 7.30pm for 8pm start. Warren is currently preparing the questions and Kate has booked the fish & chips (Atlantis), although someone may need to go and pick up the food on the night. **Kate to confirm price of the fish & chips.**

Mel has ordered the glasses from Waitrose, and confirmed that we already have 18 bottles of Prosecco in our cupboard. **Mel will look for the best deal and arrange to buy some more bottles, as we ran out last year (any leftover can be used at the Prosecco & Pamper evening).**

We will need some helpers to set up the hall after school, as well as helpers on the night to man the bar and serve the fish & chips. Only one person has responded to Kate's email so far. **Alex, Maika and Mel (subject to finding a babysitter) said they can help on the night.**

It was agreed that this year we should buy more bottles of ale (pale ales), as these sold out, and fewer bottles of lager (only 1 type too- Becks). We will order the wine from Berkmann Wine Cellars again, on a sale or return basis, as this has worked really well. **Kate to liaise with Matt Davenport.**

Elaine agreed to sort out the licence again.

Kate Colbourne will buy some more crisps from Aldi and will check whether we need to buy any more soft drinks.

We will also need to buy some prizes and to make some new Joker cards.

Pantomime (18th March)

Saima and Kate Colbourne agreed to organise the pantomime- there will be two performances, at 1pm and 4pm, on Saturday 18th March. **Mel to check what the title of the pantomime is!**

Kate Colbourne and Saima will look into buying the refreshments/ confectionery (drinks/ popcorn/ sweets and asking for baked donations).

We will need a few helpers for each performance to take tickets, sell refreshments, tidy up etc. Kate, is available to help at one of the performances. **Kate will send out an email to the helpers list and post a request on Facebook.**

Kate has already sorted the letter- **Mel will get these photocopied and put into registers.** The return date for reply slips is Friday 10th February (before half term holiday).

Post-meeting Note: The title of the Pantomime is '**The Watchmaker's Apprentice**'

Prosecco & Pamper Evening (24th March)

This is the first time we have organised this type of event. Kate confirmed that the following stalls are already confirmed: Style Attic, Neal's Yard Remedies, Arbonne make-up, Temple Spa, Phoenix cards, Fitbarre.

Saima is looking into whether her sister-in-law can come along to provide Indian head massages and threading and will also speak to Claire Walton (school parent).

Liz suggested contacting the Yorkshire College of Beauty in Yeadon and the Leeds College of Beauty to see if they have any trainees who'd like to attend to provide treatments- **Kate will contact them.**

Suzanne Metcalf at Metzz was also suggested.

Kate Colbourne will speak to a contact she has from the Christmas Fayre who sells handmade chocolates.

If we are able to arrange for treatments to be offered, it would be advisable to organise a schedule in advance of the event so that people can book a time slot.

The stall holders will pay £15 (as per Christmas Fayre) and we will also ask them to provide a raffle prize. We will charge £5 per ticket for the event, to include a raffle ticket and a glass of Prosecco. For the event to be a success, we need to get lots of tickets sold so that the stall holders are busy- **everyone needs to start promoting it amongst friends and family (not just Highfield parents).**

A leaflet drop round the Belvederes and Sandringhams would be useful, as well as advertising the event on local community pages on Facebook.

Fab-Bricks (May/ June)

It was agreed that we need to pin down some dates for organising the Fab-Bricks order for keyrings/ bag tags. Letters and information will be sent out during the week straight after the Easter holidays (w/c Tuesday 18th April). **Elaine agreed to contact the company to check lead times so that we can sort out timings for placing the order and then receiving the items before Father's Day in June.**

5. PURHASING & STOCK

The main things we need to buy in the next few weeks are the drinks and prizes for Quiz Night, as noted above. We need to check how many knives and forks we still have in the cupboard near lost property and also need to buy sauces.

Committee members should also keep looking out for potential gifts for Presents for Parents 2017. Mel reported that to date we have already got 282 presents for ladies and 128 presents for men (including those leftover from 2016).

Mel will email all Committee members a copy of the spreadsheet showing the gifts we have already bought, to avoid duplication.

A visit to Paul White in the run up to Mother's Day and Father's Day should also be organised to help to boost the numbers of presents.

6. FINANCIAL OVERVIEW

Mel reported that the balance in the Friends' bank account at the end of November was just over £7,900. However, with the amounts paid in for the Christmas Fayre & Raffle, Presents for Parents, and a cheque for £370 relating to the Fun Run from June last year, the balance should now be in the region of £11,800.

The Committee agreed that we will pay school £6,000 now towards the 3 interactive touchscreen whiteboards (with a further payment of £4,000 later in the year).

Profit made from events in Autumn 2016 term:

September Clothing Collection	£116.40
Pumpkin Parties	£772.11
Disco	£511.90
Christmas Raffle	£342.40
Christmas Fayre	Approx. £400
Presents for Parents	£948.39
Donations from Buying/Selling Page	£10

7. SCHOOL'S INPUT

The Committee asked when the new bike shed/ scooter rack near the Belvedere entrance will be installed- **Liz to speak to Jane Denton.**

Post-meeting Note: The first company that quoted for the new bike shed quoted too cheaply, and then refused to do the work for that price once school had accepted it! A new company is now in the process of quoting.

8. ANY OTHER BUSINESS

Dates of Events in 2017

The Summer Fair is being held this year on Saturday 15th July.

Kate to check with Philippa Cox and Liz Flackett whether they will be able to organise Highfield's involvement in the Fun Run again this year and what date it will be held.

Although we investigated the possibility of holding a Bonfire Night/ Diwali fireworks display at school in early November, this has not been approved by Mrs Colley on health and safety grounds.

Kate confirmed that Mr Shuffles has been booked for:

- Pumpkin Parties, on **Thursday 5th October 2017**
- KS1 Christmas Parties, on **Friday 8th December 2016**

9. DATES OF NEXT MEETING

The date of the next meeting is **Monday 13th March 2017, 7.30pm.**