

Minutes of HI Park Primary PTFA meeting, March 3rd, 2025, via Skype

1. In Attendance

Nikos Papageorgiou, Zoe Masey, Kim Cole, Jonathan Newman, Lisa Hart, Claire Ziwa, Lydia McNeeny, Laura Greene, Amy Cowan

2. Apologies

Shaked Nir, Jenny Blakesley, Chloe Dives, Leanne Wiltshire

3. Quiz Night:

- Mr Newman will be taking care of the Quiz questions
- Zoe has set up a new platform we can use for the sign up. People will be signing up individually and check a tickbox if they don't have a team and want to be added to one on the night
- We need to connect the platform to a Stripe account so Zoe will need to collect addresses and DOBs of the trustees
- Zoe has already drafted a privacy policy for the data collection. A draft was sent to the group for proof reading and will be used going forward.
- A link to the platform can go to the school website if necessary. We'll communicate that once it's ready.
- We'll have room for 12 teams of up to 8 people per team.
- Start setting up at 19:00
- Doors 19:30 for a 20:00 start (22:00ish finish)
- Zoe to bring a float for the bar. Card and cash payments accepted
- Nikos to send Zoe the prices from last year
- Zoe to order snacks (crisps and sweet pouches) and drinks (red and white wine, beer cans, Prosecco, J2O, soft drinks). Lydia mentioned the need for vegan options.
- Kim to explore cheese platter options
- Decide for extra games closer to the event
- Look for wooden spoons in the shed (decide on WhatsApp who get what)
- Openly advertise the event to Brook (Nikos to send promo to their PTA and Mr. Newman to forward details for their newsletter)

4. Summary of upcoming issues we'll need the school's input for:

- Mr. Newman mentioned a couple of music guests/ art workshops that will need funding for the summer term. The cost will be communicated to the PTFA closer to the date but should be about two hundred each.
- Mr. Newman will speak to the SLT and discuss the bigger funding opportunities for the school. On our next meeting we can have a better idea and possibly set our fundraising goal for the year
- During the conversation about our fundraising goals and other financial issues Thank Yous were given to Kim and her efforts to get us the new shed which was successfully installed last month, also to Laura for her work with the fireworks committee
- Once the check from the fireworks comes in, we can send a proper thank you to the committee and include it in our newsletter. Laura mentioned that chances are there won't be a school assembly for receiving the cheque this year.
- Laura is happy to continue her work with the fireworks committee going forward
- A reminder was given to Mr. Newman for the leavers' hoodies, and he informed us that they have it under control with their regular provider. A choice of colours will be given to the kids.
- Karen has finished the report on our accounts and will be invited to the next meeting to present it
- Kim is getting some papers needed from school and will contact the fire department to get a truck again for the summer fair.
- A proposal for £40 fee for the food tracks was made. Kim in touch with a few.

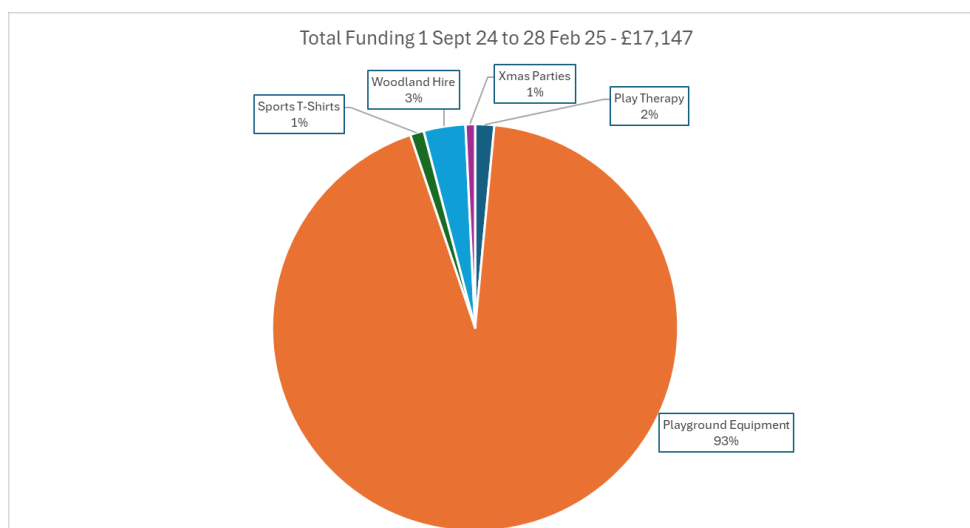
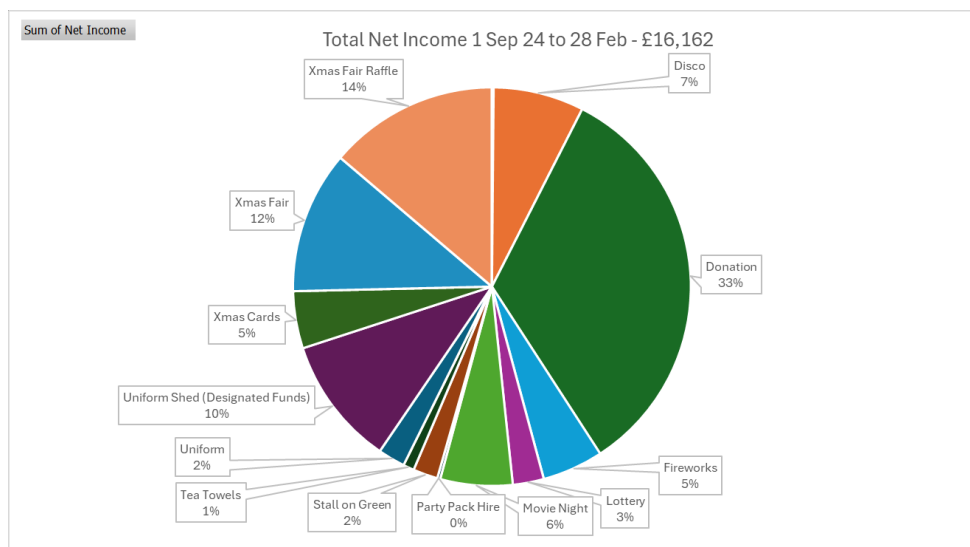
- Zoe stressed the need to make sure we're covered for public liability when it comes to the. Food trucks on the day of the summer fair. We'll need to keep copies of their food safety/quality certificates.
- Nikos to check the commission website for updates on the process to remove/add the trustees as needed

5. Treasurer's update:

HI Park Primary PTFA – Treasurer Report

3 March 2025

Cash Balances ast 1 Sept 2024	19,374
Add Net Income	16,162
Less Funding Activities	(17,147)
Less PTFA Expenses	(162)
Cash Balances ast 28 Feb 2025	18,226



- Zoe explored the option to move our account to Co-Op. Since Co-Op is doing it through the post office, Zoe will pay them a visit to check details on their processes (e.g. coin denominations given out for our floats)
- The process with Metro for the addition of signatories is done on our end. All in hand.

Next Meeting will be on April 22nd. We'll decide closer to the date if it'll be in person or online