

Minutes of Highshore Parents Group Meeting Monday 20 February 2017

Present: Don, Christine, Beverley, Ullie, Mariatu, Sussie, Sarah, Leslyn, Temple, Minetta, Michelle, Wilson, Nancy, Eileen

Apologies: Al, Tijen, Jackie, Karen, Christiana, Antonia

Don welcomed the group.

The minutes from our meeting held on the **16 January 17** were read and agreed.

Review of Recent Events :

1. **SaLT and OT sessions** 30 January – Bev, Sarah, Antonia and Ullie attended and found these to be very enjoyable and informative.
2. **Business Links Day** 7 February – Jackie, Antonia, Ullie, Mariatu, and Wilson attended and found the trips to be very inspiring.
3. **Story Telling Workshops** 13/14 February – These were found to be very enjoyable sessions and well attended.

Communications :

Eileen thanked the parent group volunteers for their support and received positive feedback from a variety of businesses following their visits.

Eileen also informed the group that the issues of parking and road signs outside the school had been raised with the council and now waiting for a response.

Forthcoming Events :

1. **The Challenge Meeting** – 21 February – 6th Form pupils and parents
2. **World Book Day** – 3 March – Whole school event – children to wear costumes.
3. **International Preparation Meeting** – 6 March – All members
4. **International Evening** – 10 March – All members (3.15pm – 8.30pm)
5. **Comic Relief Day** – 24 March – Whole school event.

Website Presentation : This was given by **Nick** and was found to be very informative.

Preparations for the International Evening on 10 March 17 are well underway.

Members will be bringing the following food:

Christine : Plain rice, Chana curry

Ullie : Leafy salad, grapes

Karen : Quiche

Beverley : Desserts

Antonia: Drinks

Sussie : Plantain

Wilson : Drinks

Mariatu : Fruits

Leslyn : Pilourie
Temple : Chicken, Jallof rice
Minetta : Coleslaw, Jerk chicken
Michelle : Cup cakes
Eileen : 20 bottles of shloer, crisps, snacks.

Please label all food (safeguard against allergies) – **not required**.

- * DJ will be available for the evening - **Sharifah**
- * There will be a prize for the best dressed in National costume - to decide
- * Drumming & singing performances by pupils. (Diara, Angel, Maria, Latin American dancers plus guest) – Christine to contact musician, Simba for booking. Also Katherine (Yr 9 pupil)
- * Quiz sheets - **Christine**
- * Programme of Events – **Don**
- * Organisation of duties/responsibilities on the day (3.15 to 8.30pm) - **All members**

Action points:

Don : To provide posters; letters to parents, governors and staff for distribution by office/
Nancy – **now completed**.

To give Eileen a list of parents coming in early to set up - **to be arranged**

To review class contact list with parent group members plus introductory wording – Don
now completed

Draft Parent Group Feedback Report and advert for International Evening to be placed in
School Newsletter – Don **now completed**. Follow up invitation for Newsletter **also
completed**.

Christine : Provide labelled bucket for loose change on exit.

Play list for DJ – request of national music by members – **to decide**

Christiana : Raffle food hamper - chocolate, sweets, herbal tea, jam, biscuits – **to confirm**

Eileen : Provide box for raffle tickets/ donations/prizes

Letters/ posters/ tickets to be reviewed and copies printed – Nancy – **now completed**

Distribute letters to parents in school bags – office- **now completed**

Display posters in the school - Parent group – **now completed**.

Table cloths/ Flags - **to decide**

Sign in sheets needed with class/year group column - Eileen/ Nancy- **to provide**

Copy ticket sheets onto A4 coloured paper and cut out – Nancy – **to provide by 6 March**

Collate all replies and calculate numbers of requested tickets – office/Nancy **by 6 March**

Distribution of tickets on receipt of reply slips - office/ Nancy **from 6 March**

Use of paper chains decorations - **to complete by group members**

Lights - Parent Group – Ullie **to provide**

Music equipment/ microphone set up - Nick

Bin bags/ brooms/ Tables/ Chairs - Barry

Plates, napkins, cups, cutlery, water jugs – Eileen **to provide**

Parents Group will supply labelled large serving spoons.

Food containers – Beverley **to provide**.

NEXT MEETING Monday 6th March 10am Meeting Room

Christine (secretary)