

Richard Crosse PTA

Date: 08th December 2017

Attendees: Martin Sleight, Marcella Henley, Louise McGuffie, Jacqui Bowman, Nicola Jarrett Apologies: Jo Forker,

Agenda Item	Discussion	Actions
Welcome		
<i>Christmas Fayre Matters Arising were all agreed as complete prior to the meeting</i>		
<i>Plan of stalls to be produced (MH)</i>	Complete	
<i>School gate appeal for volunteers (LM/JF)</i>	Complete	
<i>Create a spreadsheet for Santa booking and send to Zoe</i>	Complete	
<i>Let parents know Santa booking form is available in the office</i>	Complete	
<i>Check if other schools have snow machine (MS)</i>	Complete	
<i>Purchase snow machine if non available (MS)</i>	Complete	
<i>Create a plan to go out as an A5 flyer asap (MH)</i>	Complete	
<i>Confirm Golf Club Raffle Prize (MH/MS)</i>	Complete	

<i>Approach Royal Oak re Raffle prize (SW)</i>	Complete	
<i>Donations of cakes and books to be promoted on Facebook (MS)</i>	Complete	
<i>Send Fayre documents to JB (JF)</i>	Complete	
Matters Arising		
Draft guidelines for email use (MS)	In progress	
Produce strategic spending plan for next 2 years (JF/MH)	In progress	
Approach TA's re PTA rep (NJ)	In progress	
Ask pub for prices for potential events (SW)	Deferred	
Check JustGiving as a way of raising money (SW)	Deferred	
Ask Jo Forker for job descriptions (JB)	Deferred	
Approval of Previous Minutes	Previous minutes agreed	
Review of Previous Events		
<ul style="list-style-type: none"> Christmas Fayre (01st December) 	Successful event, good feedback about the parent's gift stall & Santa booking system. Layout was also improvement. Tombola was missed.	<ul style="list-style-type: none"> Send thank you letters to stall holders, Co-Op & Santa (MS) Contact remaining raffle winners (MS) Sell remaining selection boxes & gifts at Christmas Production (MS)
Upcoming Events		
<ul style="list-style-type: none"> PTA Diary for 2018 	AGM date agreed as 7pm 18 th January 2018 Big Breakfast 20 th Jan 18 School Valentine Disco 16 th Feb 18	

Treasurer's Report	Deferred until AGM	
AOB	Christmas Production taping	<ul style="list-style-type: none">• Confirm P Halifax to record performance (MS)

Next Meeting Date: 05th January 2018, 8.30am, Richard Crosse