

Richard Crosse PTA

Date: 15th November 2017

Attendees: Martin Sleigh, Marcella Henley, Jacqui Bowman **Apologies:** Louise McGuffie, Jo Forker, Nicola Jarrett, Andrea Felton

Agenda Item	Discussion	Actions
Welcome		
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	
Confirm Golf Club Raffle Prize (MH/MS)	Deferred	
Approach Royal Oak re Raffle prize (SW)	Deferred	
Arrange printing of raffle tickets once prizes decided (JF)	Complete	
Approach Sharon Basra re Indian Food stall (NJ)	Sharon Basra is unavailable	

Donations of cakes and books to be promoted on Facebook (MS)	Deferred	
Send Fayre documents to JB (JF)	Complete	
Obtain money box (MS)	Complete and handed over	
Plan of stalls to be produced (MH)	In progress	
Investigate possibility of using parent evening booking system to book slots in Santa's Grotto (NJ)	The licence doesn't allow us to do this	
School gate appeal for volunteers (LM/JF)	Ongoing	
Confirm if there is an interval at the panto (MH)	There is an interval.	
Confirm when final panto numbers are required (MH)	Needed 1 week before	
Approval of Previous Minutes	Previous minutes agreed	
Upcoming Events		
<ul style="list-style-type: none"> Christmas Fayre (01st December) 	<p>Stalls are all confirmed.</p> <p>Zoe has offered to run the Santa booking system.</p> <p>Snow machine is not working, discussed purchasing.</p> <p>Face painting will do smaller designs to cut down on queues.</p>	<ul style="list-style-type: none"> Create a spreadsheet for Santa booking and send to Zoe Let parents know Santa booking form is available in the office Check if other schools have snow machine (MS) Purchase snow machine if non available (MS)

		<ul style="list-style-type: none">• Create a plan to go out as an A5 flyer asap (MH)
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Next Meeting Date: 08th December, 8.30am, Richard Crosse