PTA Mtg 13/06/17																				
ATTENDEES: Bill Billingham, Sue Billingham, Kathy Guy, Emma Hilling, Tricia	APC	LOG	IES: A	lex Cr	ooke. V	icky Gr	iffin, Nat	alie	+	+	<del>                                     </del>	+	1							
Goodwin, Richard Jennings, Therese James, Sally Forsgate, Shelley Wyatt, Julia							Julie & F													
Wigram, Vicky Vellidou	Wes	st. Jul	ie Balli	naer	Sally F	dwards	, Sarah	J u												
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.= information only			,						_	Who	0									
Action	Ben	Sue	Bill	ulia .l	ane 7	oe Mar	tin Ther	eseSall	vllacqu			aNatali	eVictoria	Fmma	Kathy	Stuart	Dan	ALL	By when?	Comments
- Colon		-							Joacqu						· · · · · · · · · · · · · · · · · · ·	- Clause		7		
General	1																			
1 Bill to circulate Actions/Minutes and include all New Parents attending				_								1	1						27th June	DONE
"Coffee&Cake", and/or recent PTA Mtgs																				
2 Minutes/Actions - Please inform Bill of any	T									+									Ongoing - Bill to	
updates/developments/progress/problems on an ongoing basis, either by Email,																			recirculate on Mon	
phone call (07771 837845), or sending Bill this spreadsheet with an update in the																			11th Sept 2017 (2	
COMMENTS section. Bill will then recirculate updated version 2 days before the																			days before next	
next meeting																			meeting)	
NEXT MEETING DATE - Wed 13th Sept 2017. ALSO LOOKING TO CONTINUE	_					-	-	-		+	1	-	+	1					13th Sept & 12th	Natalie confirmed
TO ATTRACT NEW PARENTS AS WE DID AT 25th APRIL MEETING BY																			July	booking of Churchill
HOLDING "CHEESE & WINE EVENT" AT 7.30pm ON Wed 12th JULY 2017																			July	Suite on 12th July
HOLDING CHEESE & WINE EVENT AT 7.30pm ON Wed 12m JOLT 2017		-		-		-	-	_	-	+	-	+	+							Suite on 12th July
Succession Planning	1	-	$\vdash$	$\rightarrow$	-+	_	_	-	+-	+	1	+	+	-			-			
Repeat "Coffee&Cake session" in Sports Lounge (5pm-6pm) held ahead of PTA	_					-		_	+	-		-	+	-						
Mtg on Tue 13th June. This was less successful than the April event, so we now																				
move on to "Cheese&Wine event" on 12th July			$\vdash$			_	_			_			_							1
"Cheese &Wine event" on 12th July is also an opportunity for us to meet as a																				
committee one last time this school year - all are invited								_		_										
3 "Cheese&Wine event" planned for Wed 12th July, to take advantage of Yr 6																			12th July	
Parents Induction Evening taking place on Wed 5th July																				
4 Dan to confirm availability of Sports Lounge at 7.30pm on Wed 12th July for																			5th May	Confirmed by Natalie
"Cheese&Wine event" (with Dan Tyler)																				on 3rd May
5 Emma to produce FLYER for "Cheese&Wine event" on Wed 12th July. This will																			5th May	DONE 2nd May
be used in hard copy at appropriate events, and as a ParentMail on 20th June (if																				
possible with local Primary Schools as well as WCS)																				
6 Sue to lead on organisation of "Cheese&Wine event" on Wed 12th July																			12th July	
7 Bill to arrange (with Becky Zimmerman) for "Cheese&Wine flyer" to go out on																			20th June	DONE
ParentMail on 20th June																				
8 Bill to contact local Primary Schools to request "Cheese&Wine flyer" to go out on																			30th June	
their ParentMails (or hard copy). Also request details of any parents on Pr School																				
PTA who have children moving to WCS next year																				
9 Some Primary Schools to be contacted by the following, based on existing																			30th June	Shelley has already
relationships, to see if we can get hard copies of Cheese&Wine flyer sent home																				had positive response
with Yr6 pupils:																				from Beaufort School
Shelley Wyatt - Beaufort School															Shellev					
2. Rachel Hallams - Hermitage															Rachel					
3. Kathy Guy - Knaphill															Kathy					
10 Bill to establish before next PTA Mtg, which Committee positions will need to be	1	<b>†</b>		_		_	_	$\neg$	1	1	t	+	1	<b>1</b>					13th Sept	
filled at next AGM in Oct 2017																			· · · · · · · · · · · · · · · · · · ·	
11 Future PTA Mtg dates to go onto School Calendar. Bill to arrange via Becky	†	t —		-	-			-	+	+	1	+	1						On-going	
Zimmerman																			J 909	
12 Bill to do short talk at Yr 6 parents "Induction Evening" on 5th July flagging	t	<b>†</b>		-	-		_	-	1	1	1	+	1						5th July	
"Cheese&Wine event" on 12th July, £15K donation this term, and new donation	1	1																	Jour July	
form	1	1																		
13 Zoe suggested considering utilising the impending launch of the "Winston App" as	+	1		-		_	-	-	-	+	-	+	+	-					On-going	
a vehicle for raising PTA awareness	1	1																	On-going	
a vehicle for raising PTA awareness		L									1			L						1

14	Other considerations for Succession Planning for PTA membership, and																		
	increasing attendance at PTA meetings:-																		
	Zoe/Bill to explore opportunities for Bill to promote PTA at School meetings																		
	involving parents (look at School Calendar)																		
	2. Parents meeting in Spring Term (for P/L Project) - what can we do that night to																		
	support fundraising? (Promote Quiz Night and sell bricks in silent auction?)																		
	3. Everyone to bring along someone else to next PTA Mtg? (Kathy).																		
	4. Ask for help/support with SPECIFIC things, so people don't think they are going																		
	to be lumbered with smething they don't want? (Emma).																		
	to be fullibeled with shiething they don't want? (Enima).		_	_	-	+							-						
	Fundraising		+	+	-	+ +	_	_		_	+					-+			
15	Julia reported that funds indicate that we will be able to increase our PTA	_	+	+	+	+ +	_	_	_	+	+								
	donation planned for the end of the Summer Term from £13K to £15K as hoped																		
16	Following previous discussion between Bill/Zoe, committee agreed that £15K																		
	donation will be specifically flagged as having been used to purchase "Apple																		
	Macs" for use on the Planetarium site - direct impact on learning																		
17	Kathy has revamped the "PTA donation form" and it is now clearer and focussed															$\Box$		30th June	
	on one particular process for donating. Bill to check with Becky (in Dan's					1 1													
	absence) who is doing Induction Packs so a copy can go in for new parents																		
	Induction Eve on 5th July. How many do we need? Bill to keep Kathy in loop																		
18	New "PTA donation form" to go out on ParentMail at beginning of Sept term with					1 1					1					$\neg$		Sept	
	focus on £20 donation. Remember to remove the reference to "Cheese&Wine																	"	
	event" on 12th July																		
10	A request has been received from Tom Collins (a student at WCS) requesting that	_	_	_	+	+ +	_	-	_	_	+					-		14th July	
10	we support the upgrade/repair of equipment used to provide technical support for																	1 - ar oary	
	Assemblies/Concerts/Events. Agreed that we should look to support this. Bill to																		
	arrange meeting with Tom and teachers involved																		
	ROLLED OVER FROM LAST MTG - Stuart Phillips suggested drafting a letter to		_	_	_	+	-	-	_		+	_	-			$\rightarrow$		Luca - / Luchu	
20	ROLLED OVER FROM LAST MTG - Stuart Phillips suggested drafting a letter to																	June/July	
	go out to "school suppliers" from PTA requesting donations (£250/£500/£750 ?).																		
	Bill/Stuart to liaise.																		
	Zoe explained the process of "Matchfunding" which is employed by some of the																		
	larger local businesses. This is something that effectively needs to be applied for																		
	by employees of the Company, but it could potentially make a big difference for																		
	us. Some suggestions were made by attendees who felt they could explore this																		
	further.																		
21	Shelley has agreed to approach her employer to see if "Matchfunding" can be																	5th July	
	arranged around the next Quiz Night at start of Sept term. Bill to agree date with																	·	
	Zoe and inform Shelley ASAP																Shelley		
	BootSales																		
22	Focus for "close season" is to get Buyer numbers up next season by improving																	June/July	
	local advertising of events.  New banners - Bill/Sarah/Ben/Emma to obtain further quotes for following (as		_	_	_	+										_		har a / baha	
23																		June/July	Emma has provided
	initial quote seems excessive - particularly for Teardrop Flags):-																		Bill with some contacts
	Emma to help as she has experience here																		Bill to Action
	2. 6 new banners with school logo / "this Sunday" / "come and grab a bargain" etc																		
	3. 12 x laminated A3 cards for lamposts																		
	4. 2 x Pop-up banners (Teardrop Flags) to use at entrance to school on event day																		
24	Bill to explore with local Primary Schools the possibility of advertising BootSales						$\overline{}$									$\neg$		June/July	
	on their noticeboards the week before each event, and also asking them to send																	''''	
	out fiver on their versions of ParentMail																		
25	Jane/Julia to organise rota for cover of teas/coffees etc at next season of		+			+ +			-	-	1				<del>   </del>	$\dashv$		13th Sept	
	BootSales starting with Sun 1st Oct. This worked well last season with more																	Oopt	
	people involved.																		
	people interest.											1 1						I.	

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26 "Easyfundraising" - Flyer sent out on ParentMail in May																					
27 Bill to agree with Zoe the 3 dates for Quiz Nights (early each term), and ensure	l																			14th July	1
these are included on the "Dates Card/Fridge List" that goes out to parents, along	l																				1
with PTA AGM date (12th Oct) and BootSale dates																					
28 AGM date arranged for Thur 12th Oct 2017																				12th Oct	
29 Look to include flyer in Welcome Pack for Yr6 parents at Induction Eve 5th July -																				5th July	
as many dates as possible for PTA Mtgs, Quiz Nights, BootSales																					
30 School Prom 29th June - Park &Ride along with use of Mizen railway area all																				29th June	
arranged																					
Next Mtg Agenda (13th Sept 17)																					
31 Matchfunding - explore further - options?																				13th Sept	
32 Succession - Ref: AGM on 12th Oct																				13th Sept	
33 Readiness for new season of BootSales (starting 1st Oct)																				13th Sept	
<u>Action</u>	Ben	Sue	Bill	Julia	Jane	Zoe	Martin	Therese	Sally	Jacqu	Sarah	Anthea	Natalie	Victoria	Emma	Kathy	Stuart	Dan	ALL	By when?	Comments