

PTA meeting held on Tuesday, 21 November 2017 at Winston School (Churchill Suite)

ATTENDEES:	<p>Trish Goodwin (Chair) & Kathy Guy (Vice-Chair)</p> <p>Am Conway – Secretary, Bill & Sue Billingham – interim Chairman and Secretary (handover in progress to new committee)</p> <p>Sharon Fogarty (Treasurer)</p> <p>Julia Wigram – interim Treasurer (handover in progress)</p> <p>Committee members: Shelley Wyatt, Emma Hilling, Ben Hillman, Alexander Moschouris, Vicky Vellidou, Kim Langton</p> <p>Collectively known as the 'PTA team'</p>	APOLOGIES:	<p>Teri Fleetwood, Therese James, Jackie Barney, Jennifer Peers. Absent committee members: Jane Ware, Natalie Cotter,</p> <p>Absent other attendees: Dan Fisher, Veronica Morley, Zoe Johnson-Walker.</p> <p>Other attendees: None.</p>
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1.	Key events:	ACTION
a.	<p>Boot Sale (BS)</p> <p>Bill will continue to be the key planner for the BS until October. Am commented that a committee member should shadow the event so that key planning stages are picked up for the future. Bill will provide a process map of how the event is planned. BS dates to be confirmed as 4th Feb 2018 is cancelled. Would 25th March 2018 be an option? – To confirm with Zoe.</p> <p>PTA team discussed how to promote the BS – December, April and March. Various options: posters to be circulated to PTA team to display.</p> <p>PTA team discussed cake sales at the BS – Key contacts for making cakes: Vicky Vellidou and Sharon Fogarty and Sue Billingham.</p> <p>Cake stall to go in Churchill Suite.</p> <p>Bill Hillman raised a point regarding reduction of coffee/tea refreshments for Buyers – mix thoughts on this in regards to how this would be managed. To trial in March.</p>	<p>Bill will draft a process map of how the BS is planned for the PTA team.</p> <p>Bill to email PTA team poster of BS for circulation - DONE</p> <p>PTA team to print and display BS poster! ☺</p> <p>Cake sale to go ahead – key contacts are Vicky Vellidou, Sharon Fogarty and Sue Billingham.</p> <p>Bill to confirm additional BS date of Sun 25/3/18</p> <p>Refreshment reduction for March?</p>
b.	<p>Quiz night (QN)</p> <p>Bill to confirm QN date with Zoe - 19th January looks like a suitable date.</p>	<p>Bill will draft a process map of how the QN is planned for the PTA team.</p> <p>Bill to confirm QN with Zoe – 19th January 2018 (2nd choice 23rd February 2018)</p>
c.	<p>Prom</p> <p>Sue reported that Natalie and Dan have parents interested in the prom organising. Budget needs to be planned and still outstanding venue and quotes for DJ, Photographer. Venue – Lord Roberts Centre has been identified. Date set for 28th June 2018 from 7:30pm to 11:00pm. Normally £30 to £32 pounds per ticket. 200 tickets to break-even. Year books dealt with the school so not the responsibility of PTA team. Need Security. Need to conduct a poll for early Jan of what type of event, and book venue. Am confirmed she will take charge of the prom and will meet with Sue for a handover.</p>	<p>Am and Sue to meet to discuss Prom handover.</p> <p>Sue to send Email to Natalie & Dan informing them that Am is the new “PTA Lead” for Prom and will be in control of the budget. Also request a list of the names they have of Parents who wish to get involved in planning/decoration</p> <p>Am to speak with Zoe? Regarding poll for type of event.</p> <p>Am to book venue and then to put in place a Prom Team to handle this event.</p>
2.	Ideas for future fundraising events:	
a.	<p><u>Second-hand school uniform sales</u> – positive from PTA team to take this forward. To discuss with Zoe. <u>Key contacts for this event volunteers:</u> Kim and Shelley. To look at ‘Lost Property’ items if they are not collected. Reviewing whole process – from start to end includes</p>	<p>Kathy, Kim, Shelley & Therese</p> <p>Key event contacts: Kim and Kathy</p>

	Storage, Collection, Lost property, bag to school, donations separately. Lost property can we sell this on if it is not collected within a reasonable period of time?	
b.	<u>Match funding</u> – Committee discussed on how to engage with parents to ask their companies... use of website, parent email. Sue suggested contacting companies direct.	<p>Bill to construct ParentMail comms to i.d. potential “matchfunders”</p> <p>Shelley to look at wording for match funding.</p> <p>Am to lead on also circulating this comms on Twitter & Social Media</p> <p>Sue to contact companies to see if they can match fund.</p>
c.	<u>Social media contact</u> – how best to use social media. Sue reported that a parent had come forward offering social media support and will provide info to Am to contact. Committee discussed using social media for Boot sale, PTA etc...	Sue to introduce Am to contact via email. Am to then take forward and speak to contact.
d.	<u>PTA Donation Form</u> – New donation form to be re-circulated via ParentMail in early Jan with focus on Parents setting up a Standing Order. It last went out in early Oct 17 with focus on giving a single £20 donation	Kathy to liaise with Becky to get ParentMail sent out in correct format
3.	Other Business Matters:	
	PTA phone contract – Ben has established options and let Bill have the information	Bill to communicate options to new committee to make decision on changes to be made
	Next PTA Mtg on Tue 9 th Jan 2018 in Churchill Suite @ 7.30pm	Bill to book CS with Becky - DONE
	Julie/Sharon to meet separately to discuss Treasury matters	Julia and Sharon
	<p><u>Succession Planning</u> – main committee members to meet and review job descriptions on 6th December – Nags Head @ 8pm.</p> <p>Consider outstanding items from Actions/Minutes 12th Oct (and earlier) – which items need to be carried forward onto these Minutes?</p> <p>Sue to forward email contacts for Am to send out to clean circulation list.</p>	<p>Am, Sue, Bill, Kathy, Trish</p> <p>Am, Sue, Bill, Kathy, Trish</p> <p>Sue & Am to clean circulation list.</p>