

## Winston Churchill PTA

### Minutes of Committee Meeting

7.30pm, Tuesday 9th January 2018

#### Attendees:

Zoe Johnson-Walker (PTA Association Principal), Natalie Cotter (Vice Principal), Dan Fisher (Vice Principal), Trish Goodwin (Chair), Kathy Guy (Vice Chair), Sharon Fogarty (Treasurer), Emma Hilling, Bill Billingham, Sue Billingham, Terri Fleetwood, Vicky Vellidou, Alexander Moschouris, Jennifer Peers, Julia Wigram, Therese James,

#### Minutes:

##### Welcome and introduction

- Trish opened the meeting by thanking Bill and Sue for all their hard work and commitment to date and for the handover notes for new committee members.
- Trish also thanked those that had helped, including children, at the last Boot Sale which was a successful event.
- Members and staff re-introduced themselves around the table.

##### Review of actions

- Sue has updated the PTA email distribution list and shared it with Trish and Kathy.
- Trish announced that the role of secretary is now vacant again.
- Sue reiterated that we had had an offer from a parent to help with our social media presence. All agreed this help would be beneficial. **ACTION: Kathy to contact again.**
- Bill said he would forward details of the other jobs/tasks that had been started by the previous secretary for the PTA. **ACTION: Bill to email Trish; Trish to delegate jobs.**
- Bill reminded us that we still needed to address the PTA mobile phone contract. The phone remains largely unused. Bill keeps it for admin for the Boot sale and will hand it over to whoever takes over organising the boot sales in future. Trish will arrange a new phone contract. Emma suggested we could change it to a pay as you go contract now that the phone is only used for a few incoming calls and texts. Julia stated that there had been problems with this in the past but it should work now that most Boot Sale bookings are dealt with via email. **ACTION: Trish to organise new phone contract.**

##### Vacant Secretary Position

- It was discussed that we should send out the Secretary job description to everyone on the PTA distribution list, asking if anyone would be interested in the role. **ACTION: Kathy to email, using the most recent distribution list.**

##### Boot Sale update (led by Bill)

- The October, November and December 2017 boot sales were all fully booked in advance.
- This year there is no February boot sale because the hall is being used for the school production of Beauty and the Beast.
- 2 new dates have been added for 2 final sales of the academic year: **Sunday 4th March and Sunday 25th March.**

- All agreed that we would not be using the Churchill Suite again. Bill reported that we were only able to fit 10 tables in and despite best efforts to encourage customers to move from main hall into Churchill Suite, some sellers were unhappy with the layout.
- Foot-fall overall was not as good as usual for December.
- Bill agreed to provide a process sheet for running the Boot Sale (including Julia's notes on organising and running the refreshments area). **ACTION: Bill to email process sheet to Trish and Kathy.**
- All agreed that the cake sale had been a success (raising £80) and should be repeated.
- The decision was taken to move the cake sale next to the kitchen for the next sale.
- Also decided to offer some complete cakes and some boxes with 4 or 6 cakes in. Sharon and Vicky said they would bake again. Vicky suggested doing more cookies as these sold well.
- All agreed that we should have one person solely responsible for the cake sale table. Julia said that she would be running refreshments at the next sale and her daughter would be available to help with the cake sale table.
- We discussed having the student Barristas involved to serve refreshments and all agreed it would be a great opportunity to trial this at the final Boot Sale. Dan said he would talk to the teacher responsible, and the students, and confirm their willingness and availability.
- Bill asked if everyone thought we should run an advert in the Woking News and Mail advertising the last 2 Boot Sales. All agreed we should do this. **ACTION: Bill to contact Woking News and Mail and arrange advert. ALREADY COMPLETED (14.01.18). Bootsale flyer needs to be updated with new dates on and sent to all sellers, PTA distribution list and parents via parentmail. Bill to action.**
- Bill thanked Stuart Philips for his help organising the December Boot Sale. Zoe confirmed that a new Site Manager will be in place from the 22nd January 2018 and will be our new contact for access to the school.
- Trish and Bill opened up a discussion on persuading more students to help with set up before the boot sales and clear up afterwards. Various options were discussed. Natalie, Dan and Zoe to discuss separately and let us know if there are any groups who could be persuaded/encouraged/rewarded for helping. **ACTION: Staff to decide whether or not to speak to students about helping at Boot Sale and let PTA know. In the meantime, for the next two boot sales, PTA parents to encourage their own children and friends to get involved.**

### Quiz Night/Race Night

- Trish explained to new attendees how the quiz night normally runs.
- We then discussed the possibility of swapping the social event planned for **Friday 23rd February** from a quiz to a race night. Staff members Paul Toovey and Chris Ludlow have suggested a race night format and staff have agreed that this would be a fun alternative to trial. PTA committee agreed.
- Dan confirmed that PTA involvement would entail sourcing raffle prizes and canvassing for match funding.
- Natalie confirmed that staff would arrange and set up the event and that she would be organising catering.
- Dan and Natalie said they would produce a flyer, to include the PTA Chair email address, and email it to the committee for checking before distributing or adding to the websites. Tickets to be sold in the normal way via Tucasi.

- Bill said that he has a list of potential contacts for raffle prizes and has a standard email which can be sent out following an initial phone call. He also confirmed that for quiz nights he buys a crate of beer each for Paul Toovey and Chris Ludlow as a thank you. It is also possible to buy prizes should we need extra. Dan suggested aiming for a dozen prizes and informed the team that the gym at Winston usually donate a 6 month membership. Sharon offered to take on the job of sourcing raffle prizes and Trish offered to help. **ACTION: Sharon and Trish to begin sourcing prizes using Bill's list and standard email. Dan and Natalie to email draft flyer to the PTA and to let the committee know in advance if any further help needed to organise the event.**

### Prom

- Sue updated attendees on progress so far.
- There is a provisional booking to hold the prom at the Lord Roberts Centre which is not yet confirmed. However, the date is fixed and the DJ and photographer are booked.
- Sue confirmed that there is to be a meeting at **5.30pm on Monday 15th January**, at the Brookwood Children's Centre, to discuss the prom with a group of interested Year 11 parents.
- Natalie confirmed that the meeting has been organised by Debbie Taylor and that she has contacted all interested parents who have offered to help with organising the event. Sue will also attend and pass on what she has done so far and advise on how it has been organised in the past.
- Therese offered to be the link contact between the organising group and the PTA.
- Zoe highlighted to the PTA that she wants the event to remain not only within budget, but an inclusive event, open and accessible to all students.
- **ACTION: Sue/Therese to update the committee after the meeting.**

### Uniform Sale

- Trish asked the committee if we should proceed with a uniform sale and whether this should involve taking lost property from the school office and selling it on at the boot sale.
- Zoe stated that uniform should be kept for at least a term and a half to give children and their parents time to claim it back. However, if it is not claimed after that time then we can sell on. Zoe recommended that the committee should not get involved in collecting extra donated uniform and we all agreed that we would not pursue this.
- Therese suggested that perhaps it was less appropriate to have a uniform sale at the boot sale but that it might work at parents evenings.
- Dan said that Becky Zimmerman had found a website which facilitated the buying and selling on of 2nd hand uniform which could also raise money for the school/PTA.
- **ACTION: Dan to forward email address to Trish/Kathy. PTA to store PE kit and any other appropriate lost property items to sell on at new parents evenings in the summer term.**

### AOB

- Trish thanked staff for providing tea and coffee at the meeting and asked if we could have the same again.
- **Dan requested help from the PTA during the week of the production of Beauty and the Beast (Tuesday 30th Jan to Saturday 3rd February).** He informed the meeting that the school will be running a bar and adult supervision will be required. Trish, Kathy and Emma agreed to help. **ACTION: Trish, Kathy and Emma to email Dan with dates they are available to help**

**out. Kathy to send a further request for help to the PTA distribution list, asking for offers of help to be emailed direct to Dan.**

- Trish asked that all PTA dates to be added to the school calendar to be double-checked by the PTA as there have been mistakes recently.
- The date of the next meeting was set for **Tuesday 20th February at 7.30pm**. **ACTION: Trish to email Becky Zimmerman, inform her of the date of the next meeting and ask for the Churchill Suite to be booked out. Kathy to email PTA distribution with date of next meeting. (Already auctioned 16.01.18)**