PTA Mtg 26/01/17																			
ATTENDEES: Bill Billingham, Emma Hilling, Jane Ware, Zoe Johnson-Walker, Julia Wigram, Debbie Knox, Sarah Proudlock, Rachel Hallums, Stuart Phillips						am, Vittor													
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.= information only									Wh	10									
Action	Ben	Sue	Bill	Julia	Jane	Zoe Mart	in Ther	eseSall	ly Jacqu	ıiSarah	Anthea	Natalie	Victoria	Emma	Kathy	Stuart	ALL	By when?	Comments
General																			
1 Minutes/Actions - Please inform Bill of any									+	1								Ongoing - Bill to	
updates/developments/progress/problems on an ongoing basis, either by Email,					- 1													recirculate on Tue 28th	
phone call (07771 837845), or sending Bill this spreadsheet with an update in the					- 1													Feb 2017 (2 days	
COMMENTS section. Bill will then recirculate updated version 2 days before the					- 1													before next meeting)	
next meeting					- 1													before flext fliceting)	
2 NEXT MEETING DATE - Thur 2nd March 2017 - Room 4	_				-	_	-	_	+	+-		-	-					2nd March	Date confirmed - will be held in Room 4 (turn
2 NEXT WEETING DATE - Thui Zhu Walch 2017 - Room 4					- 1													Ziid Walcii	left inside Main Entrance). Also Yr 10 Parents
					- 1														Evening
	-		_		-	_	_	_	+	-		-							Evening
Winston's Got Talent	+	$\vdash$	-	$\vdash$		_	_	-	+-	+-		<b> </b>	-						
							_		_									NAME OF COLUMN ASSESSMENT	A
3 Natalie to inform Bill of dates for "Talent Showcase" and "WGT" once finalised																		When finalised	Apparently this is going ahead, with a flyer in
										_									the Joseph Programme
		$\perp$					_												
Quiz Night 24th March 2017																			
4 Nov16 Quiz Night raised over £1600, a significant increase on previous events.																			
There were 24 teams and a packed hall. Thank you to everyone involved with the					- 1														
preparation and delivery - from both the PTA and the School - a great result																			
5 Quiz Night to be listed on School Calendar																		10th Feb	Becky Emailed 10th Feb
6 Laminated posters/flyers to be produced and distributed																		3rd March	
7 Ask for help from new parents to run specific elements of QN ??																		3rd March	
8 Bill to circulate a general Email to all involved, detailing arrangements and Actions					- 1													10th Feb	DONE 9th Feb
needed																			
9 Access on 24th March for setup etc will need to be arranged with Sports Centre					- 1													17th March	
staff (Bill/Stuart)																			
<u>BootSales</u>																			
10 5th Feb BootSale progressed well despite challenges of 1. Changes to on-site support and 2. Ben being away																			
11 Bill to liaise with Stuart & Sports Centre staff to ensure access to School over																		22nd Feb	
Sat/Sun of BootSale weekend in Mar. Security company callout?																			
12 New banners - Bill/Sarah/Ben/Emma to obtain further quotes for following (as initia									1				<u> </u>					April	
quote seems excessive - particularly for Teardrop Flags):-	"								1									· · · · · ·	
Emma to help as she has experience here																			
2. 6 new banners with school logo / "this Sunday" / "come and grab a bargain" etc									1										
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									1										
13 Bill presented the findings from research of how Buyers know about our	Г				-		-	_	+		1	1	<b> </b>						
BootSales, and how this has led to us changing to 2 paper adverts before Oct &			1						1	1					1				
Feb events in future - Approved by attendees																			
14 Consider advertising on "Community Boards" on Facebook and "NextDoor" - Bill to	,	$\vdash$			-	_	_	-	+	+	<b> </b>	<del>                                     </del>	<del>                                     </del>	<del>                                     </del>				22nd Feb	
Italk to Stuart Phillips	Ί								1	1					1			ELIGIED	
Italix to Otuait i Tillilps								I			1				<u> </u>				l .

15 Martin/Emma/Sue to develop plans to complete and launch new site 16 Consider advertising specifically for a parent to run the new Website	$\vdash$				-	+			-										2nd March 2nd March	
17 Stuart Phillips offerred to help with launch of new website - need to let him have	+				+	_			+										2nd March	
what we've got																				
18 Change/remove erroneous emails/addresses from current website	$\Box$																		2nd March	
D	$\vdash$				-	$\perp$			-						<u> </u>					
Succession Planning	ш				-	$\perp$													1011. 5.1	B
19 Future PTA Mtg dates to go onto School Calendat. Bill to arrange via Becky Zimmerman																			10th Feb	Becky Emailed 10th Feb
20 Succession Planning for PTA membership, and increasing attendance at PTA meetings:  1. 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).																			2nd March	
21 Indicators that new parents (Yr 7) have low level of awareness of PTA - need to address. What ACTIONS are needed?																			2nd March	
22 Will need to seriously consider letting parents know about implications for School Prom if PTA does not continue (Yr 10 Parent Evening 2nd March?)																			2nd March	
23 Zoe suggested considering utilising the impending launch of the "Winston App" as a vehicle for raising PTA awareness																			2nd March	
OTHER	$\vdash$				+	+			+				_		1					
StuartPhillips (WCS Business Manager) briefed us on the latest developments/olans for the Planetarium/Library Project	П																			
25 Stuart Phillips suggested drafting a letter to go out to "school suppliers" from PTA requesting donations (£250/£500/£750?). Bill/Stuart to liaise.	П																		2nd March	
26 2017 Prom on Thur 29th June - Zoe to provide parents with formal announcement of date, to ensure they have sufficient time to arrange time off work if needed (reflecting switch from usual Sat date)																			31st Jan 2017	Zoe confirmed that this anouncement has go out
Next Mtg Agenda (2nd March 17)	+		-		-	+			-	-				-	-					
27   Succession Planning "Action Planning" - see Succession Planning section above	$\vdash$		$\vdash$		+	+			$\vdash$						_				2nd March	
for issues to be addressed																			End Maion	
28 Quiz Night planning - 24th March	$\vdash$				1	+			†	<u> </u>									2nd March	1
29 2016/17 donation	$\vdash$		$\vdash$		t	$\top$			t										2nd March	
	$\vdash$		$\vdash$		t	$\top$			<b>†</b>											
Action	Bon	Suc	Rill	Iulis	land	0 700	Martin	Thorne	Cally	lacqu	Sarah	Anthor	Matalia	Victoria	Emma	Kathy	Ctuart	ALL	By when?	Comments