DT^	Mtr. 22/6/46					1 1					1 1		1	1 1	_				
<u> </u>	Mtg 23/6/16	1001	00150	ļ.,		1													
	ATTENDEES: Ben Hillman, Sue Billingham, Bill Billingham, Sarah Proudlock, Jacqui Thorpe, Therese James, Zoe Johnson-Walker, Martin Buocik, Jane Ware,						ram, Kım C	inatfn	ey, Debbie										
	Jason Armstrong	Knox,	vittoria (Colbour	ne, Jo E	Brockwell													
	.= information only									Who									
	Action	Ben	Sue	Bill	Julia	Jane	Zoe Mart	tin J	Jo Debbie	Therese	Sally	Jason Jola	Jacqu	Sarah Anth	ea Kim	Kate	ALL B	y when?	Comments
																		,	
	General																		
1	Minutes/Actions - Please inform Bill of any																0	Ingoing - Bill to ecirculate on 6th Sept	
	updates/developments/progress/problems on an ongoing basis, either by Email, phone call (07771 837845), or sending Bill this spreadsheet with an update in the																	and possibly during	
	COMMENTS section. Bill will then recirculate updated version 2 days before the																	uly/Aug as interim)	
	next meeting																0.0	arym tag ao intorimy	
2	NEXT MEETING DATE - Thur 8th Sept proposed (awaiting confirmation from Zoe)																A	SAP	
						<u> </u>					\perp								
	Bill Billingham to take on role of Chair for foreseeable future - a huge vote of thanks to Ben Hillman for his efforts in this role, and his contribution. Ben will																		
	continue to contribute to the PTA and to support and provide the benefit of his																		
	experience to Bill in the chair role																		
3	Bill & Ben to meet by 11th July, to discuss and review the role of Chair and effect		1			+					1 1		1				М	Ion 11th July	
	smooth handover																		
4	Bill and Zoe to meet ASAP regarding Chair role					1				_	\vdash			\vdash		\vdash		/ed 20th July	
	Thanks to Martin and Jola for their recent work redeveloping the PTA Website - all agreed that website should "launch" ASAP																IA:	SAP	
	agreed that website should ladness ASAF		+	\vdash	_	+		_	_	+	+		1	+-	+	\vdash	-		
	Outstanding from previous meeting 5/5/16		1			+				t	+		1			\vdash			
5	QUIZ NIGHT - Agreed to run another Quiz Night with Jason Armstrong as							\top									A:	SAP	
	quizmaster - Fri 18th Nov 2016 - Ben/Jane to lead																		
6	QUIZ NIGHT - **Ben to check if Jason can be quizmaster. Bill to do if not.		1			+		_		-	+		+	\vdash		\vdash	A	SAP	
	BootSales					-		-			+		-				-		
	Next round of dates - confirmed as 1st Sun of each month (Oct 16 - Mar 17 but					_		_		1	+						_		
	not Jan)																		
	Significant discussion around new pricing structure to ensure fairness and																		
	consistency applied to sellers who wish to use clothes rails. General concensus																		
	was £8.50 for standard table (or half table plus clothes rail), and £12 for table plus clothes rail																		
7	Bill/Ben to develop "Info Pack" to be available early Sept - it needs to clarify the																Tı	ue 30th Aug	
	need to pre-book clothes rail, and to specify cost options. At same time consider																1.,	uo oomii nag	
	whether we need to produce a "Booking Form" to simplify the booking process for																		
	sellers																		
8	Ben to conduct any work/changes to website (with support from Sue) to reflect new information and pricing structure																	ue 30th Aug	
q	Bill to ensure that all Email responses to prospective/confirmed sellers contain					_					+ +						Tı	ue 30th Aug	
·	new information and pricing structure																1.,	uo oomii nag	
10	Ben to continue to organise practical advertising and running of BootSales on the																0	n-going	
	day					\perp		\perp			\perp					\vdash			
11	Sarah to lead on research/provision of new banners for advertising BootSales. 5 current banners need improvement (including reference to WCS). What other																	nd July - need to be eady and available for	
	signage/banners will we need to increase coverage/advertising in other areas?																	dvertising in Sept	
	How much investment will this need?																	allowing Aug for	
																	pr	roduction)	
12	Jane to lead on optimising our activity/advertising on social media, to optimise							Т									Tu	ue 30th Aug	
40	local awareness of BootSale dates etc. Next meeting agenda - create rota for putting up and taking down banners at each		1	_				_		-	+		+	\vdash		\vdash	0.	th 0t	
13	lacreed site.																81	th Sept proposed	
	agrood one.		1		+	+		+		t	+		+		-				
	2016 Prom - Sat 2nd July 2016																		
14	Sue to lead and coordinate helpers on the day - Email all helpers with details of																W	/ed 29th June	
- 4-	venue, timings, and what needs to be done							_		-	+					\vdash		O-t O-d Into	
	Settup from 3pm on Sat 2/7/16 - Sue / Jane / Jacqui / Ben Clearup after event late evening Sat 2/7/16 - Sue / Jason / Bill						_	+		1	+			 		\vdash		pm Sat 2nd July ate eve - Sat 2nd July	
10	ordarup andr event late evening dat 2/1/10 - due / dason/ biii	<u> </u>				+	_	+		 	+ +		+	+		+	L	aic cvc - Sai Ziiu July	
	2017 Prom - Sat 1st July 2017 ??					+		\top			+		1						
	Thanks to Jacqui for swift and effective negotiation with Chobham Golf Club to																		
	confirm this as venue for 2017 Prom					\perp		\perp			\perp								
17	There are pros and cons to holding the Prom on a Sat or a Thur/Fri (convenience																A	SAP	
	for parents / teacher availability etc.). Jacqui to explore possibility of moving the date to 29/30 June. Final date to be decided and communicated to all																		
18	Zoe to confirm date of last 2017 exams		1	 		1		+		†	+ +					 	A	SAP	
_					-														+

Action	Ben	Sua	Rill	lulia	lano	Zoo Mart	n lo	Dehhie	Thoroso	Sally Jasor	lola	lacqui	Sarah	nthea	Kim k	ato A		Ry when?	Comments
HG Wells Conference (July 8-10)	Dell	Ouc	Dill	ouna	ounc	Zoc marc	00	Debbie	THOTOGO	Curry Guson	Joola	oucqui	Caran	intinod	141111	utc 7		by whom:	Commence
Laurie Anslow will be our "presence" at this		_	_				-		1		_	_	_	-		_	-		
19 Sue to Email Tara Stephenson to see if we can have a free stand at "Party In The					_		+-	+	_		+		_	_	_	-	_	ASAP	
Park" on 8th July, and to coordinate volunteers if we go ahead																	ľ	NOAF	
Faix off our out, and to coordinate volunteers if we go arread	+		-	-	-		+-	+	_		+	-	-	\rightarrow	_	-	\rightarrow		
New intake open evening on Wed 29th June	+	-	-	-			+		_		+	-		\rightarrow	_	_	\rightarrow		
20 Bill to do 3-4 min introduction to attendees (What we do, purpose, recent							+		_		-		_			_		Wed 29th June	
																	- 1	wed 29th June	
activities, how you can help)	-	-					+		-		-					-		14/	
21 Sarah/Bill - Provide flyer and have table at back (next to refreshments) with key																	- 1'	Wed 29th June	
contact details											_			\rightarrow		_	-		DONE
22 Ben to help ensure Bill has all relevant info on recent activities etc.																_	_	Tue 28th June	DONE
																_	_		
Oct event - "Winston's Got Talent" - Fri 7th Oct 2016																			
23 Overall lead and Project Manager needed for this. Sue to discuss with Anthea																		8th July	Sue sent message to Anthea 28/6
24 School link/lead - Sue to discuss with Karen Drane (admin) and/or Natalie Cotter																	- 1	8th July	
(pastoral care), with a view to recruiting one or both																			
25 Zoe to recruit Head Boy/Girl to encourage involvement and provide																		8th July	
"mature/independent" flavour to judging process																			
26 Sue to produce Flyer for launch on 8th July																		1st July	28/6 - Sue completed and will circulate to small group for feedback
27 Ben to handover Chair Email account details to Bill																		ASAP	
28 Sue to set up Email account for applications (using Chair Email account or																		8th July	
PTAsecretary account).																			
29 Zoe to arrange for "technical support" for event to be provided by school																		8th July	
30 Sept - key month for ALL to drive marketing/awareness/ticket sales etc.																		Sept	
31 Jane to follow-up on Liam Payne response																	-	ASAP	
32 Sue to follow-up on contribution from Danny/Tom Gortler																	- 1	ASAP	
Proposed timings/details as follows:-																			
**Applications in by end Aug (What info do they need to provide? Put on flyer)																			
**Initial auditions w/c 12/9 (notification of outcome at end of that week)																			
**Final on 7/10 (10-12 acts max)																			
**Proposing £5/ticket (£15 family ticket)																			
1 Topoding Editation (2 To talking state)			1				+	+			1			_			_		
Next Mtg Agenda (8th Sept proposed)	1	1	 		-		+-	+			1	1		-	_	-	_		
BootSales - create rota for putting up and taking down banners at each agreed						_	+	+		 	1			_	-		_		
site.																			
Football tournament - explore Jason's suggestion of a Winston Football	+	_	_	_	_		+-	+	_		+	_	_	_	_	_	_		
Tournament in June(?) 2017																			
Future actions for sale of 2nd hand uniforms and/or books at future events (led by	+	+	-	-			+	+	+	+	+	-				_			
Therese and Sally - with support from Anthea?)	1	1	1	1			1	1		1 1	1	1 1							
"Winston's Got Talent" 7th Oct		1	1	-			+		_		1	1					_		
BootSales (1st one is Sun 2nd Oct)	_	-		-		-	+		+	+	-	-				_			
		-	-	-			+		1		-	-				_			
Quiz Night 18th Nov	-	-	-				-		1		-			\rightarrow			_		
Agree date for Oct AGM				\perp							\perp	\Box							