

**PTA Mtg 12/10/17**

ATTENDEES: Bill Billingham, Sue Billingham, Julia Wigram, Jane Ware, Vicky Vellidou, Alexander Moschouris, Natalie Cotter, Dan Fisher, Veronica Morley, Trish Goodwin, Teri Fleetwood, Sharon Fogarty, Zoe Johnson-Walker, Ben Hillman, Kathy Guy, Therese James, Am Conway, Shelley Wyatt																			APOLOGIES: Julie Ballinger, Sarah Proudlock, Jackie Barney, Natalie Greenwell, Emma Hilling, Alex Cooke																										
= Information only																			Who																										
Action																			Ben	Sue	Bill	Julia	Jane	Zoe	Martin	Therese	Sally	Shelley	Sarah	Anthea	Natalie	Victoria	Emma	Kathy	Stuart	Dan	ALL	By when?	Comments						
General																																													
1 Bill to circulate Actions/Minutes and include all New Parents attending "Coffee&Cake", and/or recent PTA Mtgs																																						3rd Nov	DONE						
2 Minutes/Actions - Please inform Bill of any 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 COMMENTS section. Bill will then recirculate updated version 2 days before the next meeting																																						Ongoing - Bill to recirculate on Fri 17th Nv 2017 (2 days before next meeting)							
3 Formal Minutes from AGM and Treasurer's Report (12th Oct) to be posted on PTA Website																																						30th Oct	DONE						
Succession Planning																																													
4 ROLLED OVER FROM LAST MTG - Zoe suggested considering utilising the impending launch of the "Winston App" as a vehicle for raising PTA awareness																																						On-going							
5 Bill/Julia/Sue to produce "Job Descriptions" to support handover of responsibilities to new Chairs/Treasurer/Secretaries																																						21st Nov							
Fundraising																																													
6 ROLLED OVER FROM LAST MTG - A request has been received from Tom Collins (a student at WCS) requesting that we support the upgrade/repair of equipment used to provide technical support for Assemblies/Concerts/Events. Agreed that we should look to support this. Bill to arrange meeting with Tom and teachers involved																																						Nov	Initial Email sent to school via Mr. J. Coll. Need to follow-up						
7 ROLLED OVER FROM LAST MTG - Stuart Phillips suggested drafting a letter to go out to "school suppliers" from PTA requesting donations (£250/£500/£750 ?). Bill/Stuart to liaise.																																						Nov							
8 Bill to agree with Zoe the next 2 dates for Quiz Nights (early each term)																																						Nov							
9 "Matchfunding" company needed for next QuizNight (probably in Jan 2018)																																						Nov							
BootSales																																													
10 Bill to explore with local Primary Schools the possibility of advertising BootSales on their noticeboards the week before each event, and also asking them to send out flyer on their versions of ParentMail																																						Nov							
11 Jane/Julia to organise rota for cover of teas/coffees etc at next season of BootSales starting with Sun 1st Oct. This worked well last season with more people involved.																																						On-going	Needs to relect changes to BootSale dates made in Nov						
Bill/Ben agreed and informed meeting on 13th Sept that we will not invest in additional banners at this stage - until Ben's successor has been found for 2018/19 season (so that person can input to decisions)																																													
12 Woking News & Mail adverts to go ahead immediately prior to Oct and March BootSales only																																						Feb	Put in ahead of BootSale 4th March (after 2 month break)						
13 Inform Woking News & Mail of changes to BootSale dates in 2018																																						Dec							
14 Natalie/Dan to arrange student help for setup/cleanup on Sat/Sun																																						Monthly	Didn't turn up for Oct BootSale						
15 Feb BootSale has now been CANCELLED as rearranged date of 11th Feb was not available either. Looking to extend by having a BootSale on 1st April, and utilising Churchill Suite on 3rd Dec																																						Nov	Emailled school requesting approval of 1/4, and use of Churchill Suite on 3/12						

[illegible]