



Monday 24th April 2017 at The Plough, Wanborough.

Attendees: Guy Simmonds, Karen Walker, Anna Jefferd, Tracy Hutchings, Krissy Foxton, Jackie Mosley, Michelle Blake, Ruth Witcher, Divya Kurup, Emma Cope, Diane Rendell, Sarah O'Dea, Karolina Orton, Susan Bell, Sarah Jones,

Apologies: Andy Drury, Jo Dewey,

Category	Action	Outcome / progress	Who	When	Status
1) Head teacher's update & Requests	Playground Games - Entertainment theatre (play stage area)	Diane to follow up with Trevor and finalise the details. Having been declined for the Nationwide Social Investment, teachers to consider the level of priority (play stage & athletics track).	Diane Rendell / Andy Dury	22.05.17	Pending
2) Head teacher's update & Requests	Athletics Track - mile a day challenge	Andy presented the opportunity of an Athletics track to support activity levels of the children. Areas for funding: Having been declined for the Nationwide Social Investment, Andy has approached an alternative company for quotation.	Diane Rendell / Andy Dury	22.05.17	Pending
3) Head teacher's update & Requests	WOW Event	Request for support from PTA to fund the WOW Event - Circus ticks or Jonathan Jungle Road Show (for the whole school to attend) . Supported by PTA in principle subject to cost. Di to ascertain costs and preferred suggestions from teachers - to speed up the booking process details to be confirmed and by email.	Diane Rendell / Andy Dury	22.05.17	Pending
4) Quiz Night	Financial Report	Krissy to confirm and send out final numbers	Krissy Foxton	22.05.17	Pending
5) Easter bake	Richard James - invoice	Richard James require an invoice of £20.00 (reference invoice raised in 2016)	Guy Simmonds	22.05.17	Pending
6) Easter bake	Financial Report	Krissy to confirm and send out final numbers	Krissy Foxton	22.05.17	Pending
7) Correspondence	PTA Charity Declaration	2015 - 2016 Charity Declaration: Accounts filed on time. Next year to be picked up by Krissy	Guy Simmonds	24.04.17	Agreed
8) Correspondence	Future Events: FIT Step	Suggested and organised by Karen	Karen Walker	22.05.17	Pending
9) Correspondence	Lego Key Rings	Post PTA agreement, Tracy to make arrangements	Tracy Hutchings	22.05.17	Pending
10) Bags for School	18th May - 2017	bag received, Sue to establish class numbers and bundle bags for each class accordingly, Letter and email to be sent out, bags to be named to enter for prize. Note: extra bags to be posted through doors locally.	Sue Bell	18.05.17	Pending
11) Bags for School	Alternative collections	Karen to investigate the possibility of collections for toys, books, Lego, CD's and DVD's	Karen Walker	22.05.17	Pending
12) Easy Fund Raising	Tracy has highlighted the ease of use	Consideration for demo at the School fete to raise awareness	TBC	22.05.17	Pending
13) School Uniform	Sale Review	Jackie is waiting on confirmation of two dates: 26th June or 3rd July. Once confirmed Karen to update Newsletter	Jackie / Karen	22.05.17	Pending
14) School Uniform	Sale Review - 2016	Chase the monies from 2016.	Jackie / Karen	22.05.17	Pending
15) School Uniform	Reception Class 2017	Date of induction meeting for Reception class 2017	Diane Rendell / Andy Dury	22.05.17	Pending
16) Future Events	Rock 'n' Roll Bingo	John (Calley Arms) has confirmed as host, dates under consideration 1st or 15th July. This is to be an adult event (consideration of a children event at a later date). Guy to pick up with Karen post meeting	Guy Simmonds / Karen Walker	22.05.17	Pending
17) Future Events	Rock 'n' Roll Bingo	Michelle in carry out insights, at known local events.	Michelle Blake	22.05.17	Pending
18) Atwell Martin	Atwell Martin Estate Agents	Guy to write to Atwell Martin estate Agents seeking sponsorship - Fete Prize TBC	Guy Simmonds	22.05.17	Pending
19) PTA Fete	Local Business Support	Number of donations being received, update to be provided at the next meeting	Anna Jefferd	22.05.17	Pending
20) PTA Fete	Adopt a teddy	Review of Adopt a teddy at the fete stall.	Anna Jefferd / Guy Simmonds	22.05.17	Pending
21) School Funding	Nationwide match funding	Following the support provided by Dru Blake Nationwide employee at the Film night in January 2017 Dru Blake has received the forms via email, however has requested further details from Karen.	Karen Walker	22.05.17	Pending
22) School Funding	Nationwide match funding	Guy to review list of parents who attended the Quiz night, who work for Nationwide with the possibility of approaching for match funding and discuss with Karen	Guy Simmonds / Karen Walker	22.05.17	Pending
23) School Funding	Nationwide match funding	Nationwide are in the process of changing the criteria of match funding - Guy to investigate	Guy Simmonds	22.05.17	Pending
24) School Funding	Nationwide match funding and other companies: Carried Forward	Jackie has agreed to research local companies for funding e.g. Waitrose and the green token box. Progress update at the next meeting	Jackie Mosley	22.05.17	Pending
25) Communications / Newsletter	Drop Box - communications template: Carried Forward	Carry over from October 2016 meeting	Guy Simmonds	22.05.17	Pending
26) Costume hire service	Fancy dress costumes	The school to consider if they would have use for used fancy dress costumes to be collected via the PTA - storage is a concern, dry / warm storeroom required. Di to discuss with Andy	Diane Rendell / Andy Dury	22.05.17	Pending
27) KS2 Disco	KS2 Disco - Friday 19th May 2017 6:30pm - 8:30pm		PTA Members	19.05.17	Pending
28) KS2 Disco	Pre-event Admin: Keys (open/lock up)	Agree member of staff - Andy Drury	Andy Dury	19.05.17	Pending
29) KS2 Disco	Pre-event Admin: Bar licence	Purchase event licence	Guy Simmonds	18.05.17	Pending

30) KS2 Disco	Pre-event Admin: Floats	Arrange floats	Krissy Foxton / Tracy Hutchings	18.05.17	Pending
31) KS2 Disco	Pre-event Admin: PA and Sound etc.	Guy to confirm Mark's availability	Guy Simmonds	18.05.17	Pending
32) KS2 Disco	Communications: Posters	Produce poster, Put up posters/signs, Remove posters/signs	Sue Bell	18.05.17	Pending
33) KS2 Disco	Communications: Website	Promote on school website	Sue Bell	18.05.17	Pending
34) KS2 Disco	Communications: Text to Parents	Arrange a text reminder about event	Sue Bell	18.05.17	Pending
35) KS2 Disco	Communications: Book bags leaflet	Produce leaflet & arrange distribution	Sue Bell	18.05.17	Pending
36) KS2 Disco	Ticket Sales: Printing	Produce booking forms	Sue Bell	18.05.17	Pending
37) KS2 Disco	Ticket Sales: Distribution	Booking form to school office (for sending home in book bags)	Sue Bell	18.05.17	Pending
38) KS2 Disco	Ticket Sales: Sales	Collect ticket monies from school office	Krissy Foxton / Tracy Hutchings	18.05.17	Pending
39) KS2 Disco	Shopping - pre-vent: Stock List	Review current stock & agree shopping list	Guy Simmonds	19.05.17	Pending
40) KS2 Disco	Shopping - pre-vent: Bar	Buy drinks	Karen Walker / Divya Kurup	19.05.17	Pending
41) KS2 Disco	Shopping - pre-vent: Refreshments	Buy sausages, rolls and ketchup	Anna Jefferd	19.05.17	Pending
42) KS2 Disco	Shopping - pre-vent: Refreshments	Buy sweets	Karen Walker	19.05.17	Pending
43) KS2 Disco	Shopping - pre-vent: Peripherals	Buy napkins, paper plates, plastic cups, etc.	Karen Walker	19.05.17	Pending
44) KS2 Disco	Shopping - pre-vent: Ice (for chilling drinks)	Buy 3 x boxes of ice. To allow drinks time to chill ahead of the event, Michelle & Guy to arrive at 5pm (TBC)	Michelle Blake	19.05.17	Pending
45) KS2 Disco	Shopping - pre-vent: Pricelists	Produce & print Pricelists for event	Guy Simmonds	19.05.17	Pending
46) KS2 Disco	Shopping - pre-vent: RECEIPTS	Please be prepared to hand in all receipts to Krissy on the night of the event to aid financial reporting	All	19.05.17	Pending
47) KS2 Disco	Events tasks: Helpers	Set up – 5:45pm on Friday 19th May	Krissy Foxton / Divya Kurup / Michelle Blake - additional support TBC	19.05.17	Pending
48) KS2 Disco	Events tasks: Helpers	Set up disco light - Guy to speak with Mark	Guy Simmonds	19.05.17	Pending
49) KS2 Disco	Events tasks: Helpers	Hot food – cook sausages	Anna Jefferd	19.05.17	Pending
50) KS2 Disco	Events tasks: Helpers	Front of House	Andy Dury	19.05.17	Pending
51) KS2 Disco	Events tasks: Helpers	Bar	Krissy Foxton / Tracy Hutchings / Jackie Mosley	19.05.17	Pending
52) KS2 Disco	Events tasks: Helpers	Refreshments – sweets	Karen Walker	19.05.17	Pending
53) KS2 Disco	Events tasks: Helpers	Refreshments – hot food	Michelle Blake	19.05.17	Pending
54) KS2 Disco	Events tasks: Helpers	Karaoke	Guy Simmonds	19.05.17	Pending
55) KS2 Disco	Events tasks: Helpers	x-box & other	Guy Simmonds / Krissy Foxton	19.05.17	Pending
56) KS2 Disco	Events tasks: Helpers	Tidy Up – after disco until c21:00	All hands of those remaining	19.05.17	Pending
57) KS2 Disco	Events tasks: Helpers	Lock up school (keys)	Andy Dury	19.05.17	Pending
58) KS2 Disco	Events tasks: Helpers	First aider on the evening	Andy Dury	19.05.17	Pending
59) KS2 Disco	Events tasks: Helpers	Post event stock-take	Krissy Foxton - each person to stock check own area.	19.05.17	Pending
60) KS2 Disco	Post event: Event financial report	Account for profit/loss	Krissy Foxton	22.05.17	Pending
61) KS2 Disco	Post event: Expenses	Pay expenses	Krissy Foxton	22.05.17	Pending
62) KS2 Disco	Post event: Banking	Bank cheques/monies	Krissy Foxton	22.05.17	Pending
63) KS2 Disco	Post event: Summary	Report summary for PTA meeting on the 22nd May 2017	Krissy Foxton	22.05.17	Pending
64) Wanborough School PTA Fete 2017:	Saturday 24th June 1pm - 4pm		PTA Members	24.06.17	Pending
65) PTA Fete	Gazebos	Arrange borrowing 8 gazebos from village hall	Guy Simmonds	24.06.17	Pending
66) PTA Fete	Headline Acts	Small bouncy castle & inflatable assault course	Guy Simmonds	24.06.17	Pending
67) PTA Fete	Headline Acts	Tug o' War	Guy Simmonds	24.06.17	Pending
68) PTA Fete	Headline Acts	Fire Brigade	Guy Simmonds	24.06.17	Pending
69) PTA Fete	Headline Acts	Wiltshire Wildlife Trust - TBC	Michelle Blake	24.06.17	Pending
70) PTA Fete	Raffle	Finalise prizes and order raffle tickets	Guy Simmonds / Anna Jefferd	24.06.17	Pending
71) PTA Fete	BBQ	Arrange loan of BBQ	Guy Simmonds	24.06.17	Pending
72) PTA Fete	Bar	Ice x TBC boxes	Michelle Blake	24.06.17	Pending
73) PTA Fete	Ice Creams	Book Franco	Guy Simmonds	24.06.17	Pending

74) Wanborough School Sports Day	Wednesday 21st June 2017		PTA Members	21.06.17	Pending
75) Sports Day	Fete Volunteer network	Anna to stand outside the Sports day event to gather volunteers for school fete	Anna Jefferd	21.06.17	Pending
76) Sports Day	Sports day: refreshments	PTA members to check availability for the day	All	22.05.17	Pending
77) Sports Day	Sports day: selling raffle tickets	PTA members to check availability for the day	All	22.05.17	Pending
78) Sports Day	Sports day: Setting up of school uniform stall	PTA members to check availability for the day	All	22.05.17	Pending
79) PTA Meeting	Date of next meeting	Monday 22nd May at 7:30pm - The Plough, Wanborough	PTA Members	22.05.17	Agreed
Any other Business	None recorded				