



| Key | |
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| Completed | |
| Outstanding | |

Monday 6th February 2017 at The Harrow, Wanborough.

Attendees: Guy Simmonds, Karen Walker, Anna Jefferd, Diane Rendell, Tracy Hutchings, Krissy Foxton, Jackie Mosley, Michelle Blake, Divya Kurup, Jo Dewey, Sue Bell, Ruth Whitcher, Emma Cope, Sarah Jones, Andy Drury,
Apologies: Sarah O'Dea, Karolina Orton,

| Category | Action | Outcome / progress | Who | When | Status |
|-------------------------------------|---|---|---|----------|---------|
| 1) Head teacher's update & Requests | Playground Games - table tops | Research into 2 x table top for the picnic tables. Progress update at next meeting | Karen Walker | 13.03.17 | |
| 2) Head teacher's update & Requests | Playground Games - Entertainment theatre | Diane to follow up with Trevor and finalise the details. | Diane Rendell | 13.03.17 | Agreed |
| 3) Head teacher's update & Requests | Table - Cloths for the kitchen: Carried Forward | Mrs Brady has requested table cloths, Anna to follow up | Anna Jefferd | 13.03.17 | Agreed |
| 4) PTA Request | PTA Events: Clean up | Anna to liaise with Mrs Brady regarding equipment for cleaning up post PTA events | Anna Jefferd | 13.03.17 | |
| 5) Head teacher's update & Requests | Playground Games - Entertainment: Carried Forward | Di to review catalogue which Karen has for "train set" and Theatre puppet show" | Di | 13.03.17 | |
| 6) Head teacher's update & Requests | Athletics Track | Andy presented the opportunity of an Athletics track to support activity levels of the children. Areas for funding: Government Grant, Nationwide (subject to criteria), alternative funding through the PTA | Guy Simmonds / Karen Walker | 13.03.17 | |
| 7) Head teacher's update & Requests | Saucepans | PTA have agreed to fund the purchase of 3 saucepans. Specifications - lids and two handles. | Karen Walker | 13.03.17 | Agreed |
| 8) Head teacher's update & Requests | Playground Games - magnetic boards | Following the success of the Magnetic boards purchased in 2016, the PTA have agreed to fund an additional 3 boards | Karen Walker | 13.03.17 | Agreed |
| 9) Fete Review | Local Business Support | Review list of local company names to contact regarding Fete prizes. Letter to be raised, printed and posted | Anna Jefferd - supported by PTA Members | 13.03.17 | |
| 10) Fete Review | Fete Roles: Carried Forward | All members to consider roles for 2017 fete - to be discussed at March meeting | Members | 13.03.17 | |
| 11) School Uniform | Sale Review - Carried forward | Going forward suggestion that opening and closing times to be circulated. Uniform availability, suggestion for Scholars to hold a wider stock range to increase sales. Karen to contact Scholars | Karen / Sue / Jackie | 13.03.17 | |
| 12) Christmas Cards | 2017 - Planning: Carried forward Q4 | Action for Q4 2017: Display consumables available to purchase e.g.: T-Towels, teddy bear etc. | | 01.10.17 | |
| 13) Christmas Cards | Planning: Carried Forward September 2017 | Following parents feedback, teachers to try and not repeat designs from previous years. | | 01.09.17 | |
| 14) Bags for School | 18th May - 2017 | Karen to send Sue the leaflet used at previous events. Newsletter to be updated prior to Easter holidays providing parents the opportunity to plan ahead of the 18th May. Note: extra bags to be posted through doors locally | Karen Walker / Sue Bell | 07.04.17 | |
| 15) Communications / Newsletters | Newsletter - succession planning: Carried forward | Training, development, handover | Karen / Kate | 13.03.17 | |
| 16) Communications / Newsletters | Drop Box - communications template: Carried Forward | Carry over from October meeting | Guy Simmonds | 13.03.17 | |
| 17) Local Companies Funding/Sale | 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 | 13.03.17 | |
| 18) School Funding | Nationwide match funding | Karen to email Michelle the Nationwide forms to claim for funding, following the support provided by Dru Blake Nationwide employee at the Film night in January 2017 | Karen Walker | 13.03.17 | Pending |
| 19) Film Night | Confectionery & drinks | Candy Spray to be stock for future events. Chocolate milk - due to the spills at the fill night. Continue to sell product, however holes to be made in the lid and straws to be included | PTA Members | 13.03.17 | |
| 20) Quiz Night: 4th March | Confirmed for the 4th March 2017 - £10.00 per person (table of 6) | Total: 17 tables, 12 sold. Extra push this week to sale the remaining tables. Karen to review the list of participants from 2016, Di to follow up with people known. | Karen Walker / Diane Rendell | 04.03.17 | Pending |
| 21) Quiz Night | Communication | Text reminder of the event to be sent out w/c 6th February | Sue Bell | 06.02.17 | Pending |
| 22) Quiz Night | Keys - Open & Lock Up | Di has confirmed availability to open and lock up | Diane Rendell | 04.03.17 | Pending |
| 23) Quiz Night | First Aider | Di has agree availability | Diane Rendell | 04.03.17 | Pending |
| 24) Quiz Night | Bar Licence | Purchase event licence | Guy Simmonds | 04.03.17 | Pending |
| 25) Quiz Night | Floats | Arrange floats, Krissy to plan ahead of the event and hand over to Tracy | Kissy Foxton, Tracy Hutchings | 04.03.17 | Pending |
| 26) Quiz Night | PA and Sound | Guy has confirmed Mark Woodman's availability for the event | Guy Simmonds | 04.03.17 | Pending |
| 27) Quiz Night | Quiz Planning | Quiz and answer sheet | Guy Simmonds | 04.03.17 | Pending |
| 28) Quiz Night | £5.00 raffle | Print raffle stubs | Guy Simmonds | 04.03.17 | Pending |
| 29) Quiz Night | £5.00 raffle sale | Raffle sale | Karen Walker | 04.03.17 | Pending |
| 30) Quiz Night | Pricelist | Produce and print pricelist | Guy Simmonds | 04.03.17 | Pending |
| 31) Quiz Night | Drink order forms | Print table order forms | Guy Simmonds | 04.03.17 | Pending |
| 32) Quiz Night | Food | Gluten free meat chilli | Anna Jefferd | 04.03.17 | Pending |
| 33) Quiz Night | Posters | Produce Poster, display posters and signs and removal post event | Sue Bell | 04.03.17 | Pending |
| 34) Quiz Night | Website | Promote on school website | Sue Bell | 04.03.17 | Pending |
| 35) Quiz Night | Children's book bags leaflets | Produce leaflet and arrange distribution | Sue Bell | 04.03.17 | Pending |
| 36) Quiz Night | Facebook | Status update | Sue Bell | 04.03.17 | Pending |
| 37) Quiz Night | Lyden Magazine | Promote quiz | Karen Walker | 04.03.17 | Pending |
| 38) Quiz Night | Printing and Distribution | Produce booking forms | Sue Bell | 04.03.17 | Pending |
| 39) Quiz Night | Sales | Collect ticket monies from the school office | Krissy Foxton | 04.03.17 | Pending |
| 40) Quiz Night | Team names | Confirmation of team names to be sent to Guy | Guy Simmonds | 04.03.17 | Pending |
| 41) Quiz Night | Pre Quiz set up | 3pm set up (approx. 1 hr) - tables / chairs /bar | | 04.03.17 | Pending |
| 42) Quiz Night | Pre Quiz set up - tables | Tables to be borrowed from village hall | Guy Simmonds | 04.03.17 | Pending |
| 43) Quiz Night | Pre Quiz set up - Set up audio / video | On the afternoon the set up of the audio system and video | Guy Simmonds | 04.03.17 | Pending |

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| 44) Quiz Night | Pre Quiz set up - Shopping - pre-event | Drinks, Crisps, nuts, chocolates peripherals. Review of Picasso offers | Karen Walker & Divya | 04.03.17 | Pending |
| 45) Quiz Night | Pre Quiz set up - Glasses | Sainsburys: Hire and return of glasses | Guy Simmonds | 04.03.17 | Pending |
| 46) Quiz Night | Pre Quiz set up - Glasses (staff room) | Investigate the glasses stored in the staff room | Diane Rendell | 04.03.17 | Pending |
| 47) Quiz Night | Pre Quiz set up - Shopping - pre-event | Purchase of ice - 2 boxes, increase to 3 boxes if climate has improved | Michelle Blake | 04.03.17 | Pending |
| 48) Quiz Night | PTA Volunteers | bar, Food preparation and Service | PTA Members | 04.03.17 | Pending |
| 49) Quiz Night | PTA Volunteers | Post Event tidy | PTA Members | 04.03.17 | Pending |
| 50) Quiz Night | Stock take | Post event stock take | Jackie Mosley | 4.03.17 | Pending |
| 51) Future Events - 2017 | Boden Sale - April | Cancelled | Karen | 06.02.17 | Agreed |
| 52) Future Events - 2017 | Easter bake | Prior to the PTA meeting in March, Guy to be advised if a PTA member if available to set up and manage the sale on the 7th April 2017 | Karen | 13.03.17 | Agreed |
| 53) Future Events - 2017 | Annual Sports Day | Diane has confirmed the date: 21st June 2017 | | 21.06.17 | Agreed |
| 54) Future Events - 2017 | KS2 Disco | 19th May - review impact on Stats | Andy Drury | 13.03.17 | |
| 55) Future Events - 2017 | 3 peak Challenge | Guy to speak with Karen, to include in the next Newsletter interest in the 3 peak challenge - low cost great fund raiser | Guy Simmonds | 13.03.17 | |
| 56) Easy Fund Raising | Tracy has highlighted the ease of use | Approach Becky at the school with the view of linking the emails to parents. Request for PTA members to be active | Tracy Hutchings | 13.03.17 | |
| 57) Future Funding | Ideas for consideration: Carried Forward | Santa's breakfast (Olaf, Mini and Mickey Mouse) | | Q3 | |
| 58) Atwell Martin | Atwell Martin Estate Agents | Seeking sponsorship, consideration for sponsorship of the entertainment stage | Anna / Karen | 13.03.17 | |
| Any other Business | None recorded | | | | |