



Key	
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, Sarah O'Dea, Karolina Orton,

Apologies:

Category	Action	Outcome / progress	Who	When	Status
Head teacher's update & Requests	Play Surface	Committee to review ideas for the outside space and costings, progress update at the next meeting	Members	09.01.17	Agreed
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	09.01.17	
Head teacher's update & Requests	Playground Games - Entertainment theatre	To reach out to parents via next Newsletter, seeking creativity - limited response	Karen Walker	09.01.17	
Head teacher's update & Requests	Table - Cloths for the kitchen	Mrs Brady has requested table cloths, Anna to follow up	Anna Jefferd	21.11.16	Agreed
Fete Review	Fete Roles	All members to consider roles for 2017 fete - to be discussed at January meeting	Members	09.01.17	
School Uniform	Sale Review	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	09.01.17	
Christmas Cards	2017 - Planning	Action for Q4 2017: Display consumables available to purchase e.g.: T-Towels, teddy bear etc.		01.10.17	Pending
Christmas Cards	Planning - September 2017	Following parents feedback, teachers to try and not repeat designs from previous years.		01.09.17	Pending
Bags for School	April / May - 2017	Sue has agreed to manage the Bags 4 School programme. Note: extra bags to be posted through doors locally	Sue Bell	01.04.17	Pending
Communications / Newsletters	Newsletter - succession planning	Training, development, handover	Karen / Kate		Pending
Communications / Newsletters	Drop Box - communications template	Carry over from October meeting	Guy	09.01.17	
Local Companies Funding/Support	Nationwide match funding and other companies	Jackie has agreed to research local companies for funding e.g. Waitrose and the green token box. Progress update at the next meeting	Jackie	09.01.17	
Film Night	Confirmed for the 27th January 2017	Showing BFG - 6pm doors open	Guy		
Film Night	Tables	Guy to investigate tables via gift aid	Guy	27.01.17	
Film Night	Roles for Film Night	Hot dogs - purchase and cook hotdogs (sausages & rolls)	Jackie	27.01.17	
Film Night	Roles for Film Night	Popcorn	Anna	27.01.17	

Film Night	Roles for Film Night	Sweets		27.01.17	
Film Night	Roles for Film Night	Chocolate milk		27.01.17	
Film Night	Keys - Open & Lock Up	Di has confirmed availability to open and lock up	Di	27.01.17	
Film Night	Trailer & Posters	Karen and Sue to work together	Karen & Sue	27.01.17	
Film Night	Ice	2 boxes to be purchased from Bookers	Michelle	27.01.17	
Film Night	Float, Tickets, Banking	Arrange floats, collect ticket monies from school office. Bank cheques / monies	Krissy & Tracy	27.01.17	
Quiz	Confirmed for the 4th March 2017 - £10.00 per person (table of 6)	17 tables - priority booking until 6.2.17			Pending
Quiz	Communication	Booking forms and posters	Sue	20.01.17	
Quiz	Quiz	Writing the quiz and confirming the answers	Guy	04.03.17	Pending
Quiz	Food	Gluten free meat chilli	Anna	4.03.17	Pending
Quiz	Roles for Film Night	Waitress Service		27.01.17	
Future Events - 2017	Boden Sale - April	Karen is waiting on a date confirmation	Karen	01.04.17	
Easy Fund Raising	Tracy has highlighted the ease of use	Sue to look into the best way of circulating and promoting the on-line shopping site which support the PTA. Karen to advertise Progress update at next meeting	Sue & Karen	09.01.17	
Year 6 Production	Planning for 2017	PTA to support the year 6 production - bar		01.06.17	Agreed
School Christmas Bazar	T-Towels	PTA agreed to support the school with T-Towels from the shed		02.12.16	Agreed
Future Funding	Ideas for consideration	Santa's breakfast (Olaf, Mini and Mickey Mouse)		Q3	
Party Events	Future planning	To explore different party events, discuss at next meeting	Emma & Sarah	06.02.17	
Easter	Bake Sale	Possible bake sale for Easter		06.02.17	
Sports Day	Annual Sports Day	Di to confirm with Andy the planned date for the annual sports day event	Di	06.02.17	
Atwell Martin	Atwell Martin Estate Agents	Seeking sponsorship, consideration for sponsorship of table tops.	Anna / Karen	06.02.17	
Head teacher's update & Requests	Playground Games - Entertainment	Di to review catalogue which Karen has for "train set" and Theatre puppet show"	Di	06.02.17	
Any other Business	None recorded				