



Monday 9th October 2017 at The Plough, Wanborough.

Key

Confirmed	
Pending	

Attendees: Guy Simmonds, Tracy Hutchings, Sarah Jones, Krissy Foxton, Hannah Boardman, Joanne Andrews, Alicia Batty, Susan Bell, Jackie Mosley, Jo Dewey, Emma Cope, Ruth Whitcher, Michelle Blake, Lucy

Apologies: Andy Drury, Natalie Haddrell, Anna Jefferd, Divya Kurup

no	Category	Action	Outcome / progress	Who	When	Status
1	Confirmation of roles	Bank account signatories	Guy to make the arrangements	Guy Simmonds, Tracy Hutchings, Krissy Foxton	ongoing	Confirmed
2	Confirmation of roles	Charity commission details	Personal details to be provided to Guy	Michelle Blake	ongoing	Confirmed
3	Confirmation of roles	Head of E-communications	Set up of PTA members WhatsApp, PTA Facebook and twitter account. To be maintained by head of e-communications	Jo Dewey	ongoing	Confirmed
4	Confirmation of roles	Head of publishing communications	Newsletter and Lyden. To be maintained by head of publishing communications	Jo Andrews	ongoing	Confirmed
5	Head teacher's update & Requests	Athletics Track - mile a day challenge	Andy has submitted a community grant for £5,000	Andy Drury	06.11.17	Pending
6	Head teacher's update & Requests	Cracking Comprehension	Supporting reading comprehension: includes teacher's guide, assessment book & interactive CD rom. Cost £500.00 - Supported by PTA	Mrs Watts	09.10.17	Confirmed
7	Head teacher's update & Requests	Wanborough School Sports kit	Andy has submitted request to the PTA for support for school kit. PTA has request further details, including numbers costings. Tracy to review and liaise with Andy.	Tracy Hutchings	06.11.17	Pending
8	School Uniform	Sale Review - 2016 and 2017	Scholars are reviewing accounts for 2016 & 2017. Jackie to discuss with Becky and contact Scholars	Jackie Mosley	06.11.17	Pending
9	Christmas Cards	December	Anna has collected and sent off for samples, as part of the display and ordering process could T-Towels, teddy bear etc. be considered.	Anna Jefferd	06.11.17	Pending
10	Bags for School	Confirmed 22nd November 2017	Sue has confirmed bags should be delivered to school w/c 9th October. Letter / email to be sent out ahead of school holiday as a reminder for parents. Bags to be handed out w/c 30th October	Sue Bell / Alicia Batty	22.11.17	Pending
11	Future Events	Pan cake Breakfast	for consideration in February 2018	PTA Members	01.02.18	Pending
12	Future Events	School Leavers	Consideration for PTA to organise and manage school leaver tops for pupils of wanborough School. Jackie to discuss with	Jackie Mosley	06.11.17	Pending
13	Future Events - 2018	3 peak Challenge	To discuss at November's meeting: interest in the 3 peak challenge - low cost great fund raiser	Guy Simmonds	06.11.17	Pending
14	Future Events - 2018	Music Bingo	Review of venue's	Guy Simmonds	06.11.17	Pending
	Reception / KS1 Disco	CONFIRMED	Friday 10th November 2017 6:15pm - 8:00pm	Jackie Mosley / Michelle Blake	10.11.17	Confirmed
15	Reception / KS1 Disco	Booking forms	Produce and arrangements for the form to be sent home in book bags	Sue Bell	6.10.17	Confirmed
16	Reception / KS1 Disco	Sales	Collect ticket monies from the school office	Krissy Foxton & Tracy Hutchings	10.11.17	Pending
17	Reception / KS1 Disco	Posters	Produce poster and display	Sue bell	06.10.17	Confirmed
18	Reception / KS1 Disco	Website	Promote on school website	Sue Bell	11.10.17	Pending
19	Reception / KS1 Disco	Text to Parents	Arrange a text reminder about the event	Sue Bell	30.10.17	Pending
20	Reception / KS1 Disco	Keys (open)	Jackie to confirm Mr Drury	Andy Drury	10.11.17	Confirmed
21	Reception / KS1 Disco	Volunteer network	Jackie to contact Mark Woodman, review / refresh list and reach out for support	Jackie Mosley	10.11.17	Pending
22	Reception / KS1 Disco	Bar Licence	Purchase event licence	Guy	10.11.17	Pending
23	Reception / KS1 Disco	Floats	Arrange floats	Krissy Foxton & Tracy Hutchings	10.11.17	Pending
24	Reception / KS1 Disco	PA and Sound	Confirmed Mark Woodman has the required equipment and will be setting up on the evening of the event.	Mark Woodman	10.11.17	Confirmed
25	Reception / KS1 Disco	Pricelist	Produce, print and laminate pricelist for event. Including signage required e.g. Bar / Lucky Dip Stall etc.	Michelle Blake	10.11.17	Pending
26	Reception / KS1 Disco	Peripheral	Lucky dip boxes	Michelle Blake	10.11.17	Pending
27	Reception / KS1 Disco	Peripheral	Crips, sweets, small chocolate bars and ketchup: Bookers	Michelle Blake	10.11.17	Pending
28	Reception / KS1 Disco	Ice (for chilling drinks)	2 x boxes of ice to be purchased from Bookers, Elgin Ind Est.	Michelle Blake	10.11.17	Pending
29	Reception / KS1 Disco	Peripheral	Face art, tattoos and lucky dip prizes - if required	Jo Dewey	10.11.16	Pending
30	Reception / KS1 Disco	Lucky Dip	Wrapping the prizes	Jo Dewey	10.11.17	Pending
31	Reception / KS1 Disco	Refreshments - hot food (cooking)	purchase food (sausages & rolls) and cook on the afternoon of the event	Jackie Mosley	10.11.17	Pending
32	Reception / KS1 Disco	Peripheral	Glowsticks if required	Jackie Mosley	10.11.17	Pending
33	Reception / KS1 Disco	Set up 5pm: Drinks from the shed, bar set up. Chill beer / wine and set up other activity stalls i.e. face art	Prior to set up, take photos to ensure a smooth tidy up process	Tracy/Neil/Krissy/Tom /Jackie / Guy / Ruth/ Michelle / Dru / Simon Kelly	10.11.17	Pending
34	Reception / KS1 Disco	Set up disco lights		Guy	10.11.16	Pending
35	Reception / KS1 Disco	Front of House		Andy Drury	11/11/16	Confirmed
36	Reception / KS1 Disco	Bar		Sue Bell / Guy Simmonds / Krissy Foxton	10.11.17	Confirmed
37	Reception / KS1 Disco	Refreshments - sweets		Jonny Day / Jo Andrews	10.11.17	Confirmed
38	Reception / KS1 Disco	Refreshments - hot food (serving)	Kitchen area <i>MUST</i> be kept to the current high standard	Jackie Mosley / Michelle Blake	10.11.17	Confirmed
39	Reception / KS1 Disco	Glowsticks		Lucy / Emma Cope	10.11.17	Confirmed
40	Reception / KS1 Disco	Face Art	Ask if Kate (mum year 1) would be available	Hannah Boardman / Alicia Batty	10.11.17	Confirmed
41	Reception / KS1 Disco	Lucky Dip	Lucy and Emma to support Leila	Leila Simmonds / Lucy / Emma Cope	10.11.17	Confirmed
42	Reception / KS1 Disco	Tidy Up	Refer to photos taken at set up & removal of posters / signs etc.	PTA Members & Volunteers available	10.11.17	Pending
43	Reception / KS1 Disco	Lock up School (keys)		Andy Drury	10.11.17	Confirmed
44	Reception / KS1 Disco	First aider on the evening		Andy Drury	10.11.17	Confirmed
45	Reception / KS1 Disco	Post event stock-take		Guy Simmonds	10.11.17	Confirmed
46	Reception / KS1 Disco	Event financial report	Account for profit / loss	Krissy Foxton & Tracy Hutchings	10.11.17	Confirmed
47	Reception / KS1 Disco	Expenses	Pay expenses	Krissy Foxton & Tracy Hutchings	30.11.17	Pending
48	Reception / KS1 Disco	Banking	Bank Cheques/monies	Krissy Foxton & Tracy Hutchings	30.11.17	Pending
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49	Fete Review	Fete Roles	All members to consider roles for 2018 fete	Members	06.11.17	Pending
50	Employee Match Funding	Nationwide match funding	Guy, Krissy, Jo employed by Nationwide. Members to investigate in Intel and BP offer match funding	PTA Members		
51	Any other Business	None recorded				