



Committee Meeting Agenda



Purpose

Review outstanding actions and collaborate as a committee to ensure that the PTA remain aligned with the status of all activities and financial obligations to achieve the overall goal of *“Helping raise money to improve the learning environment for our children.”*

Date	11/11/2021	Time	2000 - 2100
Venue	Virtual meeting via Zoom. Link to be circulated via school.		
Elected Committee	Role	PP	BW
	Co/Chair	Georgia C Jennifer F	Derek O'D
	Deputy Chair	Maxine Y	Damian Q
	Treasurer	Katja G	Donna D
	Secretary	Jo R	
Non-Elected Committee	Publicity		
	Digital Director	Matt H	
	Uniform Co-ord	Angie F	
	Bedtime Stories	Juliet S	
	Discos		
	Cake Sales		

Agenda

Achievements

- Preloved Uniform - organisation, webpage and system
- Donations Page - circulating AmazonSmile and easyfundraising
- PTA tracker
- *PP Shed Inventory (tbc Fri 5th Nov)*

Outstanding Actions

Action	Summary	Lead
Bedtime Stories	Tentative date: 02/12/21. Further details and confirmation of running with school required	PP: Juliet and Georgia. BW: Katie and Derek.
Father Christmas Letters	Update required. Date, template, volunteers required?	Georgia and Gemma.
Christmas raffle	Update required. List of previous business donators to be provided. Date, cost, comms to be arranged. Idea of PTA purchase "top prize" and for every ticket purchased a free entry into this draw (e.g. console).	Georgia, Jennifer and Maxine.

Christmas cards

Company chosen.
Artwork delivered to Amber. No Comms seen in ref to this for parents - update required. Timeframe for company to turn around for deadline on parents to be agree.

Juliet and Amber

Discussion Topics

- Handover -
 - PTA mailbox access to secretary
 - Bank account access to new treasurer
 - List of volunteers
 - PTA Folder
- DBS Forms
- Meeting room available - 15th and 22nd Nov 1400-1500.

Close

Open forum / round table