**Richard Crosse PTA**

**Date:** 05th January 2018

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| **Attendees:** Martin Sleigh, Marcella Henley, Jacqui Bowman **Apologies:** Nicola Jarrett, Jo Forker, Louise McGuffie |  |

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| **Agenda Item** | **Discussion** | **Actions** |
| Welcome |  |  |
| **Matters Arising** |  |  |
| Draft guidelines for email use (MS) | *In progress* |  |
| Produce strategic spending plan for next 2 years (JF/MH) | *In progress* |  |
| Approach TA’s re PTA rep (NJ) | *In progress* |  |
| Ask pub for prices for potential events (SW) | *Deferred* |  |
| Check JustGiving as a way of raising money (SW) | *Deferred* |  |
| Ask Jo Forker for PTA job descriptions (JB) | *Deferred* |  |
| Send thank you letters to stall holders, Co-Op & Santa (MS) | Complete |  |
| Sell remaining selection boxes & gifts at Christmas Production (MS) | Complete |  |
| Contact remaining raffle winners (MS) | Complete |  |
| Confirm P Halifax to record performance (MS) | Complete |  |
| **Approval of Previous Minutes** | Previous minutes agreed |  |
| **Upcoming Events** |  |  |
| * AGM (18th January) | Martin will produce an agenda and send to Zoe for printing.  Event will be publicised on Facebook, on the school text, and on the school planner |  |
| * Big Breakfast (20th January) | It was decided to postpone this event until March. The committee felt that they were not able to undertake the planning required without additional help, and were not able to generate this help in time for the event. | * School planner to be updated showing event cancelled (JB) * Letter to be sent to parents requesting increased support for the PTA (MS) |
| * Valentine’s Disco (16th February) | This event will be planned after the AGM | * DJ to be booked (MS) |
| **Treasurer’s Report** | Marcella has put together a report for the AGM showing income and expenditure. |  |
| **AOB** | The committee expressed their disappointment in the low turn out at the meeting, and at PTA meetings in general. |  |

Next Meeting Date: 19th January 2018, 7pm, Richard Crosse (AGM)