

PTA Meeting
Monday 29th September 2008

Present:	Allie Galvin	Becky Zimmerman	Katy Robinson
	Paul Goodwin	Brenda Holmes	Chris Pascall
	Amanda Newton	Mel Legg	Tony Hopson
	Benedicte Scott	Mike Lawrence	Alison Evans
	Micky Wolfsthal	Sue Billingham	Nicky Mays

	Item	Action
1.	Apologies for absence <ul style="list-style-type: none"> ● Amanda Picken ● Donne Gerry ● Carol Rolls ● Jenny Jordan 	
2.	Allocation of Jobs/Tasks Purchasing: Mike, with help from Micky. Disco KLS Jenny and Mel KS Jenny, Mel with help from Jackie Spencer Website: Nicky, with help from Amanda and Micky. Newsletter & Flyers: Allie PA/DJ: Tony Raffle Tickets: Mike Hampers: Benedicte and Chris Sponsorship & Advertising: Debbie Gill Crafts: Donne Bags2School: Brenda Cakes: Sue and Carol Press Office: Jenny and Becky Please note that if anyone wants to purchase anything it needs to be via Mike, if anyone wants to spend anything please check with Paul and any other queries please check with Katy or Becky.	
3.	E-mail communication Katy requested that everyone try and avoid emailing everyone on all matters, and we try and communicate as much as we can before or after school. Please email all updates to Katy by Thursday of each week and she will then collate all info. into one email and circulate on a Friday.	All All
	Nicky to set up email accounts on the website for the Chair, Secretary, Treasurer and Debbie Gill	NM
4.	Newsletter Should include: <ul style="list-style-type: none"> ● A questionnaire for parents, to include questions such as to what they would like PTA funds to be spent on? ● A request for any unwanted Christmas decorations. 	AG/KR AG/KR

	<ul style="list-style-type: none"> ● Easy Fundraising - Paul Goodwin to provide information ● Events will be published with possibility of a change in mufti day to 14/10 to allow more time for hampers to be made and gifts sorted out. This reliant on storage - KR/RZ to discuss with Heads ● Information on how the stalls are to be run ● Any parents wanting to advertise ● Parents who wish to trade at the fair ● It was decided that we should do the newsletter quarterly. We hope for the first one to go out next Monday 6th Oct. 	PG KR/BZ
5.	<p>What Events we are going to do? The following events were suggested for the future</p> <ul style="list-style-type: none"> ● Easter Egg Hunt ● Quiz ● Dinner Out ● X-Factor ● Fashion Show ● Pampering Evening. <p>We do not yet have an "Outside Events" Co-ordinator this role would be to take charge of suggested</p> <ul style="list-style-type: none"> ● Bowling nights ● Dinner Out, we buy the meal and the restaurant gives us a percentage back. ● Walking treasure hunt around Knaphill. Children buy the quiz to do at the weekend. 	
6.	<p>What do we need from the schools?</p> <ul style="list-style-type: none"> ● Teacher involvement ● Agreement to Easter Egg Hunt ● Crafts to be made by the children ● KR and BZ are going to meet with the Heads of both schools and will discuss with them the above. 	KR/BZ
7.	<p>Christmas Fair</p>	
	<ul style="list-style-type: none"> ● KR suggested that the teachers and children run the stalls together. KR to speak to the heads. ● AN to ask Fiona Copper if she would be happy to help decorate Santas' Grotto. ● It was agreed that there will be 3 x £20 Helper Prizes. ● MW suggested that the PTA members have a visible presence at the fair ie. badges or t-shirts. 	KR AN
8.	<p>AOB</p>	
	RZ requested copies of everyones' CRB certificates	