

Minutes for Woodcote Primary PFTA meeting Thursday 23rd January 2014

7:00 pm Venue:- Head Teacher's Office

Minutes taken by Catherine Harper

Meeting opened at 7:00 pm and finished at 7:55 pm

Committee Members Present: Julie Urqhart (JU), Nick Fordyce-Brown (NFB), Claire Clark (CC), ,
Claire Baldock (CB), Catherine Harper (CH), Jackie Brown (JB)

Open Meeting attendees: Tim Rome (TR)

Apologies: Allison MacKenzie (AM), Maria Degenis (MD)

No.	Agenda Item	Outcome / comments	
1	Apologies for absence / welcome to all		JU
2	Agree Minutes from previous meeting	Agreed	JU
3	Accounts & Financial Update	Committee agreed Julia Parlett is suitable to review the PTFA accounts. CC walked through accounts	CC
4	Social Media/Website	TR advised committee of the school Social Media policy that is applicable to all staff. TR to distribute a copy of the policy to the PTFA. CB will set up a profile and join the PTFA facebook group to assist with monitoring "inappropriate" comments and officially answer /confirm queries regarding School issues /communications. Overall CB feels the group has a positive impact with interesting discussions and helping keep parents informed.	TR/CB
5	AOB	Christmas fair date agreed 29 November 2014 No disco to be held in Feb due to lack of organisers AGM – JU/NFB confirmed no nominations received as yet. JU & CH agreed to stand again if no one commits to take on these roles in order to keep the PTFA open. No events will be run unless a new committee is elected.	

Date of next PFTA meeting:- AGM 9 Feb 2014