

**Attendees:**

Becky

1. Allison
2. Rania
3. Sumera
4. Sarah
5. Flo
6. Nic FB
7. Sacha
8. Phil
9. Matt

10. Claire

**Apologies:**

1. Alicia
2. Tom
3. Julia Whitehead - Treasure
4. Nic Long
5. Hannah
6. Dee
7. Helen
8. Nicola Tallis

	<b><u>AGENDA</u></b>	<b><u>ACTION</u></b>
I	<p><b><u>Welcome</u></b> to all committee members - 'old' and new - Allison</p> <ul style="list-style-type: none"> <li>▪ Follow up from AGM - Presentation to go on the PTFA site - TOM</li> <li>▪ Skill set of the current committee: <ul style="list-style-type: none"> <li>○ Matt declared his compute knowledge</li> <li>○ Creative - Sumera</li> <li>○ Excel - Becky, Sarah, Rania, Sacha</li> </ul> </li> </ul>	TOM
II	Key events for 2018 - list distributed to committee members	
III	<p><b><u>Mothers'/Fathers' day presents</u></b></p> <ul style="list-style-type: none"> <li>▪ Plan A - SARAH to follow up with feasibility of flowers - THIS WEEK</li> <li>▪ Plan B - NO PRESENTS -</li> <li>▪ Plan C - <b>Bookmarks</b> - SACHA to follow up on lead time and no. of colours and quality <ul style="list-style-type: none"> <li>○ SUMERA - to follow up on feasibility of the printing the bookmarks by her business</li> <li>○ NICK - to ask for approval and for collections of £1</li> <li>○ Labels (sticky) - BECKY to investigate</li> <li>○ Design by Allison and her work team</li> <li>○ Reps to start comms to the parents on collections - DEE</li> <li>○ Friday 9<sup>th</sup> March - Matt, Flo, Becky, Rania, Sarah, Dee, Sumera</li> <li>○ BECKY to update on no. of kids in each class</li> <li>○ Email to Clare <ul style="list-style-type: none"> <li>▪ How many kids in each class?</li> <li>▪ Can teachers start collection?</li> </ul> </li> </ul> </li> </ul>	<p>SARAH</p> <p>SACHA</p> <p>SUMERA</p> <p>NICK</p> <p>BECKY ALLISON DEE</p> <p>MATT, FLO, BECKY, RANIA, SARAH, DEE, SUMERA BECKY</p> <p>BECKY</p>

IV	<p><b><u>Easter 29<sup>th</sup> March</u></b> - 3 eggs per year group + Woodies egg per child -</p> <ol style="list-style-type: none"> <li>I. ALICIA - purchasing the eggs from Tesco</li> <li>II. JUDGING - Class reps to judge with back up from PTFA - SARAH; rule - NO judging of their own children's class</li> </ol>	ALICIA SARAH
V	<p><b><u>Kidspace</u></b> - subcommittee: JULIA/SARAH/NIC/BECKY - tickets, payments, merchandise</p> <p><b><u>STAVROS to get a quote from Oxygen</u></b> - vs Kidspace 2 hours £800</p>	JULIA/SARAH/NIC/BECKY  RANIA/STAVROS
VI	<p><b><u>Summer Fair</u></b> - subcommittees: ALLISON, RANIA, BECKY, NICHOLA TALLIS, JULIA</p> <ol style="list-style-type: none"> <li>1. Date is confirmed 23<sup>rd</sup> June</li> <li>2. Timing 12 noon - 3 pm</li> <li>3. Bar/BBQ position - TBD</li> <li>4. Helium balloons - BECKY to ask CHALIE</li> <li>5. BECKY - discuss menu with Manpreet (curry)</li> <li>6. Ice cream/ice lollies - only if weather forecast extra hot</li> <li>7. Woodcote Got Talent (WGT) - during Summer Fair - we plan to open the performances to organised groups as well as pupils</li> <li>8. FLO/CLAIRE to connect with Paula Pitt; other external - TBC</li> <li>9. Emily Buckwell knew someone who could organise (Helen)</li> </ol>	ALLISON, RANIA, BECKY, NICHOLA TALLIS, JULIA  BECKY BECKY  FLO/CLAIRE  ALLISON/EMILY
VII	<p><b><u>PTFA FUNDS Spending ideas</u></b></p> <ul style="list-style-type: none"> <li>x Sails</li> <li>x Benches/Seating on decking KS2</li> <li>x External GYM equipment/'trim trail'</li> <li>x Loose parts play area</li> <li>x Hula hoops, etc - set budget to top up continually</li> <li>x Music in the playground - a 'MAY BE'</li> <li>x Artist - Experiential/visual - CLAIRE</li> <li>x 'NO' to playground marking</li> <li>x 'NO' to table tennis</li> <li>x 'NO' to Golf</li> <li>x 'NO' to archery</li> <li>x 'NO' to reading areas</li> </ul>	Allison to follow up with Claire Baldock on pricing  CLAIRE

VIII	<p><b><u>Social Committee</u></b> - Flo, Sumera, Nic, Matt</p> <ul style="list-style-type: none"> <li>▪ <b>Film night</b> - change to hiring a cinema instead - NIC</li> <li>▪ <b>Social for parents</b> in the day time</li> <li>▪ <b>Coffee mornings...</b> needs more thinking</li> <li>▪ Evening for parents - Christmas do at a local Golf Club/Bollywood themed night in Caterham?</li> <li>▪ Add 'sports club' - school outing to a cricket match or a football game</li> <li>▪ <u>TO BE DISCUSSED future at next meeting</u></li> </ul>	<p>FLO/SUMERA/NIC/MATT NIC F-B</p> <p>SUMERA</p> <p>MATT</p>
IX	<p>PTFA COMMITTEE'S SOCIAL OUTING DATE - 17<sup>TH</sup> MARCH RAISE YOUR HAND IF YOU'D LIKE TO JOIN</p>	<p>EVERYONE IS WELCOME</p>