

MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

13/09/2017 9.00am | Meeting called by Tracy King

Committee members

Tracy King (Chair) | Julia King (Vice Chair) | Jo Pollard (Secretary)

Discussion

Discussed the calendar of events from September till Christmas.

TK Lead

MacMillan Coffee Morning: JW moved the MCM to Unity Place. Received coffee morning pack. Discussed attendance and logistics. TK to create an event on Facebook to see how many people are interested so that we know how many tables we need. TK to promote the event. TK looked at the resources that we have got. Discussed price list.

ACTION: TK to create an event on Facebook.

ACTION: TK to create promotional Materials.

ACTION: TK to create requirements sheet for MCM

ACTION: TK to order more materials from MacMillan

ACTION: TK to create layout and jobs list.

Discussed quiz night. Decided to move the quiz night forward to Friday 13th October as the events are too close together. JP to take lead on the quiz night.

ACTION: JP to organise Quiz night

ACTION: TK to discuss venue with JW

Discussed the Book Fair. We will require volunteers to run the book fair as it is on both sites on the same night. Discussed one-hour slots for people so they can also go to parents evening.

ACTION: TK to have meeting with Mrs Kenyon to find out details of book fair.

Ladies Night. Decided to move Ladies Night to Thursday 9th November to give us more time for the Christmas Fair. JK to take lead on this event. Discussed entertainment and the companies who will attend. Discussed prizes. Venue: Filling Factory.

ACTION: JK to organise event with the Filling Factory. Date, times & entertainment.

ACTION: JK to contact companies for involvement

e.g. Stella and Dot

Tropics

Discussion

Forever

Avon

Boutique?

Discussed the date of the Christmas Fair. Should it be Saturday or Mid-week?

ACTION: TK to create Facebook Poll
