

St Margaret's Parents' Association Meeting

Minutes

Date: 7th September, 2010

Attendees	
John Robson (JR)	Chair
Cheryl Moran (CM)	Secretary
Andrea Owens (AO)	Vice Secretary
Sharon Nee (SN)	
Andy Garden (AG)	Vice Chair
Karen Preece (KP)	
John Ledger (JL)	Teacher Representative
Apologies: Diane Smith Carole Malone Irene Campbell	

Ref	Notes:	Action by:
1.	Minutes from Previous meeting – Agreed Actions from previous meeting <ul style="list-style-type: none"> • Car Boot Sale – Outstanding JR to discuss with caretaker. - Outstanding • Date of disco Christmas disco confirmed as 27.11.10 by JL – Complete. • Obtain DJ for the event – Outstanding • Eucharist Service – all food ordered and assistance available from P.A. members – Complete • Tables booked for Christmas Fair. Contact Childwall table hire one week before to confirm delivery – Outstanding No formal reports submitted from committee	JR JR CM
2.	Eucharist Service – It was agreed that helpers should arrive by 6pm to assist with preparations. Make request to parents during speech to identify any employers who could match fund raising totals CM to Produce letter with dates of future events for tomorrows service	JR CM
4.	Christmas Party Night Name changed from disco to party night. JL requested that P.A. confirm what options they would like from the menu to be provided for the buffet. To be confirmed.	JR

JOHN ROBSON – ☎ (0151) 228 3059
 Email: johnrobson121@btinternet.com or
Cheryl28.moran@blueyonder.co.uk

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5.	<p>Christmas Fair</p> <p>Arrangements to be confirmed at next meeting.</p> <p>Liz Collins has suggested that we offer monetary prizes for this years raffle prizes as ticket sales are reducing annually. All members agreed that this would be the preferred option.</p> <p>Suggestions - £100 first prize and any other prize donations which the members may obtain. To be confirmed at next meeting.</p> <p>CM to try to obtain a gift from Clarins for raffle prize</p> <p>AG to try to obtain pantomime tickets for raffle prize</p> <p>KP to write to numerous companies in an attempt to obtain prizes</p> <p>CM to create and email new P.A. template including charity number to AG and KP.</p> <p>CM to re-write current letter for Christmas Fair for next meeting.</p>	<p>JR</p> <p>LC</p> <p>CM</p> <p>AG</p> <p>KP</p> <p>CM</p> <p>CM</p>
6.	<p>A.O.B.</p> <p>JR has received two letters from school requesting funds from the P.A. to support numerous initiatives. The first letter requested £2176. £500 of which was for rewards. JR requested that this be clarified prior to approval. JL to confirm what the rewards are for. The second letter received requested a further £800. Totals to be clarified by JR/JL.</p> <p>AG requested the current balance in the account. Treasurer to confirm at next meeting.</p> <p>AG to provide email address of web master to CM to upload future agenda and minutes.</p> <p>JL confirmed that school would place future P.A. events on the web site.</p> <p>Date of Next Meeting: 5th October, 2010.</p>	<p>JL/JR</p> <p>LC</p> <p>AG</p> <p>JL</p>