

# CHICHESTER HIGH SCHOOL FOR GIRLS

## PARENT TEACHER ASSOCIATION

### Committee Meeting

to be held in the Library at the High School at 7.30pm on

Wednesday 7<sup>th</sup> July 2010

### AGENDA

1. Apologies for absence
2. Minutes of last meeting
3. Matters arising
4. Treasurer's report
5. TheGivingMachine  
*Update*
6. Proposed purchases  
*Decision on whether to purchase*
  - PTA camera
  - PTA mobile
  - plastic cheque
7. Year 6 Parents' Evening wash-up
  - responsibility for refreshments
  - float
  - display board
  - information pack
  - toilets
8. Forthcoming events  
*Information.*  
*Name co-ordinator for Y7 Parents' Social and agree date of Spring meeting*
  - Year 7 Parents' Social Wednesday 15<sup>th</sup> September – *needs co-ordinator*
  - Gardeners' Question Time Friday 10<sup>th</sup> October
  - Christmas Fair Friday 3<sup>rd</sup> December
  - Travelling Trends Friday 4<sup>th</sup> February
  - Talent Show – *needs date*
  - PTA committee meetings: 22<sup>nd</sup> September, 3<sup>rd</sup> November (AGM), 12<sup>th</sup> January, 4<sup>th</sup> May, 6<sup>th</sup> July.

NB Date of March/April meeting will depend on date of Talent Show.

9. Gardeners' Questions & Answers – see working group update below and two sets of minutes.  
*Help sought on distribution of flyers/posters; arrangements for lighting and microphones; confirming cancellation of the football booking.*
10. PTA News – see below  
*Feedback on June issue. Agree timing of next two issues. Suggestions for content.*
11. Quick Questions, Slow Answers
12. Any other business
13. Date of next meeting  
Date of next AGM

### **Notes to the agenda**

#### **Gardeners' Questions & Answers Working Group (item 9)**

*Sally Gutowski-Smith writes:*

G Q &A meetings going well, Chairman and 3 panellists in place, looking for a 4th.

Have discussed the event with the school grounds man who has been very helpful re layout of tables and other equipment.

Contacts are being made with local nurseries offering them table space at the 'Garden Market'; protective table covering is being sourced.

Flyers and poster have been designed. An advert for the event has been put in the PTA Newsletter.

Letters offering tickets are being sent out to the Horticultural societies now, with a return date of 31st July.

Risk assessments are being drawn up.

Car park attendants are being contacted.

*See minutes of two GQA meetings sent as attachments.*

## **PTA News (item 10)**

Proposal is for:

### Number 2

- early September (before Year 7 Parents' Social)
- 4 pages
- content to include:
  - presentation of £3,000 cheque
  - TheGivingMachine amount raised to date
  - Gardeners' Q&A longer piece
  - Christmas Fair appeal for help, raffle prizes etc
  - models wanted (for Travelling Trends)
  - dates for you diary

### Number 3

- mid January
- 4 pages
- content to include:
  - Christmas Fair report & pics
  - TheGivingMachine amount raised to date
  - Gardeners' Q&A report & pic
  - Travelling Trends
  - Talent Show?
  - dates for your diary

## **PTA Web Pages Working Group**

*Bob Beaney writes:*

Sarah Caffyn, Elizabeth Beaney and Bob Beaney met on 26<sup>th</sup> May to discuss the requirements for the PTA pages on the school website.

Agreement was reached on the structure and format of the pages; an introduction page with links to other pages including: objectives, forthcoming events, an archive and a 'how you can help' section for parents who are not yet engaged.

A key initiative is to try to get parents to support the PTA - either 'actively' or 'inactively'. Active participation at meetings and providing support to arrange events would be preferred, but we need to ensure all parents are aware of how they can support us if they do not have the time or inclination to be active participants - it was agreed that both 'PLEDGE 10' and 'THE GIVING MACHINE' will be included as links on the PTA introduction page.

There is now a need to further progress these requirements with the Website designer. Bob has a call out to Assheton Woodall (Assistant Head) who is now leading the design of the Website. Intention is to meet with him in the week of 5th July to finalise the requirements and implement the agreed pages as soon as possible.

## **Christmas Fair Working Group**

*Elizabeth Beaney writes:*

**June 8th 2010**

Meeting with Julie Bromley, Vanessa Lisle and Elizabeth Beaney

It was agreed that the Christmas Fayre would take place on 3rd December 2010. This will be entered into the school diary.

It will be held between 6.00 and 8.00 pm in the main hall.

The entrance fee will be 50p for adults.

There will be a Santa who will present raffle prizes etc. We have a Santa who has agreed to do this.

There will be approximately 16/18 tables in the main hall. The cost to outsiders wanting to have a table will be £15.00.

We have confirmed bookings already for three: make-up and nails; jewellery; and Christmas Cards.

We anticipate the rest will include:

Plants, Toiletries, Kids Tombola, Raffle, Accessories (hair stuff etc), Green/red/gold lucky dip... Books/CDs/DVDs, buckets with glow sticks etc.

Letters to relevant people will be sent out in the Autumn Term

Youth Enterprise will be invited to participate.

### **Action**

To meet in September to review and amend letters.

Julie/Vanessa/Elizabeth/others welcome

Tables to be advertised to parents etc. This will be done in letter to parents and also by events team. Article to be written for the next PTA Newsletter.