

# Agenda for Autumn Term General Meeting 2014

Meeting date: 16<sup>th</sup> September 2014

Time: 8pm

Location: Snaresbrook Preparatory School

## Circulation List

PTA Members, School Office, Mr Curl and Mrs Higgins

All parents of children in Snaresbrook Prep are members of the PTA and welcome at the meeting. Please let us know via email ([SPPA@snaresbrookprep.org](mailto:SPPA@snaresbrookprep.org)) before Monday 15<sup>th</sup> September if you would like to come to the meeting and/or have something to add to the agenda below.

### 1 **Welcome and Introductions**

### 2 **Update On Last Terms Events**

- a. Update on and evaluation of the summer fete by the fete coordinator/Secretary
- b. Drinks sale at Sports Day – something worth repeating?

### 3 **Update on the SPA finances by the Treasurer.**

- a. What is our financial position and her recommended finance strategy for 2014/2015?

### 4 **Discussion on finances**

- a. Should we spend some of our money?
- b. If so, how?

### 5 **Class representatives**

- a. We need to find class representatives for this school year. Candidates who are not able to attend to meeting should make their candidacy known through [SPPA@snaresbrookprep.org](mailto:SPPA@snaresbrookprep.org) no later than Sunday 14<sup>th</sup> September.

### 6 **Used Uniform Sale**

It has been agreed to reintroduce the used uniform sale (new style only!). We need to:

- a. Find a coordinator for the event
- b. Agree on a date and time for the sale (preferably soon and if at all possible, have the sale both in the morning and in the afternoon)
- c. Secure a location for the sale (preferably the Hall)
- d. Agree on a pricing policy
- e. Establish who will be the recipient of the funds from the sale (SPA/charity?)
- f. Find out what to do with clothes that are left over at the end of the sale.

### 7 **Christmas party**

- a. We need a date for this.
- b. We need to have someone book a DJ.
- c. We need to find someone who will be responsible for party bags
- d. We need a coordinator for the actual event.

### 8 **Christmas decorations**

- a. We need a coordinator
- b. We need a date.

### 9 **Bingo**

- a. Should we move it to this term instead of next?

### 10 **Next Meeting**

- a. Suggested date is Tuesday 13th January 2015

### 11 **AOB**