

**Parent Teacher Association (PTA) Meeting
Monday 14th March 7.30 – 8.30pm at Lancot School**

Agenda:

1. Introduction to General Meeting: Why the PTA needs to be constituted (SV/MP?)
2. Recruiting committee members and election process: (ER?)
 - Advanced nominations received and welcome nominations.
 - Nominees voted in by a majority show of hands.
 - AGM Information and close General Meeting
3. Proposed dates/times for PTA meetings in 2016: Monthly or Bi-monthly meetings? At least once per term / 3 times per year. Terms of reference of the group and how to exit members.
4. Events planning!!
 - Academic Year Calendar
 - Rio Summer Fete
 - Fundraising goals/target amount
5. Bucket/wish list
6. Communication – totalisers
7. Public liability Insurance to cover events
8. Any other business (AOB)