**Action list from PTA meeting 24th April 2024**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Action**  | **Responsible**  | **Comments** |
|  | Send out clarion call for Panto tickets  | Penny/Dan |  |
|  | Let new parents joining in September know about panto ticket sales | Penny |  |
|  | Send reminder on the PTA whatsApp group | Dan |  |
|  | Penny to include requests for:Cuddly toysJazzy jarsTombola Lantern jarsin the news letter | Penny |  |
|  | Check raffle ticket status | Dan |  |
|  | Ask ex-form 6 girls to see if they can man the glitter bar, | Dan | If enough then have both nails and tattoos. Rota to be agreed/sorted between old form 6 girls |
|  | Request for parent volunteers for glitter bar | Nameeta  | If parents volunteer available to include in rota |
|  | Forms responsible for rotas together for their own form. | Form reps  |  |
|  | Signage for form stall | Form reps |  |
|  | Signage for Glitter bar and tuck shop | Nameeta |  |
|  | Tuck shop donation list  | Nameeta | Form reps to circulate list |
|  | Tuck shop rota. | Nameeta  | Form reps to circulate list |
|  | Check if nursing homes in Chorleywood accept food donations | Nameeta  |  |
|  | Itinerary of drinks in PTA cupboard.Check if enough plastic wine glasses and tumblers (for Pimms) | Penny |  |
|  | Order/buy drinks | Nameeta |  |
|  | Prep for Jazzy jars on Friday  | Form 4 reps | School open from 2pm on Friday |
|  | Prep for Tombola on Friday | Reception/Form 2 reps | School open from 2pm on Friday |
|  | Set up on 18th May 12 noon  | Form reps for own stallsNameeta/Dan/Penny for joint stalls |  |
|  | Risk Assessment | Penny |  |
|  | Stall allocation  | Penny |  |
|  | Dates for 2024/2025 events | Penny |  |
|  | Request for Rainbow Hamper after Summer Fair | Penny |  |