

The Parents' Circle Committee

St Christopher School

AGENDA

**Thursday 11th November 2010 at 8pm
in the Junior School Hall**

1. Welcome from the Chair and approval of minutes of meeting on 26th September
2. Reports from Richard Palmer and Paul Mason.
3. Finance
 - a. Budget for the year's events
 - b. Cheque signatories
 - c. Confirmation of payment procedure
 - d. Report on payments made/approvals given since last meeting
4. Secretarial
 - a. Feedback re. Extraordinary General Meeting
 - b. Approval of New Constitution prior to final approval at EGM
(Please note: a copy of the new constitution, which has been approved by the Head, Governors and PC Committee members is also on the website. There will not be time in the meeting to go through it in detail, or to discuss the wording. If you have any questions, please contact the committee in advance of the meeting – details below.)
5. Confirmation of appointment of co-opted committee members
6. Any items notified in advance by parents and staff
7. Events – report, timetable, help needed
8. Marketing- report, next project, help needed
9. Community & Communication – report, next project, help needed
10. Class Rep. Co-ordinator – report, help with creating JD for Senior Reps
11. General Discussion to get ideas for future meetings and events
12. Any other business
13. Date of next meeting

If there is time, the working groups will get together immediately after the meeting to allocate jobs, share ideas, discuss new plans, arrange next group meeting