

Activity Register							
Project/Activity:	Parent Council Activities	Owner:	CD				
Date Modified:	04 11 2019						
Item	Function	Action/Work Package/Activity	Priority	Owner	Deadline	Status (Open, ongoing, closed)	Comments
1	Events	Work Method Statements for all fundraising events	Low	AL	16 08 2018	Closed	These will detail all information to plan and carry out events. Andi will update these after each event
3	Admin	Members - personal details forms to be completed	Low	LM		Ongoing	
9	Marketing	Events or attendance at school event's	Low	ALL		Ongoing	Monitor numbers and attend events to target new members
23	General	Road and P1 Entrance	High	LM / School		Ongoing	Continue communications regarding issues. School workin with children to produce banners for school to 'keep us safe' / and please tur right. Info put out on PC newsletter. Awaiting feedback from council. Eileen has been chasing, and if nothing heard by end of th week, she is going to take it to director level.
24	Marketing	Attending Nursery Forums	Low	SM	Continuing	Ongoing	Shona has volunteered to attend Nursery Forum groups, where possible, to share HH activities and news
27	Fundraising	Sponsored Bounce Voucher Prize	LOW	ALL	31 1 2020	Open	Decision to be made as to how/if a gift voucher is offered at the next sponsored bounce
28	General	Car Park Safety / Disabled bay signs	Medium	AL/CB		Ongoing	Andi and Colin to pursue erection of signage in car park pertaining to safety issues/concerns - Links to Action 23.
30	Marketing	Primary Forum	Low	ALL		Ongoing	Presence of PC members at Parent forum meetings to feed into and feedback information. Monthly volunteers required
31	Fundraising	Gift Tags	Medium	LM / HB / LW / YM		Closed	To take forward the making of Gift Tags for PC stall at fair. No action taken / focus has been on other areas of PC.



32	Fundraising	Gala Day 2020	High	Gala Comm.	1/31/20	Open	Carry out preliminary work on suitability of proposed themes. Arrange initial meeting of Gala committee to discuss creation of Organisation and Building sub-comms and decide theme.
33	Fundraising	Valentines Disco / Sponsored Bounce	Medium	All	1/31/20	Open	Agree on charging policy for Valentines disco and arrange date of "bounce" as per previous meeting
34	Social	Funday	Medioum	ALL	3/31/20	Open	Decide on date and format of the free family fun day based upon costs incurred and availability
34						Open	
36						Open	
37						Open	
38						Open	
39						Open	
40						Open	
41						Open	
42						Open	
43						Open	
44						Open	
45						Open	
46						Open	
47						Open	
48						Open	
49						Open	
50						Open	