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**Malcolm Sargent School PTFA Meeting  
Tuesday 10<sup>th</sup> October 2023 6.30pm for 7pm at the Danish Invader  
AGENDA**

- |    |   |           |
|----|---|-----------|
| 1  | <b>Welcome and Apologies</b>  | Kirsty    |
| 2  | <b>Minutes of Previous Meeting from AGM 19 Sept 2023</b>  | Kirsty    |
| 3  | <b>Matters Arising From Minutes</b>   | Committee |
| 4  | <b>Eligibility, Quorum and Declarations of Interest</b>   | Committee |
| 5  | <b>Treasurer's Report</b> <ul style="list-style-type: none"><li>• Financial Summary</li><li>• Cashless Options</li><li>• Items authorised since last meeting</li></ul>                  | Abi       |
| 6  | <b>Communications Report</b>  | Kirsty    |
| 7  | <b>Retail Report</b> <ul style="list-style-type: none"><li>• Secondhand Uniform</li><li>• SK Lottery</li></ul>  | Karen     |
| 8  | <b>School Report</b> <ul style="list-style-type: none"><li>• Update Summary</li></ul>   | Katie     |
| 9  | <b>Christmas Fayre</b> <ul style="list-style-type: none"><li>• Update Summary</li><li>• External stall holders / charity stalls</li></ul>   | Committee |
| 10 | <b>Any Other Business</b> <ul style="list-style-type: none"><li>• Christmas Cards</li><li>• Light show on Empingham Road</li><li>• School Open Evening Thurs 9 November 4-7pm</li></ul> | Committee |
| 11 | <b>Date of Next Meetings</b>  |           |