



Chairperson: Jennifer Williamson
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**Malcolm Sargent School PTFA Meeting
Tuesday 4th November 7pm in the Staff Room
AGENDA**

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| 1 | Welcome and Apologies | Jennifer |
| 2 | Minutes of Previous Meeting from 7 October 2025 | Jennifer |
| 3 | Matters Arising From Minutes | Committee |
| 4 | Eligibility, Quorum and Declarations of Interest | Committee |
| 5 | Treasurer's Report <ul style="list-style-type: none">• Financial Summary | Sophie |
| 6 | Disco Report <ul style="list-style-type: none">• Update Summary | Maggie |
| 7 | Retail Report <ul style="list-style-type: none">• Update Summary | Karen |
| 8 | Communications Report <ul style="list-style-type: none">• Update Summary | Louise |
| 9 | School Report <ul style="list-style-type: none">• Update Summary | Tim |
| 10 | Christmas Fayre Planning - Sat 29 Nov <ul style="list-style-type: none">• Vacant Fayre Coordinator Position | Committee |
| 11 | Any Other Business <ul style="list-style-type: none">• Christmas Cards• School Open Evening - Wed 12 Nov | Committee |
| 12 | Date of Next Meetings <ul style="list-style-type: none">- to be set | |