

Head Teacher: Mr J Swift

# Micklem Primary School

Boxted Road,  
Hemel Hempstead,  
Hertfordshire, HP1 2QH.  
Tel: 01442 408964  
Fax: 01442 401962  
admin@micklem.herts.sch.uk  
www.micklem.herts.sch.uk

*learning, achieving, working together*



## PTA Meeting Agenda

Date / Time	Monday 11th December 23	
Location	Micklem Primary School	
Attendees	Jo Moriarty, Susan Willington, Kimberley Pynaert, Sarah Varney	Danielle Noble, Menelik Williams Samantha Tracey
<b>Objective</b>		
To Finalise the arrangements for the Christmas Fayre		
<b>Schedule</b>		
1.30pm	Set up from 1.30pm Discussed Floor Plan	
	Preloved uniform stall to be moved if external doesn't turn up	
	Discussed Floor Plan	
	Donations or tokens on non logo uniform £2 for logo uniform	
	Mr Williams on monitoring hall toilets	
	<ul style="list-style-type: none"><li>• Amanda Mckenkie - Book Tombola</li><li>• Jo Moriarty on token station</li><li>• Year teachers doing class stalls</li></ul>	
<b>Roles / Responsibilities</b>		
Set Up	Kimberley Pynaert	
Refreshments	Not Required	



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Minutes

10-15 minutes

**Be Kind. Show Respect. Aim High.**



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