

St. John's Primary School Parent Council Events 2018/2019

Event	Date	PC Actions / Help Required	Responsibility / No. of Helpers	Date to Arrange
Parent Council AGM	Mon 3rd September 2018	<ul style="list-style-type: none"> • Create FB Event / Invite • Issue Previous PC Meeting Minutes • Write and issue AGM PC Report (Head Teacher approval required prior to issue) • Issue Agenda • Attendance 	<ul style="list-style-type: none"> • PCC • PCS • PCC (issue via Office) • PCC / PCS • All welcome 	<ul style="list-style-type: none"> • Mon 20th Aug 2018 • Mon 20th Aug 2018 • Mon 27th Aug 2018 (HT approval by 24th) • Mon 27th Aug 2108 • Mon 3rd Sept 2018
Ladies Night (if we do again)	Fri 14th September 2018	Arrange and man on night (separate list)		Fri 24th Aug 2018
Book Fair at Open Afternoon	Thurs 20th September 2018	Run Book Sales (2 helpers per 1/2hr slot) (NOTE : This is often run by teachers or with P7 help, so may only need 1 per slot)	<ul style="list-style-type: none"> • PCS issue help request • 3-6 helpers 	<ul style="list-style-type: none"> • Mon 10th Sept 2018 • Thurs 20th Sep 2018
Halloween Disco	Thurs 25th October 2018	<ul style="list-style-type: none"> • Request Office to print tickets & issue flyer • Create FB Events for both discos • Request help for snack bags & at event • Buy juice, cups & snacks from Cash & Carry • Make up snack bags • Run juice station & hand out snack bags • Helpers in the hall for P1-4 Disco 	<ul style="list-style-type: none"> • PCC / Office • PCC • PCS • PCT • PC helpers 2-3 • 3 helpers/disco • 2-3 helpers 	<ul style="list-style-type: none"> • Mon 1st Oct 2018 • Mon 8th Oct 2018 • Fri 12th Oct 2018 • Mon 22nd Oct 2018 • Wed 24th Oct 2018 • Thurs 25th Oct 2018 • Thurs 25th Oct 2018
Parent Council Meeting	Mon 12th November 2018	<ul style="list-style-type: none"> • Create FB Event / Invite • Issue Previous PC Meeting Minutes • Issue Agenda • Attendance 	<ul style="list-style-type: none"> • PCC • PCS • PCC / PCS • All welcome 	<ul style="list-style-type: none"> • Mon 29th Oct 2018 • Mon 29th Oct 2018 • Mon 5th Nov 2108 • Mon 12th Nov 2018

Christmas Craft Day	Fri 7th December 2018	<ul style="list-style-type: none"> • Office to issue flyer for Hamper donations • Issue request for hampers & running tea stall • Collate donations & make 12 hampers • Buy cups, Tea, Coffee, Milk, Sugar, Mince/Apple Pies & Biscuits • Run tea & coffee stand per house event 	<ul style="list-style-type: none"> • PCC / Office • PCS • PC helpers 2-3 • PCT • 3-4 helpers x 4 	<ul style="list-style-type: none"> • Mon 19th Nov 2018 • Mon 26th Nov 2018 • Fri 30th Nov 2018 • Mon 3rd Dec 2018 • Fri 7th Dec 2018
Event	Date	PC Actions / Help Required	Responsibility / No. of Helpers	Date to Arrange
Sponsored Event	Fri 8th February 2019	<ul style="list-style-type: none"> • Issue request for fruit donations and help distributing fruit at event • Buy Fruit Juice & cups from Cash&Carry • Platter up fruit & deliver with juice to classes 	<ul style="list-style-type: none"> • PCS • PCT • PC helpers 2-3 	<ul style="list-style-type: none"> • Mon 28th Jan 2019 • Mon 4th Feb 2019 • Fri 8th Feb 2019
Parent Council Meeting	Mon 11th March 2019	<ul style="list-style-type: none"> • Create FB Event / Invite • Issue Previous PC Meeting Minutes • Issue Agenda • Attendance 	<ul style="list-style-type: none"> • PCC • PCS • PCC / PCS • All welcome 	<ul style="list-style-type: none"> • Mon 25th Feb 2019 • Mon 25th Feb 2019 • Mon 4th Mar 2109 • Mon 11th Mar 2019
Book Fair at Parents Evening	Thurs 21st March 2019	Run Book Sales (2 helpers per 1/2hr slot) (NOTE : This is often run by teachers or with P7 help, so may only need 1 per slot)	<ul style="list-style-type: none"> • PCS issue help request • 3-6 helpers 	<ul style="list-style-type: none"> • Mon 11th Mar 2019 • Thurs 21st Mar 2019
Spring Fayre & Plant Sale	Sat 11th May 2019	See separate detailed list		Following March PCM
Parent Council Meeting	Mon 3rd June 2019	<ul style="list-style-type: none"> • Create FB Event / Invite • Issue Previous PC Meeting Minutes • Issue Agenda • Attendance 	<ul style="list-style-type: none"> • PCC • PCS • PCC / PCS • All welcome 	<ul style="list-style-type: none"> • Mon 20th May 2019 • Mon 20th May 2019 • Mon 27th May 2109 • Mon 3rd Jun 2019

Summer Disco	Thurs 6th June 2019	<ul style="list-style-type: none"> • Request Office to print tickets & issue flyer • Create FB Events for both discos • Request help for snack bags & at event • Buy juice, cups & snacks from Cash & Carry • Make up snack bags • Run juice station & hand out snack bags 	<ul style="list-style-type: none"> • PCC / Office • PCC • PCS • PCT • PC helpers 2-3 • 3 helpers/disco 	<ul style="list-style-type: none"> • Mon 13th May 2019 • Mon 20th May 2019 • Fri 24th May 2019 • Mon 3rd Jun 2019 • Wed 5th Jun 2019 • Thurs 6th Jun 2019
Sports Day	Wed 12th June 2019	<ul style="list-style-type: none"> • Issue request for running tea stall • Buy cups, Tea, Coffee, Milk, Sugar & Biscuits, as required • Run tea & coffee stand per event 	<ul style="list-style-type: none"> • PCS • PCT • PC helpers 1-2 	<ul style="list-style-type: none"> • Mon 27th May 2019 • Mon 10th Jun 2019 • Wed 12th Jun 2019