

Date	Tuesday 2 nd December 2019
Time	2pm
Location	St Beward School
Chair	Susan Samm
Attendees	Sarah Vincent, Susan Samm, Abi Nankivell, , Kim Burnard , Jo Best
Apologies	Helen Ward, Jane Moore, Michelle Coleman, Becky Biddick

1. Welcome and Apologies

Apologies noted

2. Review of previous minutes

Minutes were reviewed and no changes required.

3. Finance

The new Lloyd's bank account is working well, Jo is pleased with it and is finding it easier to controlled with the online banking.

The money is back in the account from the speaker system loan.

The current balance is £4681.68

We have funded a new back drop for the Christmas play at the cost of £80.

We are paying the fee for the hall for the Christmas play which is £50.

We have also paid approx. £50 towards new costumes for this years play.

Any money made from the play goes into the fund for new costumes for the following years production.

The PTA has been asked to pay for 2 outdoors learning days at the woods for den building exercises at the cost of £100 per day for Seahorses and Dolphins. This has been agreed by the PTA.

4. Christmas Play

We have agreed that we only need 2 people for each evening to provide refreshments,

Susan is covering Monday, **Kim** is covering Tuesday and **Abi** will be there both days. It has been decided that donations work better that prices for items as it raises more money and also stops the problem of change etc.

Susan is going to purchase the items needed. Shopping required before is, juice cartons, snacks both sweet and savoury, tea, coffee, hot choc and milk.

Sarah is lending her urn and is making a donations bucket and will get them to Susan by the Monday afternoon.

Susan and Abi are setting up ready for the evening play on the Monday afternoon at 2pm.

5. Present wrapping 13th Dec

Abi has got 20 Christmas stamps and lots of stickers as agreed.

We have at least 35 chocolate gifts and a few non edible gifts but still require 20 extra gifts of a non edible nature, brown wrapping paper, 5 rolls of sellotape and sticker tags, **Sarah** is going to purchase them.

Jo is going to send info out to parents for the wrapping day and will compile numbers of children wanting to take part and take money in advance.

On the **day Abi, Susan, Sarah and possibly Rachel Buchanan and Nicola Wardle** are going to help out. We have agreed to wear Christmas jumpers to add to the festivity and will meet at school to set up at 12.45 ready for 1pm start with the children.

We endeavour to get the wrapping paper pre cut as this will aid the smooth running of the wrapping, **Susan and Sarah** will do this in advance, date to be arranged.

6. Christmas Fayre

Lyra and Sarah Whitby have kindly offered to tend to the refreshments on the day.

Stalls are going to be:

Lucky dip, **Jo** has already been busy on the wrapping front.

Guess how many Maltesers Rudolph jar, **Abi** is going to put this together, Sarah is to supply the jar, asap.

Where is Santa hiding treasure hunt, **Jo** to sort.

Teddy tombola, **Michelle's** stall.

Marbles game

Raffle, we have a few prizes which **Sarah** is going to purchase recyclable wrapping/bows for. **Susan and Sarah** will make raffle 'pretty' before the fayre after the request for more prizes has gone out.

Father Christmas is booked John Overton has said he is happy to help again this year, as a thank you we will give him a box of chocolates, **Susan** is to purchase this. The Carnival committee are supplying 50 gifts for Father Christmas to give to the children. Hoping that Michelle is well and is back to school before the fayre to make FC's grotto more festive.

Abi is going to do a message on the St Beward selling page, **Susan** on the school facebook page and **Jo** is going to ask Veronica for any unwanted gifts as raffle prizes and any teddys for the tombola stall.

NB: We need to find backup / second Elf to help Becky (or be Becky) – any volunteers???

7. AOB

Kim has contacted the pub on several occasions to ask about a date for the quiz night but is still waiting to hear back from them.

Cedar Croft's presentation of the money made from the tree sales is Sunday January 5th (**NOT 12th!!!**) at 10am . **Susan** has asked for representation, both **Sarah and Abi** have said they think they are free and if so are happy to attend with Susan. We would like to thank Cedar Croft on the day with a handmade card and for it to be signed by as many children as possible from the school. **Abi** is going to make the card and then we will have it at the Christmas Fayre to make it easy for children to sign in readiness for the 12th Jan.

Sarah is going to set up a Whatsapp group for the PTA as its a quick and easy means of communication but doesn't have Jane or Helens number at present to add them if they want to be part of it.

NB: We forgot to discuss below must do at next meeting!

We were asked to consider paying £200 + VAT for the eco-schools bronze award but collectively decided we would like to do more research on this opportunity before coming to an informed decision. www.eco-schools.org.uk

8. Date for next meeting

Next meeting is the **AGM** and is set for Tuesday 28th January 2020 at 2pm at school.