

Date	Thursday 24 th January 2019
Time	19:00
Location	St Breward School
Chair	Susan Samm
Attendees	Rachel Cooke, Becky Biddick, Helen Ward, Jo Best, Michelle Coleman, Kim Burnard, Emily King, Susan Samm, Jane Moore
Apologies	Jess Evison, Abi Nankivell, Laura Millward, Nicola Wardle, Natasha Arnold

1. Welcome and apologies

Apologies noted

2. Review of previous minutes

Minutes were reviewed and all agreed they were fine.

3. Finance Update

The PTA is in a really good place with £5411.95

There are number of activities and resources that the PTA could possibly help with this year:

- Cairn Glaze Cavern visit for Seahorses and Dolphins
- Outdoors for the day with Tim
- A Moor walk with the children from Otterham
- Comic Relief and possibly a sponsored walk – Rachel to send for the Comic Relief Pack.
- Outdoor learning resources – Rachel to ask Tim Breward and Francis Evans for a wish list, and approach local companies to see if any companies would be willing to donate items. Items that might be included are the likes of bird boxes (Helen Ward may be able to bring some over from Otterham), bug hotels, fire pit, etc.
- Groceries stand for Francis for selling the produce that the school is producing. Katie Goodman helped with a similar thing at Otterham, so Rachel to speak to Katie about this.

The PTA has agreed to fund £500 of the new website.

4. Garden Party Raffle

The garden party will be Saturday 1st June 2019. Jo has already booked Steve for the disco. Raffle tickets will need to be purchased ideally, so that they are ready for after the Easter Holidays, giving plenty of time for selling them. Beacon Resilience are happy to donate 1st place raffle up to a value of £250, the PTA discussed, and another hamper would be ideal, but maybe include some vouchers from local companies such as butchers as well. Michelle is willing to take on the role of selling raffle tickets around the village again. The lottery licence will need to be renewed, Rachel/Becky/Jo to check on renewal and if the same licence number is kept.

It might be a good idea to have a schedule of events for on the day, so that people don't leave as soon as the raffle has been drawn and stay longer into the evening. There was discussion about music/entertainment for the opening; unfortunately, the buskers from last year won't be able to come again this year. Live bands are quite expensive. Some discuss about the children possibly doing something that could be worked on during workshops in school time. Helen Ward to speak to Jan Man about possibly doing some drumming, or even possibly the students from Sir Jim's doing something.

Rachel Cooke is happy to communications to local business for raffle prize donations, but will ask for help collecting raffle prizes, etc. Becky can provide a list of who was contacted last year, and a template for letters that were produced.

5. **Storage**

Some items are currently stored at Rachel Cooke's garage, at the moment it isn't an issue as it is only a few bags for Bags2School. If it becomes an issue Rachel will let the PTA know.

6. **Ten Tors**

4 or more are needed for a team and the walk will be taking place on the 5th May. Susan is happy to take the lead on this. Natasha Arnold has done it before so will be the right person to speak to about it.

7. **Lottery**

Nicola Wardle has said previously, she would be happy to run the lottery. Becky Biddick will speak to Nicola about taking this on.

8. **Future Meeting**

The next meeting will be on Tuesday 26th February at 18:00

9. **AOB**

Kim is happy to take the lead on the pub quiz and to try and get a date booked for March/April.

Rachel to check at what point do we need to register with the Charity Commission.