

Date	Tuesday 1 st October 2019
Time	17:30
Location	St Breward School
Chair	Susan Samm
Attendees	Sarah Vincent, Susan Samm, Rachel Cooke, Michelle Coleman, Helen Ward
Apologies	Abi Nankivell, Becky Biddick, Kim Burnard, Jane Moore, Jo Best

1. Welcome and apologies

Apologies noted

2. Review of previous minutes

Minutes were reviewed and no changes required

3. Finance

Jo sent a finance report to be reviewed during the meeting. Donations to the PTA during 2019 have totalled approximately £2900 with the main area of income coming from the Garden Party. The bank will have approximately £5100 in it once money has been paid back for the outdoor speaker system.

Sugar Tax money has been confirmed and will be received in October. This money will be used to fund the outdoor speaker system and new outdoor climbing equipment; which is being installed during half term.

4. Events throughout the school year

Susan is proposing 2 events per term as follows:

- Autumn Term – Xmas Party and Present Wrapping and Bag4School (booked for Wednesday 13th November
- Winter/Spring Term – Village Easter Egg hunt (either a certain day with a cake sale at school or around the village during the Easter week with entry forms being picked up from the shop) and possibly a pub quiz.
- Spring/Summer Term – Garden Party and Bags4School#

5. Christmas Events

The Christmas play will be on the 11th and 12th December at the chapel. Refreshments to be provided by the PTA again, will need two volunteers to be there from approximately 17:30 to set up.

Miss Goodman will be doing a nativity play or something similar at school this year.

The Christmas Fayre to be held on the last day of school, Friday 20th December, starting at 1pm. The set up will be done on the Thursday afternoon/after school. Donations will be needed for bric a brac. Games will include Teddy Tombola and lucky dip. Helen will also see what games Otterham have and if any can be used. There will be hot drinks and cakes; and a raffle (donations will be needed). Michelle is happy to decorate the inside of the castle to turn it into Santa's Grotto again. Will need to find a volunteer for Santa.

The Christmas Present wrap to be done on Friday 13th December, with the children bringing money in on Monday 9th December. The charge will be £2 per gift again, with the PTA providing gifts with a value of approximately £1. Following on from feedback last year, more chocolate is needed. Rachel to check what is left from last year, including wrapping supplies. The purchasing of gifts to be divided between the PTA.

6. Future Committee Meetings

Susan is proposing 2 meetings per term to be held on a Monday or Tuesday evening at 5pm, to allow Helen to attend as well. And then PTA Pop Up sessions to be held on the last Friday of the month after school drop off to allow for parents to ask questions and volunteer for upcoming events. All events/meetings to be put on Facebook in advance.

7. Kids Cake Sale

The possibility of a kids cake sell to held on the last Friday of the month, however, after some discussion it was decided that this wasn't an option due to the size of the school, resources and staff/PTA members limited time. However, the PTA has suggesting asking Jo and Lyra if they are happy to continue doing the burgers/hot dogs, etc on a Friday, maybe every 2 weeks.

8. AOB

Rachel will be resigning as the PTA secretary due to relocation. Sarah is happy to be secretary, nominated by Susan Samm, elected by Michelle Coleman and seconded by Helen Ward.

Curry Craving from St Tudy are coming into school on Friday 14th October to do a taster event with the first orders being taken on Monday 28th October for pick up on Friday 1st November. Currys are prepared and delivered to school for 3pm pickup, and they just need to re-heated. A donation is made to the school following each event.