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| Date | Tuesday 12 th November 2019 |
| Time | 2pm |
| Location | St Beward School |
| Chair | Susan Samm |
| Attendees | Sarah Vincent, Susan Samm, Abi Nankivell, Becky Biddick, Kim Burnard , Jo Best |
| Apologies | Helen Ward, Jane Moore, Michelle Coleman |

1. Welcome and Apologies

Apologies noted

2. Review of previous minutes

Minutes were reviewed and no changes required.

3. Finance

Jo has closed HSBC bank account due to their terrible service and continuous problems not being resolved. A new account with Lloyds has been opened and money has transferred. Money for the speaker system has been received by school and Jo has requested back the amount that was leant by the PTA to pay the original supplier.

Future spending

As requested by all at the meeting please could it be put to the members in advance of booking so we do not end up having to pay for things unexpectedly. This way we can decided as a collective if we feel it is something that the PTA wishes to spend on and not to be left with no choice.

4. Christmas Play

Play dates need to be checked upon as the 11th is the day before Election Day. Historically we have cleaned up the day after but it is doubtful this will be the case this year due to the election date. Jo is checking on dates. Two water urns are required. One to be provided by school the other Sarah is willing to lend for the two evenings. We feel two people each night will be sufficient for running refreshments of tea, coffee, juice and sweets. It is suggested that we ask the wider school community if there is anyone who would like to lend a hand.

Action Sarah urn + all to ask who can help

5. Christmas Fayre

The Christmas Fayre to be held on the Friday 20th starting at 1pm. Set up will be done on the Thursday after school. Donations are required for bric a brac, teddy tombola and lucky dip and the Raffle. We need someone to get decent Raffle prizes (Rachel used to do it). Becky is happy to be Father Christmas' Elf again this year, but we require a FC! Jo to ask Carnival committee if they can supply FC presents again. Also it has been suggested that we again ask the wider school community for extra volunteers as there is likely not to be enough PTA members available to help as people already have plans. Action Becky to ask about FC, Jo for kids presents and all for donations

6 .Present wrapping 13th Dec

More brown wrapping and gifts are required, Sarah will purchase more of both before December. Items to be used as gifts will be purchased for no more than £1 and will charge £2 per gift again this year. Abi's suggestion of using stamps as decorations on the wrapping is a

good way of keeping wrapping recyclable, she is going to find hers to bring them along. On the day volunteers are required to help, Abi, Sarah, Becky, Susan, Rachel B and Nicola have offered their time. **Action Sarah shopping + Abi stamps**

7. Pub Quiz 2020

Kim is to try and arrange the next pub quiz for early next year for raising money for the PTA.

8. Cedar Croft

Susan's flyer for raising funds through Cedar Croft has been ok'd and is to be sent out via flyer to parents for the end of this week. **Action Susan flyer and Jo to print out**

9. AOB

Rachel has formally resigned as Secretary and from the PTA due to her relocation. Sarah has taken on the role of secretary.

The PTA has agreed funding for part of the turtles classes trip to the Eden project next term, we have agreed to pay for the transport costs which equate to approximately £9.00 a child.

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

Lyra and Jo are happy to do Friday sausages and burgers- thank you.

10. Date for next meeting

Tuesday 3rd December at 2pm

It has been noted that it is easier for people to attend meetings during the day so meetings in the future will be held on a Tuesday at 2pm.