**PTA Committee Meeting 3.30pm Thursday 18th May 2017**

**Attendees:** Andy Doyle**,** Vikki Derham, Hilary Priest, Sarah Skinner, Kellie Bishop, Jenni Rowe, Sophie Clark, Karen Jarvis, Kelli Soares, Rachel Gates and Kiri Jeavons

**Absences**: Symon Rawles

**Resignations**: Andy Doyle (as Chair – not from PTA)

**Nominations:** Kellie Bishop and Jenni Rowe for joint chair (till September AGM) – voted for unanimously.

* **Finance**

*Statement*

£1049.35 raised since last meeting on 20th April.

Bag Packing £630.65

Banyan cake sale £101.10

Gingko cake sale £128.20

Maple cake sale £53

Car parking £418.20+£78.20

Current bank balance £6602.18

Any standing orders set up by parents will show on next month’s bank statement.

* **Disco Thursday 25th May**

All discos have enough helpers.

Equipment/set up arrangements being checked after school next Tuesday with Kellie and Rachel.

Hilary will send an email to clarify that it is for pupils only and parents are only to stay if helping, and to let parents know what will be available for children to buy.

Face painting and glitter tattoo stocks will be checked and topped up if needed.

Karen will ask Jaz to make some face painting stencils.

May need more squash – need to check staff room cupboard.

Sarah collecting bags of sweets from Morrison’s next week.

Vikki will organise floats.

Hilary will tell children in assembly.

Kellie will organise registers to highlight children in and out.

Will need to blue tac card to glass in doors to make it dark.

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| Entry – including biscuit and drink | £1 |
| Glow sticks | Bracelets 20p Necklace 50p |
| Glitter tattoo | 50p |
| Face painting | 50p |
| Bag of sweets | 10p (one per child) |

* **Mufti day Friday 26th May**

Children to wear their own clothes in exchange for sweets for the summer fair.

* **Summer Fair – Friday 7th July**

*Advertising*

A banner has been donated with a peel off date to allow it to be reused. Posters are displayed more available if anyone can put one up.

*Bar*

Dartmoor Brewery have donated two barrels (around 144 pints). They will be set up in the morning with cooling jackets and allowed to settle.

Andy has a gazebo that can be used.

Lots of people have volunteered to help cover the bar.

Vikki will give Jenni a cheque for the £21 licence fee.

Will purchase Pimm’s and other drinks when on offer.

*BBQ*

Brandon hire have been reconfirmed.

Sarah meeting about food for BBQ next week, and her partner is able to run the BBQ

*Cakes,sweets, lollies and ice creams*

Have helpers to cover these stalls*.*

*Crafts*

Any contributions of natural materials welcome for the children to make tree/fairy houses.

*Raffle*

Sophie has collected over 15 prizes, list of top three to be printed on tickets.

Jenni’s quote for the tickets is the best one. Kelly Soares can design.

*Stalls*

All games 50p, plus some free ones that will also run in school; guess the number of sweets, matching staff to baby pictures.

Preloved uniform with tea towels and bags.

The reindeer game with sunglasses on.

Possible games: Human fruit machine, hook a duck, coconut shire.

We need more prizes for games – possibly rubbers, pencils, notepads.

*Tombola*

Boxes are out now to collect prizes.

Other

Karen can lock up on the night, and Peter will come in on Saturday for any final cleaning up.

The Terrace will be invited

Hilary will apply for late opening.

Toilets: Between Banyan and Lime for adults and reception for children.

In the event of bad weather, the hall and studio will be used.

Andy can use Facebook to appeal for helpers for specific roles.

* **Car park rota**

Filling up by about 10.30am on nice days. Names can be added to the rota.

* **Morrisons bag pack**

Next date 17th June- letters going out to year 2 and up asking for help. Looking into getting t-shirts with school logo for adults.

* **Bags for Schools**

Jenni will distribute bag,s and bags could come into school from the 12th and be stored in the spare classroom. Reminders to be included in newsletter and put on Facebook.

* **Next Meeting**: Thursday 15th June 3.30pm
* **AGM**: Thursday 21st September 2017