

**St. Thomas' PTA Meeting Agenda**  
**Tuesday 12<sup>th</sup> November 7pm at St Thomas' Junior Site**



**Attendees: Rhian Greaves (Co-Chair), Becky Judson (Treasurer), Angie Pollard (Secretary), Sarah Morley (Communications Officer), Paul Campden (Deputy Headteacher), Claire Hyde, Joanne Hayes, Bec Till, Becky Morris, Susie Oldfield, Jen Cleary, Emma Fowler, Josie Bain**

Agenda Item	Notes
<p>1. Minutes / actions from last meeting and Finance overview</p>	<p><b>Minutes</b> No amendments to previous minutes.</p> <p><b>Actions</b> Chair has struggled to find a mutually convenient time to discuss points from previous meeting with school so these actions are carried over.</p> <p><b>Finance</b> Just under £15,000 in the bank but need to purchase bar stock for the Fashion Show.</p>
<p>2. Wish List</p>	<ul style="list-style-type: none"> <li>• Rhian has spoken to school regarding the proposed £10,000 to improve the infant playground. School have started to obtain quotes and are looking into a pergola (with roof) big enough to accommodate a full class of 30 children and extending the astroturf. <b>ACTION</b> Joanne to discuss funding options for greenery grants with school.</li> <li>• There has been confusion over who was paying for the dance group who worked with the kids throughout the school and so this wasn't raised at the last meeting. The kids really enjoyed it and the PTA will cover the cost but it will have to come out of £10,000 allocated for the playground improvements.</li> <li>• Chair hopes get a totaliser for the reception at both sites but too much going on at present so will be left until January <b>ACTION</b> Chair to arrange for a fundraising totaliser for the reception area at both sites.</li> <li>• We would like more photos of things the PTA have paid for to be publicised. <b>ACTION</b> Sarah to do social media/comms posts for the sandpit from the Smartie Challenge Prize (now Miss Harnett's class)</li> </ul>

<p>3. Fashion Show</p>	<p>50 tickets have been sold so far and we have decided to offer free tickets to teachers/staff as a thank you for their support.</p> <p><b>ACTION</b> Sarah to include a push for tickets in this week's comms, including that they will be available on the door and to remind people there will be clothes available to buy.</p> <p><b>ACTION</b> Becky Judson to arrange a thank you to Trevor due to late finish of the event.</p>
<p>4. Christmas Fair</p>	<ul style="list-style-type: none"> <li>• The sub team met last week and Rhian has met with Mr Campden since.</li> <li>• The aim of the fair is to relaunch a Christmas event and keep it simple, with the community feel being the most important aim.</li> <li>• The hall will be used for craft and tombolas and reception classrooms for grottos &amp; stories while waiting.</li> <li>• There will be job sheets for each stall to list what they need to sort out.</li> <li>• PSC will do some games in the mugga.</li> <li>• Drinks/cakes outside the Y1 classrooms.</li> <li>• Nick Prince's 'Diamond Dogs' gourmet hot dogs will set up in the playground and offer a kids meal deal, hot dogs &amp; vegan option. Many thanks to Nick for offering to do this at cost price and provide marquees for tabletop games.</li> <li>• We estimate we will need 300 selection boxes for the grottos.</li> <li>• Raffle tickets will be normal books rather than printed, £1 a ticket and we will check whether regulations allow us to sell them in the playground in advance. Thanks to Joanne Hayes who has got some great prizes already.</li> <li>• Jen Cleary will be acting treasurer on the day of the fair as Becky is unable to attend.</li> <li>• We will ask for contributions of chocolates &amp; bottles on 28/29<sup>th</sup> Nov and mince pies &amp; cakes on 5/6<sup>th</sup> December.</li> </ul>
<p>5. Christmas Refreshments</p>	<ul style="list-style-type: none"> <li>• We discussed whether it was worth doing refreshments for the nativities due to the effort required at a very busy time and the limited funds raised.</li> <li>• We agreed that refreshments were nice to have, rather than profitable but this year we would keep it simple by offering tea/coffee and biscuits.</li> <li>• We will not offer mulled wine as we would need a licence to do this and cannot get a licence to cover all the performances. This will save the cost of the licence, mulled wine and extra effort required to heat it.</li> </ul> <p><b>ACTION</b> Angie to coordinate nativity refreshments</p>
<p>6. Feedback from previous events</p>	<p>We hope to work on this in January but will ask questions where needed when planning the Christmas Fair. Useful tips given so far include:</p> <ul style="list-style-type: none"> <li>- having lots of bin bags around</li> <li>- removing tickets from tombola prizes before handing them over as lots of them ended up on the floor at the Summer Fair.</li> </ul>

<p>7. AOB</p>	<ul style="list-style-type: none"> <li>• Angie proposed a ‘swap shop’ on our Facebook page to offer parents a chance to exchange nativity costumes. This is just to help each other out and not a fundraiser.</li> <li>• Santa gifts – Mr Campden suggested the visit from Santa is appreciated by infants, Y3 &amp; Y4 but Y5 &amp; Y6 would rather just have a present. Cyril from the church has helped us out with this previously. Gifts could be left unwrapped to save work and Christmas Dinner Day, 18<sup>th</sup> December, is a potential date. <b>ACTION</b> Emma to organise Christmas gifts for 600 children to be delivered in school.</li> <li>• 31<sup>st</sup> January is unsuitable for Bubbles &amp; Bingo event due to potential Brexit Day &amp; Young Voices. Mr Campden will check if 7<sup>th</sup> February is an option.</li> <li>• We are very grateful to Lyndsay Pearce’s husband who has made a Bug Hotel for Forest School.</li> <li>• Becky Judson has checked and Year 1 are not allowed a mud kitchen for their area so action to be closed.</li> <li>• School discos - We will need to book an entertainer ASAP. <b>ACTION</b> Chair to look at potential dates for the school disco</li> </ul>
<p>8. Next Meeting Date</p>	<p>No December meeting as we will all be too busy with Christmas Fair &amp; nativity performances!</p> <p>Wednesday 15<sup>th</sup> January in the Elizabethan for the next meeting (not Plough on the Moor as unsuitable due to their quiz night)</p>