

Meeting Minutes 17 October 2024



Item	Notes	Action Points
Attendees	Rebecca Shara Gemma Caroline Jodie Polly Jade	
School Disco	Date 18 th December Decided the disco 'slots' were a little too long last year, Carolines husband has agreed to DJ. Tickets pre-sold via ParentPay £3 each	Change timings to the following; <ul style="list-style-type: none"> • Reception, Year 1 & Year: 2 3.30pm-4.15pm • Years 3&4: 4.30pm-5.30pm • Years 5&6: 5.45pm-6.45pm <p>We need to arrange volunteers to run this!</p>
Christmas Extravaganza (feat. 'Smores with Santa')	Winter fayre/woodland experience open to the public – Sunday 1 st December 2pm-4pm Items to include; <ul style="list-style-type: none"> • Smores over the campfire • Hot chocolate / mince pies / mulled wine • Santa (Ian) • Christmas 'trail' with gift (charge £3?) • Helston Town Band? • Donkeys / Reindeer • Snow Machine? • Games (pin the tail on Rudolph, drop a coin on Rudolph's nose, chocolate tombola) • Used xmas jumper sale • New book sale 	We need to recruit at least 20 volunteers to 'man' attractions (with a minimum of 6 people to set up) Caroline to source santa suit Ian to be santa Gemma and Shara to be elves (meet and greet, hand out trail maps, give out gifts) Jodie to look into card readers (ideally x2 – 1 for entry and 1 for refreshments/smores) Jade to create poster, contact Flicka donkeys (done), contact the Crate re donkeys (done), create trail sheets, contact council for gazeebos, contact Helston Town Band (done) Rebecca to contact Gwel and Mor, contact a friend about lighting Volunteers so far; <ol style="list-style-type: none"> 1. Rebecca W 2. Shara D 3. Gemma P 4. Ian P 5. Caroline W 6. Jodie T 7. Polly J 8. Jade S 9. Katie F 10. Gemma R <p>If the event goes ahead we will need to invest in some items to 'jazz up' the proceedings, items we can save and re-use in future.</p>

<p>Events Planned/To Plan</p>	<p>Christmas Santa Run 13th December (children run to raise money dressed up and receive hot choc and a cookie)</p> <p>Car Boot Sale - £5 per car entry, refreshments by PTA. 29th March, cars arrive at 9am, sale 10am-12pm</p>	<p>Sponsorship forms to be sent via school before the event – Jade</p> <p>Polly to check ok to go ahead</p>
<p>Other Items</p>	<p>We have over £11000 to spend, the school needs sensory boards for KS1 (Approx £2,000) and is reserving £5000 for the Year 3 shelter project, which leaves £4000 in spending available</p> <p>We need to get plans drawn and quotes made for the sheltered area to explore funding options</p> <p>Advertise the recent spending to parents, circulate the news</p> <p>At the next meeting we will discuss future events and plan more details, once the Christmas Extravaganza has taken place</p>	<p>Jade to put ‘shout out’ for technical drawings on newsletter/Facebook</p> <p>Jade to take photos and create poster for newsletter/Facebook</p>