

CPSA meeting – Monday 20 February 2017

Present

- Rebecca Williams, Debbie Edwards, Holly Linham, Sarah Brown, Cathy Jeffrey, Clair Maxwell

Apologies

- Sam Morris, Rachel Smith, Nicky Shildrick, Lucy Morris

Declarations of interest

- None

Approval of last minutes

- All approved

Finance update

- Valentines disco raised £444.17
- Second hand uniform sale at Love 2 Learn around £30
- Closing balance of £5,088.58

School report

- Louise May and Rebecca Williams had a meeting earlier in the day
- Next on the school wish list is some lighting for the school hall. Stage lighting.
 - **Louise May to investigate and provide a quote**

CPSA funding needed for the following:-

- Shed of some sort to store the CPSA equipment. Currently being stored in school, but needs to be moved to another outside location as the school needs the space as it grows.
 - Discussed issues with a shed including damp, security
 - **Need measurements to decide what options are available (Louise May and Rebecca to action)**
 - **Action complete: 9ft by 5ft**
 - **Need to work out what we want to put into storage and then work out what size we need, utilising the space we have (Cathy to look into options and to speak to Jaki Manning about containers)**
- Fridge/freezer for CPSA storage for frosty Fridays
 - Space in staff room for CPSA to have own freezer
 - Need to consider what type and if need fridge
 - **Rebecca Williams to look into options and prices**
 - Needs to be purchased before summer term
- Tea urn
 - **Debbie to look into costs for a new tea urn**
- Tombola drum
 - **Cathy to look into options including making one**

Review of valentines disco

- Successful event

- Raised £444.17 which was less than last year. Last year raised £529 plus £100 match funding.
- Main reason was drinks and snacks purchased last year were on better offers.
- Discussed charging and whether to increase cost of alcohol next year by 50p
- During the disco we ran out of prosecco, real ales, larger, crisps and chocolate.
- Discussed the options for disco next year including running 2 on separate dates, or 2 back to back (one for F, yr1 and yr2 and one for yr3 and yr4).
- Need to consider costs of running disco on different nights and whether we would have enough interest for 2 events.
- This year we had approx 230 people attend

Upcoming events

- 17 March is the yr1 cake sale
 - **Katrina Horesman to organise**
- Bags 2 School will be collected on Friday 28 April
 - 24-27 April bags can be left at school
 - Leaflets and letter are done but need printing and putting in book bags
 - Need to go into book bags before Easter hols
 - Trudie will need to be aware that the bags will be coming into school
 - **Clair to check about bags and letters going into book bags**
- Fri 30 June – Art exhibition
 - Last year this raised £320
 - **Louise to inform CPSA on theme and what size the art work will be so that suitable frames can be purchased**
 - Last year the event was too long (until 6pm). No parents attended the last hour. This year will just be an hour so will be finished by 4:30.
 - Plan to have prosecco, juice, water, crisps for donations
- Fun run
 - Rebecca, Debbie, Holly, Sarah and Rachel taking part in fun run in Windsor on 22 April
 - Entry price is being paid for by individuals
 - **Rebecca is setting up a Just Giving page which will link to CPSA charity.**
 - **Action complete**
 - **Holly to check about setting up a Vodafone just txt giving number**
- Year 2 camp
 - Not a CPSA event, but discussed at the meeting
 - To be organised and run by yr2 parents
 - Date set at Friday 16 June
 - **Louise to check SATS finished by then**
 - Mrs Chopping will be on site and stay the night. She will organise the fire and risk assessment for whole event.
 - Portaloo needs to be hired (spk with Jaki Manning who sorted this last yr)
 - Doors to grounds all locked at 9pm (no entry in or out after this time)
 - Rough plan would be 5pm tents up, bbq and marshmallow, night walk, bed
 - No smoking and responsible drinking
 - No siblings
 - **Rebecca to check drop box for info that went out to parents last year**

- Small fee to cover costs. Not a fundraising event.
- Advice from parents who went last year is to set an agreed bedtime in advance. Also consider location of fire pits as last year they could not be seen from the main grounds (risk of kids hurting themselves)
- Letters to go to parents this term
- **Debbie to check with Chris if he can get the same tents**
- **AOB**
 - Love 2 learn. Sold £200 of books and 9 books purchased by parents for the school wish list. Usbourne books donated a further 4 so 13 new books for the school library.
 - **DBS check needed by Rebecca, Debbie and Holly. All to action.**
 - Gardening club (Clair)
 - Clair looking to set up a lunch time gardening club
 - Would be run on a Friday lunch time
 - School interested and Clair and Louise May have already had one meeting to discuss with another planned for next Monday.
 - The club would run from summer term to October half term.
 - The club would plant, grow and then harvest fruit, veg and flowers.
 - Linked to RHS school gardening scheme
 - Option for produce to be sold on Friday after school
 - Need to confirm how many could do it and exact set up with school
 - Would need to purchase 5 raised beds, gardening equipment (gloves, spades, watering cans etc)
 - Estimated cost of £550 to set it up
 - All CPSA agreed in principle to fund the club
 - **Clair to confirm exact costs to Debbie following the meeting next week with the school**
- **Summer fete**
 - Need to confirm who booked, sort out terms and conditions of stall holders
 - Need to decide on bouncy castle (slide one and normal one)
 - **Rebecca to confirm if Emma Cadec (face painter) is booked**
 - Need to decide on class / parent stalls
 - Arranged a separate meeting to discuss (Friday 5 May?)
- **CPSA committee poster**
 - To help engage with foundation parents who may not know who we are
 - A4 poster with a picture of each committee member and brief line about who they are, what kids they have etc
 - **All committee to send to Rebecca to create PDF**

AOB

- Possible option of supplying the cakes and coffee at Charvil Village Fete
- The date for this is Saturday June 17
- **Rebecca to find out if we are needed**