



Catherington Infant School Association (CISA)

Registered Charity Number: 1045305

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May Meeting Minutes

Thursday 16th May 2024 at 6:00pm

At The Ship and Bell

1. Welcome and apologies

- In attendance: Heather Hulbert, Kate Powell, Rachel Rackett, Sarah Shipman, Charlotte Pickett, Hayley White, Sam Bickley-Vale.
- Apologies: Lisa Parker, Maria Burden, Hannah Whiteley, Paul Shipman.

2. Confirmation of minutes from last meeting

- Received confirmation that the previous meeting minutes were done and are on the school website.

3. Summer Fair

- Heather confirmed that raffle rockets have gone to school for distribution in book bags; 3 books per child (more available from the office), and Chandlers have agreed to sell tickets.
- In terms of brochure ads, Heather advised that if all current enquiries confirm, sales are so far up to £900 (last year's total was £1,225).
- Steve Grantham Estate Agent boards will be going up shortly as well as 2 banners (1 for Stonechat and one for Morrisons roundabout) and an additional 2 banners from Hampshire Design Studio (1 to go up at the front of the school and 1 at the Traffic lights near Morrisons). Charlotte offered to put up banners when they are ready and the appropriate authorisation to display has been obtained.

- Sarah advised that 3 stalls have been booked - a home scent company, a sweet business, and lego, as well as Harvest View Brownies and a petting zoo. Sam will enquire with someone she knows who sells jewellery.
- Paul has applied for the temporary alcohol licence, the previous gambling licence still covers this event, but Heather will renew to take advantage of the reduced cost for next year.
- It was agreed that the proceeds from Splat the Rat would be donated to Final Straw charity who are working with the school.
- PTA stall update:
 1. The ice cream stall has again been sponsored by Prestige Garage Doors.
Format to be kept the same as last year with vanilla cones and cups and ice poles. Heather to check stock of pots and spoons.
 2. Sarah asked Rachel to check current lolly stocks for lucky lollies.
 3. Paul has suggested a new design for Hoopla - Sarah to discuss with a new Reception parent who may be interested to help.
 4. Beat the goalie - a number of local sports companies had been contacted for help with this, but if needed, a parent will cover this activity.
 5. Bouncy castle - has been provided by Freddie's Dad and will be manned by Mr Dickenson.
 6. Face painting - glitter supplies being donated by Hannah Whiteley.
 7. This year we will not run Guess the Sweets, Higher and Lower, second hand books or Jammy Madness due to low takings previously and the challenges in making sure all stalls are covered.
 8. Coconut shy - cost of coconuts has come up high (79p per coconut from a local greengrocer), therefore unless a significantly cheaper option is sourced, this activity will be replaced with a tin can game.
 9. Teddy tombola - 3 tickets for 50p, 0 and 5 wins.

10. Tattoos - stock to be checked to assess if any additional tattoos need to be ordered.
11. Tombola - 3 tickets for £1, 0 and 5 wins. Nikki has raised that there are some items in the office upstairs at school to be used for this; to be checked.
12. Drinks Tombola - £1 a ticket, 3 for £2, numbers ending in 0 and 5 win a prize.
13. BBQ - Burgers, Sausages and veggie burgers (we already have veggie burgers). Kate has a BBQ that can be borrowed. To speak to Hannah about a possible discount on meat from a local shop. Agreed we would ensure there is a gluten free option on rolls.
14. Refreshments - to be manned by Kate.
15. Drinks tent - Fruit Ciders, Pimms, Beer, cans of fizzy drinks, Fruit Shoots, bottles of water and jugs of squash. Prices kept the same as last year.
16. Lucky Dip - 50p a go, 70 girls and 70 boys prizes, which we already have from previous donations. These are currently being wrapped.
17. Entertainment - the following was proposed;

12:15 -12:45 Available
1:00 - 1:30 Choir
1:45 - 2:00 Dance Club
- Heather to produce a Summer Fair brochure front cover design sheet, for return on Friday 3rd June. One to be selected for the front and a runner up from each class to be included inside the brochure.

4. Leavers Disco

- Mrs Anderson confirmed with Heather that this will be organised by the school; no PTA help needed.

5. Book Fair

- Heather confirmed that there had been £824.19 of sales which gave the school £412.10 worth of books. This included £45.92 spent by the PTA to ensure that over £800 worth of sales was achieved in order to benefit from the higher rate of returns.
- Agreed we would rebook for next year, possibly in line with World Book Day but certainly not as close to Summer Fair next time. Heather to check Scholastic availability.

6. Tea Towels

- It was discussed that the artwork for Tea Towels would be completed in class between 3rd and 7th June. Heather will sort the order form, Sarah to collect artwork while Heather is on holiday.
- Price agreed - £5 per tea towel.

7. Outdoor Project

- Maria has updated Sarah and Heather on the plans for the Outdoor Project; Rhythm and Hues have been appointed as the contractor to lead on this. The chicken house - Cluckingham Palace - will be built at a cost of £2,100, and raised planters will be installed for £1,860. The total cost of £3,960 for phase 1 of this project is to be paid for by the PTA.

8. AOB

- It was discussed that now the weather is improving, ice lolly sales could recommence, with ice poles to be sold for 20p each on sunny Fridays (Frozen Fridays!).

9. Date and time of next meeting

- Friday 7th June at 6pm, venue TBC.