



**Catherington Infant School Association (CISA)**

Registered Charity Number: 1045305

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**ANNUAL GENERAL MEETING**

**Tuesday 10th September at 6:00pm**

**At Catherington Infants School**

**1. Welcome and Apologies**

- In attendance: Heather Hulbert, Rachel Rackett, Kate Powell, Sarah Shipman, Paul Shipman, Hannah Whiteley, Lisa Parker, Christina, Lucy Phillips, Maria Burden, Sam Bickley-Vaile, Hayley White, Charlotte Pickett.
- Apologies: None.

**2. Matters Arising From Previous AGM**

- Heather shared that she continues to pursue funding for the trim trail; this is a £16,000 project for which a lottery application is currently being completed. Heather advised that she will keep the PTA up to date with any progress regarding this.

**3. Chairs Report**

- Heather talked through the following -

***How the PTA is run***

*Just to remind everyone that every parent at the school is automatically a member of the PTA, but you can choose to take a more active role in helping to run the events.*

*We need as many bodies on hand as possible, particularly in the busy run-up to Christmas with prepping the Xmas shopping and Activity days.*

*All help is appreciated, whether that's volunteering as helpers on the day, or preparing cut out card or ticketing raffle prizes.*

*We have monthly meetings to come together and record what's going on and make plans, but also have the WhatsApp chat to move conversations along in-between meetings.*

**Key successes from last year:**

*We raised an amazing amount over the last year (of which Paul will share more details in his Treasurer's report).*

*Some particular highs for me were the summer fair - which despite being dampened by the great British wet weather, was still more successful than the previous year and it was mostly held indoors this time. Fingers crossed for lots of sunshine this year so it can be even bigger and better.*

*Being able to provide classes with 'wish lists' for xmas and general classroom lists, of items with a budget of around £150 per class for items that the school's budget either doesn't stretch to, or for supplies they regularly run out of, to help support the children's learning.*

*Revamping the butterfly garden was a lovely project to undertake (the table will get painted when it stops being damp!) and gives the children a lovely area to extend their learning into. And the new Cluckingham Palace chicken coop and vegetable patch are looking lovely and also paid for out of PTA funds.*

*And the whole school trip to Marwell at the end of the year, being wholly paid for by the PTA, including entrance fees, coach hire and a small souvenir for every child, was an amazing achievement, and a lovely way to celebrate such a good Ofsted report as well.*

*We've brought in external companies such as the Mini Professors science days to enhance the children's learning, Openbox Theatre at the end of the year, and Princess the Unicorn visit at Christmas.*

**Thanks**

*I would like to thank all of the PTA for their hard work, determination and dedication to making this such a success, we've all done brilliantly and work so well as a team. You're all amazing.*

*In particular I want to thank my wing woman Sarah, vice chair, who has been invaluable throughout her time at Catherington. She does a lot of stuff running around behind the scenes and has been a wonderful support through my first year as Chair.*

*Secondly, I would like to thank Paul for his hard work as treasurer, making sure all of the monies are collated correctly and on time, and giving us clear guidance on what's available to spend and how much we've made throughout the year to keep us motivated. I know it takes a lot of man-hours to cash up all the coins that come in for events, and make sure it all tallies up.*

*As Belle has moved on to Horndean now, I know we will miss you both very much. [gifts presented to Sarah and Paul - Sarah comments that it has been amazing and an absolute pleasure to support the school].*

**What's planned for the year ahead:**

*We have some lovely events planned up until Christmas - our Xmas shopping night, Xmas activity day, children's shopping day, film night in October.*

*One of the big things we're looking at fundraising for is the new outdoor learning trim trail - which needs £16000. As the first port of call, we're aiming to get funding from the National Lottery Access for All Grant, but if that doesn't come through we will reassess and see what we can do in the way of events to run to help fund this particular project.*

*The ASDA Cashpot is proving very popular - we already have £93 in the pot, and we can continue raising money until 30th November, so do tell all your class parents, friends, family to pick Catherington in the Asda rewards app, even if they don't use it as we get £1 for every sign up - money from this will come into the PTA account in Spring term.*

**How to get involved**

*We would love as many people to get involved as possible - particularly this year looking forward to future years as a few more of us will be leaving next year when our children move on, so having a solid foundation of helpers from all of the years is key - we will be actively trying to recruit more volunteers throughout the year.*

*So please do share details in class whatsapp as much as possible and encourage conversations in the playground, even if you know people can't attend the meetings due to other commitments they're welcome to join the PTA WhatsApp and help in the background.*

#### 4. Treasurer's Report

Paul Shared the following -

- Starting balance as of 12/09/2023 - £5,621.02
- End Balance as of 10/09/2024 - £2,103.93 (this includes £717.71 to be banked and £45 for 3 booked stalls for the Christmas Shopping Night 2024).
- Raised from events the last academic year - £11,602.21 (minus expenses).
- Expenditure for the year - £10,182.20 on the following -
  1. £3,000 Library refurbishment
  2. £3,960 Cluckingham Palace
  3. £550 Open Box Theatre
  4. £360 Mini Professors
  5. £2,312.80 Marwell Trip
- Post meeting information provided by Paul -

Event	Amount collected	Outgoings	Total
Ice pole sale	£22.00		£22.00
Bounce for Books	£1,484.25		£1,484.25
Film Night Elemental	£231.00	£17.52	£213.48
Nativity	£134.05	£0.65	£133.40
Xmas Jumper Sale	£70.00		£70.00
Activity Day	£648.00	£171.48	£476.52
Childrens Shopping Day	£483		£483.00
Adult Shopping Night	£439.00	£28.61	£410.39
PTA Disco	£201		£201.00
Bingo Night	£347.01	£37.76	£309.25
Book sale (after World Book day)	£51.90		£51.90
Easter Fair	£677.00	£123.38	£553.62
Film Night - Bad Guys	£276		£276.00
Year 1 Ice Creams	0	£60.00	-£60.00
Summer Fair	5806.2	£866.95	£4,939.25
Tea Towels	565	£298.32	£266.68
Frozen Friday	166.8	£13.70	£153.10
	£11,602.21	£1,618.37	£9,983.84

## **5. Committee Elections**

Heather introduced the elections, going through each role as follows -

- Chair - Heather Hulbert advised that she would like to stay in role, this was unanimously supported by those in attendance. Formally seconded by Rachel Rackett.
- Vice Chair - Sarah Shipman confirmed that as her youngest child had now completed their education at the school, she would be stepping down as Vice Chair. Hannah Whiteley and Kate Powell put themselves forward for the role. They were asked to leave the room so that a vote by show of hands could be taken, this confirmed Kate Powell in the role as majority vote.
- Treasurer - Paul Shipman also advised that he would be stepping down from his role. Rachel Rackett put herself forward for this, seconded by Sarah Shipman.
- Secretary - As Rachel Rackett had moved into the Treasurer role, the position of Secretary was available. Charlotte Pickett put herself forward for this, seconded by Paul Shipman.

## **6. Confirmation of 2024/25 Event Dates**

- Frozen Friday, planned to be held on 13th September has been cancelled due to the weather. TBC for 20th September (weather permitting).
- Christmas Jumper Sale - 14th November, in the playground after school.
- Adult Christmas Shopping Night - 21st November, 6:30pm-8:00pm, in the school, stall holders can set up from 5:30pm. The PTA will do some prep straight after school that won't interfere with the After School Club. Heather confirmed that this has already been set up as an event on Facebook.
- Kids Christmas Shopping Day - 6th December.
- Christmas Jumper Day - 12th December, Maria will speak to Nikki to ask if Christmas Lunch can be arranged for this date.

- Christmas Activity Day - 13th December.
- Book Fair - 11th March.

It was agreed that possible dates for the Easter and Summer Fair would be proposed to Maria for consideration.

## **7. Film Night**

- Date - 16th October.
- Time - Straight from the end of the school day, finishing at 5:15pm.
- £3.50 per ticket to include a choice of slice of pizza or hot dog.
- Films for consideration - Leo, Back to the Outback, Migration.
- Volunteers - Sam, Hannah, Heather, Hayley, Christina, Lucy, Rachel (TBC), Kate (TBC), Lisa (TBC).

## **8. Parents 'lets get to know each other' Night**

- It was agreed that a Quiz Night would be held on 11th October, in the school hall, at a cost of £5 per ticket. Raffle to be organised.

## **9. A.O.B**

- We discussed that it would be great to have a board in the playground to communicate events with parents as another way to keep everyone up to date. A display board had been looked at previously but the cost was high - Hannah said she would research and see if she could find something budget friendly.

## **10. Date and Time of Next Meeting**

- Tuesday 1st October at 6pm. Location to be confirmed.