



Catherington Infant School Association (CISA)

Registered Charity Number: 1045305

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**ANNUAL GENERAL MEETING OF
CATHERINGTON CHURCH OF ENGLAND INFANT SCHOOL
ASSOCIATION (AGM OF CISA)**

Tuesday 12th September 2023 at 6:00pm

1. Welcome and Apologies:

Present - Charlotte Pickett, Shona Goodwin, Maria Burden, Chloe Reeves, Rachel Rackett, Sarah Shipman, Paul Shipman, Heather Hulbert, Hayley White, Sam Bickley-Vale, Lisa Parker.

Apologies - Kate Powell.

2. Chairman's Report:

Shona addressed all the attendees of the meeting with a welcome and thanks for everyone's hard work over the past year. In particular she expressed her gratitude to Sarah.S for being her 'right-hand wing woman', Paul for his financial management, Maria for being open minded with the PTA ideas, and a message to pass to Sarah.F for her contribution as teacher representative. She urged all members to continue to volunteer for the positive impact it has to the school.

3. Treasurers Report:

Paul advised that the PTA opened the year with £435.22 in the account, and that over the last academic year, the PTA has raised the following –

- £110.40 cake sale
- £285.22 disco
- £526.50 Christmas shopping
- £88.50 Christmas jumper and tag sale
- £593.62 Christmas activity day
- £233.80 movie night 1
- £811.28 Lucky Squares
- £86.65 book sale
- £113.50 quiz night
- £265.50 movie night 2

- £4,816.70 Summer Fair (including follow up sales)
- £25.79 Amazon
- £49.62 Easyfundraising
- £100 Nicola Jane Creations
- £110 Cauliflower Cards
- £7.75 Recycle for Charity

There is currently £2,636.12 in PTA account after spending the following –

- £372 leavers t-shirts
- £1,900 iPads
- £88 Easter Eggs
- £3,000 library refurbishment
- £450 Open Box Theatre
- £90.94 Coronation items
- £84.50 ice creams on a school trip

4. Election of Committee Members:

Chair - Shona Goodwin confirmed she is standing down as Chair. Heather Hulbert volunteered herself for the role. Seconded by Rachel Rackett, Sarah Shipman, Maria Burden and Hayley.

Vice Chair - Sarah Shipman happy to continue in position.

Treasurer - Paul Shipman happy to continue in position.

Secretary - Rachel Rackett happy to carry on in position, but also happy to handover should anyone else wish to take the role – no volunteers, so will continue in role.

Teacher Rep - Chloe Reeves taking over from Sarah Fennell as Teacher representative.

5. A.O.B:

Upcoming dates

- 15th September – Ice Pole sale after school. 20p an ice pole. Sarah and Sam to run. The idea of this is to welcome new parents and encourage new PTA members / volunteers for future events.
- 4th October – Bounce for Books. Sam to look into a parent contact for a bouncy castle. Provider must have Public Liability Insurance. Maria to arrange for sponsor forms to be sent.
- 11th October – New date for movie night. To watch Elemental. Reply slip needs to include parent agreement to their child watching a PG film. Sarah to draft letter. Due to challenges preparing pizzas in school kitchen, Sarah to investigate if Dominoes or Pizza Hut may donate.
- 3rd November – Non uniform day for teddy's/chocolates.
- 16th November – Christmas shopping evening (stalls, raffle, mulled wine, mince pies). Paul to check if alcohol licence still valid.
- 17th November – Children in Need (not a PTA fundraiser).

- 23rd November – Christmas jumper sale. Charlotte happy to run again and sell any left-over items on Facebook afterwards.
- 1st December – Children’s Christmas shopping day.
- 5th and 6th December – Year R Nativity. PTA to run Tea/Coffee stall. Sam to contact parent photographer to see if it’s possible to get help with taking photos for sale.
- 8th December – Christmas activity and jumper day.
- 19th January – Bingo in the school hall.
- 7th February – Disco, 4-5:15pm. Shona to investigate possible DJ option.

Heather volunteered to create a poster to inform parents of all the upcoming dates. Heather will also draft a letter with a reply slip for multiple events so that parents can choose to pay upfront now if they wish, avoiding all the costs coming in December. This was suggested to help the transition for Dolphins parents, who voiced previously that the amount of money CISA/the school were asking for in the first term was overwhelming. Therefore, to help ease this, it was agreed that offering pre-payment forms to help with budgeting would make it more appealing to parents.

Maria advised that the Teacher wish lists will come via Mrs Anderson.

Sarah raised that Mini Professors, whom she had raised previously, had been back in touch regarding sessions for classes this term. This would be £120 per hour / session, for 3 sessions (one for each class), funded by CISA. Sarah to send Maria details to review. Chloe suggested this could possibly be arranged to coincide with science day on 10th November. Dates and times to be confirmed following Maria’s feedback.

Maria was asked if the school had any suggestions for things they would like fundraising for over the coming year, and she will confirm and report back at the next CISA meeting.

Heather to send Maria details of applying for a Lottery Grant. This is to explore the different ways in which we can help the school to fund the Outdoor Learning Project, which was put on hold last year. Maria was also reminded of the separate £500 outdoor equipment grant which is in the 3rd round of applications at the moment. Maria has confirmed she has allocated time to go through these applications in further detail and will come back with an update later.

6. Date of Next Meeting:

26th September at 6pm at Catherington Infant School.

Actions:

- Sarah to draft movie night letter
- Maria to organize Bounce for Books forms to go out
- Paul to investigate alcohol licence
- Sam to investigate bouncy castle and photographer options
- Shona to investigate possible DJ
- Heather to create event date poster and letter for upcoming events
- Sarah to send science company information to Maria
- Heather to send Lottery Grant information to Maria