



**Catherington Infant School Association (CISA)**

Registered Charity Number: 1045305

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**MEETING OF CATHERINGTON CHURCH OF ENGLAND  
INFANT SCHOOL ASSOCIATION**

**Tuesday 26th September 2023 at 6:00pm**

**1. Welcome and Apologies:**

Present - Chloe Reeves, Heather Hulbert, Sam Bickley-Vale, Hannah Whiteley, Hayley White, Kate Powell, Sarah Shipman, Charlotte Pickett, Rachel Rackett.

Apologies - Shona Goodwin, Lisa Parker, Maria Burden, Paul Shipman.

**2. Confirmation of minutes from last meeting:**

Heather confirmed that the minutes had been shared with the school and uploaded to the school website. No amendments requested, accurate record taken.

**3. Film night:**

Since the last meeting the letters have gone out to parents and reply slips have started to come back, however no one has noted that they will be able to help with the event. It was agreed that we will need 6 parents as a minimum. At this stage 4 parents have offered to help – Sam, Hayley, Heather and Hannah. Any volunteers will need to arrive just before 3pm to start setting up. Sarah advised that the school have previously taken care of the set-up of the film onto the projector. Popcorn may be prepared into bags in advance of the event in order to distribute as quickly as possible. Sarah will explore pizza options to see if we can get any donated from a local take away.

**4. Adult Christmas shopping night:**

Event to be held on 16<sup>th</sup> November, 7-9:30pm with set-up from 6pm. Stall holders will be charged £15 for a table and will be invited to make a donation to the raffle. Entry to the event will be free, but we discussed possibly leaving a donation box out. It was agreed that refreshments would be kept simple, with mince pies, mulled wine, tea, coffee and squash. Sarah confirmed that we already have mulled wine from previous parent donations, and she will contact local Costa coffee shops to see if we can obtain some donated disposable cups for the evening. Paul will check what the situation is

with the previously sourced alcohol licence, and if it is still valid. However mulled wine can be done on a donation basis should a licence not be in place.

The number of tables that could be sold for the night was discussed, and approximate figures were suggested, as follows –

- Turtles class – 6 tables
- Seahorses class – 4 tables
- Dolphins class – 4 tables
- Library – 2 tables
- Hall – 8/9 tables
- Rainbow room – refreshments

Raffle tickets will be sold on the night, using a standard raffle ticket book at a proposed cost of £1 per strip.

Sarah confirmed that initial interest in the event from stall holders has been good, with businesses including sweet cones, candles, jewellery, embroidery, stocking fillers and clothing companies expressing an interest.

PTA members discussed other possible businesses that could be contacted, including local ale producers and vineyards. Members with friends and family who run local businesses will approach them with information.

## **5. Activity day:**

Previously run activities were discussed, and it was agreed that a couple wouldn't be repeated as the children struggled with the concept. The following are planned –

- Teddy tombola (PTA has already been able to source free pre-loved teddy's for all)
- Chocolate tombola (to be collected on the upcoming non-uniform day)
- Lucky lollies (we already have lollies left over from the summer fair)
- Decorate a Christmas dec' (alternative to decorating a biscuit as it was agreed this it is a lot to ask of someone to make them all, and Sarah has been able to source 100 wooden decorations for roughly £12)
- Jars (Sarah shared that there are 15 filled jars left over from last year, and Rachel has started collecting empty jars from a local café. The PTA will continue to work on this to minimise the burden on parents)
- Christmas tattoos (lots left from last year's activity day, Sarah to check how many)

## **6. Christmas shopping day (children's):**

It was discussed that a plea for Christmas shopping day items should be sent to parents after half term in order to give the PTA enough time to sort through them all. An emphasis will need to be made on men's items as this is something we are always short of.

It was noted that it would also be helpful to ask for donations of items such as ribbon and draw string bags. Charlotte suggested that we draft a list for donations of such miscellaneous items with a collection box in reception, so that we can continue to gather for future events. This would include things such as napkins, plastic cups etc.

It was agreed that a letter will need to go out on 19<sup>th</sup> October advising parents what we will be collecting, so that this can be kept in mind over that half term break.

**7. Teacher wish lists:**

Chloe advised that Turtles was the only wish list that had been drafted so far. She agreed to chase the other teachers and to bring more details to the next meeting.

**8. Outdoor project:**

Chloe shared that Maria wanted to begin phase 1 of the outdoor project and would therefore like to ask for £2,500 to go towards this. Chloe explained that the plan is to use the top of the field for a vegetable garden with a poly-tunnel and raised beds, and the chicken house to be moved to this area.

In relation to this, Maria would also like a parent volunteer day for clearing / grounds work in this area as preparation for the project, ideally before Christmas. Concerns were raised about parent availability in the lead up to Christmas, Heather agree that she would discuss with Maria and find out more about the logistics and also if payment could be split, as we are just at the start of fundraising for this academic year.

Heather confirmed that Maria has applied for the £500 grant towards outdoor learning and hopes that is successful and could go towards this.

**9. Nutty Professors:**

Sarah confirmed that there is no update at this time.

**10. Pumpkin festival:**

Sarah proposed a pumpkin festival as a social event for the school, with children decorating or carving pumpkins for display. Chloe raised that Pumpkins were seen to be symbolic of Halloween so it was unlikely we would be able to hold such an event. Alternatives were discussed, such as a display of firework pictures, egg decorating, and Easter bonnet parades. Chloe agreed to discuss with Maria.

**11. Cauliflower Cards / tea towels:**

Heather explained that she was planning on suggesting Catherington tea towels as an alternative to Christmas Cards, as she was concerned that the cards were labour intensive for teachers. However, as these had already been made, we discussed producing a tea towel for May / June, and Heather was aware of a local (Waterlooville based) company that could produce these for £2.40 each. Agreed to revisit later in the year.

**12. £20.24 fundraising idea:**

Heather shared that she had seen the concept being run by another PTA and wondered if it was something we could also adopt at Catherington. The idea being that children would raise £20.24 (in the year 2024) by doing helpful jobs for friends and family. Rachel shared concerns about some parents possibly not having many people their children could go to for sponsorship and as a result, feeling pressured to pay the £20.24 themselves.

Hayley suggested that we could look at possibly a 24 activity list that children could do for sponsorship.

It was agreed that this would be considered further at the next meeting.

**13. Any other business:**

Sam confirmed that the Bouncy Castle for Bounce for Books was being provided free of charge, by a parent. Insurance information to be shared with Nikki Anderson.

**14. Date and time of next meeting:**

Thursday 2<sup>nd</sup> November at 7pm at the Ship and Bell, Horndean.

**Actions:**

- Sarah to explore pizza donations for film night
- Additional film night volunteers needed
- Sarah to contact Costa coffee shops for disposable coffee cup donations
- Paul to check alcohol licence
- Children's Christmas shopping event letter to go out 19<sup>th</sup> October
- Chloe to chase teacher wish lists
- Heather to discuss parent clearing day with Maria
- Chloe to discuss pumpkin festival / Easter bonnet parade with Maria