



Catherington Infant School Association (CISA)

Registered Charity Number: 1045305

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April Meeting Minutes

Tuesday 23rd April 2024 at 6:00pm

At The Ship and Bell

1. Welcome and apologies

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

2. Confirmation of minutes from last meeting

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

3. Book fair

- 3 cases of books will be dropped off at the school on 7th May. The company is unable to confirm a specific time, but expected within the school day, with the possibility of being able to sell books that afternoon.
- Book cases will be collected on 14th May, with main sales taking place between 8th and 13th May.
- Parent only shopping time available after drop off in the mornings until around 9/9:15 am. Parent and child shopping available 3:00-3:45 pm on each of the days.
- Payment can be made by cash or card and books can be taken straight away.

- Orders will close at 1pm on Monday 13th, but books can still be taken from the shelves after this time.
- If £300 worth of books are sold, the school will start to earn commission.
- Heather advised that she has been given 5 x £5 book vouchers. It was agreed that 3 would be used for competition prizes, one for each class, to design a book cover. Judge TBC. The remaining 2 will be given in a prize drawer for anyone who pre-orders a book.
- Books start from £2.99 and all are on a 3 for 2 offer.
- Volunteer schedule as follows -

	AM	PM
7th	N/A	Rachel and Heather
8th	Sam and ?	Rachel and Heather
9th	Charlotte and Hayley	Kate and Charlotte (TBC)
10th	Sam and ?	Sarah and Shona
13th	Sarah and Heather	Sarah and Heather

4. Film night

- Agreed to The Bad Guys for the film (which is a U) for the next Film Night on 15th May.
- Timings for the event will be 3:15-5:15 pm.
- Food as per previous events - a choice of pizza or hot dog. Hannah has offered to donate popcorn to serve on arrival, Kate offered to donate paper bags to serve, and Rachel to donate Ice Poles for pudding.
- Heather to check if ketchup left over from Easter Fair. Sarah to speak to the Reception parent with family bakery, to see if it might be possible for them to donate some rolls as they kindly helped with the Easter Fair. Sarah will also explore if it is possible to get a pizza donation from a local take away.

- Sarah to draft and distribute a Film Night letter.
- Post meeting note - Volunteers - Rachel, Sarah, Sam, Hayley, Lisa, Heather, Hannah.

5. Butterfly garden

- It was confirmed that good progress was made with the volunteers on Sunday 21st; the clearing was completed and decorations and pots added. There is some painting still to do; agreed we will sort on an ad-hoc basis when there is a good weather window after school one day.
- Big thank you to Brewers who donated paint and Keydells for the hanging baskets and plants to go in them. Sarah to speak to Maria about sending over a thank you from the school.
- Sarah confirmed Butterfly kits have arrived, caterpillars on the way. One set will be given to each class.
- Chickens for the field discussed - agreed we would look at rehoming ex-battery farm chickens. Rachel to discuss with a contact who she knows does this.

6. Summer fair

- Heather confirmed that Steve Grantham estate Agents have been booked for the advertising boards. He would like the quantity needed by next Tuesday; 15-20 was discussed. In addition, Hampshire Design Studio has sponsored two large banners.
- Teacher volunteers -
Mrs Burden (BBQ), Mrs Anderson (BBQ), Mr D (Bouncy Castle), Mrs Willet, Mrs Weight, Mrs Reeves, Miss Watts.
- The following bookings have been made - Princess the Unicorn (to be charged at £5 per ride with 10% going to the school), Bouncy Castle kindly lent free of charge by a Year 1 Dad (to be charged at £2.50 for 5 minutes), Harvest View Brownies and L.L. Sweet Occasions. Heather to speak to Active 8 about whether they can provide a beat the goalie type activity.

- Brochures were agreed as 250 copies at £240. Adverts being sold as £25 for a half page and £50 for a full. Heather already sold enough spaces to cover the cost of printing.
- Final Straw, the schools chosen partner charity, will receive the takings from one of the stalls.
- Stalls to be run this year -
 1. Tombola - 50p a go.
 2. Teddy Tombola - went too quickly last year, so this year will be 3 tickets for 50p, not a win every time, numbers ending in 0 and 5 win a prize. Some giant teddies to be included which have been collected by Heather for free on Facebook.
 3. Ice Cream - as per last year, vanilla cups and cones with a choice of sauce and Ice Poles. To be on the field this time as better foot fall.
 4. Guess the name - a giant teddy has been donated. Sheet with 250 names on. 50p a guess.
 5. Drinks tombola - Again, went too quickly last year. £1 a ticket or 3 for £2, numbers ending in 0 and 5 to win a prize.
 6. Hook a duck - 50p a go.
 7. Face paint - Face painter arrangements TBC.
 8. Coconut shy - 3 goes for £1. Rachel to speak to Waterloooville fruit and veg to ask about the costs of coconuts. If too expensive, consider a similar concept but with cans on a shelf.
 9. Higher or Lower - 50p a go.
 10. Jammie Madness - 50p for 3 throws
 11. Barrow of booze - £3 a ticket or 2 for £5.
 12. Tattoos - 50p a go.
 13. Lucky lollies - 50p a go.
 14. Beat the Goalie - TBC.

15. Splat the rat - 50p a go.

16. Hoopla - 50p for 3 rings.

17. Raffle - Top prizes so far are Nintendo Switch, Car Service and a £85 Princess the Unicorn voucher. Raffle tickets to be ordered - 2500 at a printing cost of £50.

18. BBQ - Look at what we ordered from last year and reduce slightly. Sarah again to speak to Reception parent about possible bread donation.

- It was discussed that as there is more space this year that we would ask Mr D if we could borrow the Cubs Trip-Trap ride; Lisa to ask. Sarah to also speak to a Year 2 parent about the potential of a fair ground type ride.
- Agreed that following from last year we would make sure we had bigger floats (particularly on the entrance gate), more card machines (Paul currently investigating for direct payment into CISA account), and a ticketing system (each ticket representing 50p) so less small change needed.
- Paul is currently arranging an alcohol licence at a cost of £21. Lottery licence still in date from last year, but will still be renewed due to cost savings of doing a renewal - will therefore be ready for next year.
- Volunteer list to go up in the office.
- Tasks currently being worked on -
 1. Laura - Raffle Prizes
 2. Hannah - Estate Agent boards
 3. Heather - Adverts for Brochures
 4. Sarah - Stalls

7. AOB

- As per the PTA newsletter, the following amounts have been raised in the Spring Term - £51.90 from the World Book Day book sale, £309.25 from the Bingo Night and £553.62 from the Easter Fair. This contributes to a total for the year of over £4,700.

- Post meeting note - Adult Christmas Shopping Night agreed for the evening of 21st November.

8. Date and time of next meeting

- Thursday 16th May at 6pm.