



Catherington Infant School Association (CISA)

Registered Charity Number: 1045305

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February Meeting Minutes

Tuesday 20th February 2024 at 6:00pm

At Catherington C of E Infant School

1. Welcome and Apologies.

In Attendance: Charlotte Pickett, Lisa Parker, Sam Bickley-Vaile, Heather Hulbert, Sarah Shipman.

Apologies: Hayley White, Kate Powell, Hannah Whiteley, Rachel Rackett.

2. Confirmation of minutes from last meeting.

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

3. Bingo night (1st March) 7pm at school.

Letters went out to parents before half term, and we're only 2 days back into school, so ticket sales so far for the bingo night have been small, but reminders have been put into group chats and will go in Maria's newsletter this week.

Tasks left to do:

- Sort prizes for one and two lines (full house will be cash and amount decided on the day depending on attendance numbers) PTA to gather a collection of wine, chocolates and other similar prizes between us, to be liaised on the group chat.
- Someone required to help set up from around 6pm, tables etc.
- Still need a host, however Heather is going to ask Ellie and Sam has also said she would do it if necessary.
- Need to have a volunteer for on the door ticket sales, and handing out game slips to pre-bought tickets.

Discussed dabbers – we are taking pre-orders via the booking slips and will order the amount required for the night, these should make approx. 35p per dabber profit.

We discussed end time of the event and anticipate it to end by 10pm.

Heather will produce a couple of posters to put up in local supermarkets etc.

4. Easter Fair (Saturday 23rd March, 10am-12noon at school):

The Easter fair will be a great opportunity for parents to get involved in some fun activities with their children at the school. Entry will be £4 per child, to include some free craft activities, an Easter egg hunt with an egg prize and a drink of squash. Under 2s can come for free, but will only get a prize for the easter egg hunt if a paid ticket has been purchased.

We will be distributing letters to parents this week in book bags and posters to share on social media and local noticeboards too.

Food and drink to be sold on the day

- Tea, coffee and hot chocolate
- Cans of fizzy drink
- Bacon rolls - suggested £2.50 per roll
- Biscuits or cakes – suggested £1.40 for a hot drink and a biscuit.
- Free squash available for the children

As Morrisons so kindly donated the crisps and biscuits for the disco, we would like to ask them again (via a Turtles parent) if they would be happy to donate biscuits and/or cakes to sell at the Easter Fair. We would be happy to give them a free advert in the Summer Fair brochure as way of thank you for their continued support to the school.

We already have a stock of tea, coffee etc, will need to buy fresh milk and on the day and Heather has a decaf coffee to donate.

Bacon, cans of drink and ketchup need to be bought as well (if we can't find last year's one) also to be purchased.

We would like to ask Laura (a dolphin parent) if her family bakery would be happy to donate rolls.

Included activities:

- Easter Egg hunt with Egg prize
- Easter bonnet competition - make your own bonnet at home and bring it in on the day to be judged. (3 x Chocolate egg prizes for the following age groups 0-3, 4-6 and 7 years +)
- Colouring Easter pictures – Lisa suggested to look on Twinkl for these
- Easter wordsearch
- Dot to dot
- Craft table to include: Create an Easter egg with Multi coloured strips of paper, paper plate bunny ears hat, sheep doily and finger puppet chick. Pictures of these shared in PTA whatsapp chat, and we will print out/make examples of these to have on the tables for children to copy on the day

Arts and craft items to be purchased or obtained:

- Multi-coloured card including extra pink, yellow and orange
- Black card and white card
- Yellow feathers
- Glue sticks
- Googly eyes
- Paper plates (may have some in the shed)
- Doily's (may have some in the shed)
- Stickers for pin the tail on the bunny
- Eggs for the jar

Additional paid for activities, all 50p a go:

- Pin the tale on the bunny, requires drawing a large bunny and having it laminated and purchasing stickers to pin/stick on
- Guess the number of eggs in the jar, requires jar which we should have from the summer fair and the purchase of eggs to fill it
- Chocolate tombola 3 tickets for 50p, numbers ending in a 0 or 5 will win chocolate, to be discussed with Mrs Burden but hopefully children to donate a chocolate bar each in the week leading up to the Easter fair w/c 18th March
- Guess the name of the bunny, large bunny required.

Volunteers required:

- 1 or 2 people on the door and gate
- Craft tables will be un-manned as children will have their parents with them, but we will make sure someone comes round to oversee activities and assist where necessary/replenish stocks etc
- Paid activities, 1 person needed per activity (4 total)
- Bacon rolls - check with Mrs Burden but might have to be someone with a food hygiene certified to cook the bacon and serve.
- Other refreshments and general kitchen helper x 3 people

Therefore approx. 12 helpers are required, we will organise a list of volunteers sheet nearer the time to be put up in reception and message in class chats to ask for help.

5. Summer fair

Last year Steve Grantham Estate Agents approached us to be sponsors of the summer fair, but we already had Beals in place. We'd like to go back to them now and see if they would still be interested in sponsoring us this year. Heather to get the ball rolling and contact them, enquiring about boards/banners packages and raffle prizes they could provide us with.

Sarah has secured the L shape section of the field from The Farmers, and it was discussed that the bouncy castle could go there if we can sort cables for the electric to go down that far.

Claire from Princess the Unicorn has confirmed her availability for pony rides, she will charge for individual rides and donate a percentage towards the school. It was discussed this could be done on the L shape field area from the Farmers Pub.

Showstoppers dance school have already expressed an interest in providing entertainment for the fair and have been given the date. We will get Lisa Yates to liaise with them regarding this as Willow Yates attends this dance school so they have good connections with them.

We can start reaching out to advertisers from last year and local businesses to book advertising space in this year's brochure.

6. World Book Day

- Charlotte and Hayley are confirmed helpers/sellers, hopefully we can get into school a little earlier to set up as school is open for reading with parents.
- Charlotte to lease with Bruna regarding collection of books ready for the day.

7. Mini Professors Science Day

This has been arranged for Monday 25th March, funded by the PTA, giving each class an hour's session based around different science topics.

We have discussed that it would be nice to offer Georgia, the lady who hosts it, a free advert in the summer brochure as a way of saying thank you as well.

8. AOB

- Lisa asked on Maria's behalf if the school could borrow the urn from Kate again for an event on Tuesday 27th Feb. Charlotte has contacted Kate to ask.
- Sarah brought up the idea of PTA helping to improve the butterfly garden for the children to enjoy in the garden area outside Turtles class by the road. She has discussed the idea with Maria in advance of this meeting, and Maria has agreed this would be a lovely addition to the ongoing outdoor project. The PTA could help to clear the area and paint tables that are outside require painting and decorating, as well as purchasing the caterpillar kits for each of the classes. Then going forward, if we could maintain this area throughout the year so it doesn't just get overgrown again. Maria has noted that we wouldn't be able to leave any food out for the butterflies and wildlife as it could attract rats.

9. Next meeting

Tuesday 19th March 6pm at school