



Catherington Infant School Association (CISA)

Registered Charity Number: 1045305

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January Meeting Minutes

Tuesday 16th January 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, Hannah Whiteley, Sarah Shipman, Paul Shipman, Hayley White, Kate Powell, Rachel Rackett, Laura.

Apologies: Shona Goodwin.

2. Confirmation of minutes from last meeting.

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

3. Wrap up of Christmas activities.

Christmas activities were discussed. Positive feedback had been received from Mrs Fennell for the smooth running of the children's Christmas Shopping day, the format appeared to work efficiently, with Mrs Burden and Mrs Anderson on gift wrapping throughout. Quality of donations meant there was a good selection of gifts for the children to choose from.

Adult Christmas shopping night, whilst making a good profit, was a little quieter than hoped for. Agreed that we would consider additional advertising options for next Christmas, should this event be run again. Paul suggested perhaps a free drink voucher on flyers to school parents. Feedback from most stallholders was however positive.

No issues raised with Christmas activity day, the Unicorn visit was well received by the children as an addition to this year's event.

4. Treasurer's end of term report:

a. Fundraising since September 2023:

1. Ice Pole Sale - £22
2. Bounce for Books - £1,484.25 (Bouncy Castle provided by Freddie's Dad)
3. Film Night - £213.48
4. Nativity Sales - £133.40 (Photos were donated by Nicola Jane Creates)
5. Christmas Jumper Sales - £70 (including donation from Hannah Whiteley)
6. Christmas Activity Day - £476.52
7. Kids Shopping Day - £483
8. Adult Shopping Night - £410.39

Raised a total of - £3,293.04, plus some money from printer recycling and Cauliflower Cards Sales.

Bounce for books money immediately given to school to purchase new books.

Currently £3,823.44 in the PTA account.

b. Teacher's wish lists update

Dolphins and Turtles have had items bought by the PTA for their classes. Dolphins selected wooden art caddies, and Turtles received an outside water table. Seahorses TBC.

c. Class Christmas presents from PTA

Items were requested by each teacher at a budget of £150 per class, purchased by the PTA, and provided to the children prior to the Christmas break.

5. Planning for next term's events:

a. Bingo

Discussed and proposed 1st March, 7pm-9:30pm. Paul Shipman/Lisa Parker to check gambling license. Event to be held in the school hall to keep costs down. Bingo game books can be sourced online, suggestion of selling a 6 game book for £5, and potentially selling dabbers on the night. Heather Hulbert to check date with Maria Burden.

Post meeting note – Heather discussed with Maria and confirmed date, distributed in newsletter.

b. Film night

It was discussed that this would not be held this half term due to other planned events, but proposed for 15th May. Agreed we would ideally find a shorter film for the children to watch due to restlessness towards the end on previous film nights. Post meeting note – Maria approved date, distributed in newsletter.

c. Disco

Planned for 7th February, 4-5:15pm. DJ and equipment still to be arranged, Sarah Shipman and Heather Hulbert to explore some options for this. A suggested cost of £3 per child was agreed, to include squash and a small snack (e.g. a biscuit), with refreshments to be set up in the doorway to the rainbow room, for children to help themselves when they wish. Heather to check we still have squash left over from previous events. A number of parents offered to donate biscuits / crisps in order to keep the costs down. All snacks to be nut free. Kate Powell offered to source GF snacks. The following members offered to volunteer on the night – Lisa Parker, Rachel Rackett, Hannah Whiteley, Sarah Shipman, with further TBC – Kate Powell and Laura. A minimum of 6 volunteers will be needed.

d. Book Sale

Another World Book Day, second-hand book sale was suggested. World Book Day falls on Thursday 7th March this year. We already have a number of books left over from previous sales (stored by Jim Rackett), message sent to PTA members for those not in attendance in case any further boxes of books are still being held. Agreed everyone would keep an eye on free Facebook book donations, and a message to go out in class WhatsApp groups for additional unwanted, preloved books. Suggested donation of 30p per book or 4 for £1. The following members said they would be available to run the stall on the day – Hayley White, Charlotte Pickett, Hannah Whiteley, and Rachel Rackett.

Post meeting note – Heather Hulbert confirmed the above with Maria Burden.

6. Outdoor project update.

The field has been cleared, except for the stage. Lisa Parker to speak to Maria Burden and bring further information to the next meeting.

7. Easter Fair.

It was discussed that an Easter Fair has not been run at the school in recent times, but it was suggested that a Saturday morning event may be a nice way for parents to get involved in activities at the school, with their children. A similar format to the Christmas activity day was proposed, with some simple craft activities and possibly a competition. Date of Saturday 23rd March, 10am-12noon suggested. Heather Hulbert to discuss with Maria Burden.

Post meeting note – Heather Hulbert confirmed the above with Maria Burden.

8. Plan for growing the active PTA for 2024/2025.

PTA members continue to be active in encouraging other parents to come along to meetings or help at events.

A flip chart in the playground to be used in future, to remind everyone of upcoming dates and any need for volunteers.

It was suggested that a glass noticeboard is purchased as a way to expand communication with parents, in addition to a visible way to show the amount of money that has been raised.

9. AOB.

a. Summer Fair

A number of dates were suggested, ideally a Saturday in June was hoped for to allow for time to reschedule should the weather cause a postponement. Heather Hulbert to discuss with Maria Burden.

Post meeting note – Heather Hulbert confirmed 15th June with Maria Burden.

b. Mini Professors

No update from Maria Burden at this time. Lisa Parker to bring to the next meeting.

10. Date and time of next meeting.

Heather Hulbert to put a poll in PTA WhatsApp group.

Post meeting note - next meeting scheduled for Tuesday 20th February, 6pm at the school.

Follow up suggested for 19th March.