



Catherington Infant School Association (CISA)

Registered Charity Number: 1045305

316 Catherington Lane, Waterloooville, PO8 0TD Tel: 02392 592263 www.catherington.hants.sch.uk

**CATHERINGTON CHURCH OF ENGLAND INFANT SCHOOL
ASSOCIATION (CISA)**

NOVEMBER MEETING MINUTES

Thursday 2nd November 2023 at 7:00pm

At The Ship and Bell, Horndean

1. Welcome and Apologies

In Attendance:

Heather Hulbert, Sarah Shipman, Charlotte Pickett and Kate Powell

Apologies:

Hayley White, Hana Whiteley, Sam Bickley-Vaile, Shone Goodwin, Paul Shipman, Rachel Rackett, Maria Burden, Chloe Reeve

2. Confirmation of minutes from last meeting

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

3. Adult Christmas shopping night (Thursday 16th November)

Heather has produced flyers for the event which have been distributed in bookbags and the local area. There are a number left which Kate, Charlotte and Sarah have taken to hand out in other places such as nurseries, children's activity places (dance school, gymnastics), shops and any left over to be put through people's doors in the local area.

A Facebook Event has been set up which has attracted 46 people interested and 8 confirmed so far.

There are currently 25 stalls/tables available for the evening, 17 have been booked and paid for, 4 booked but currently outstanding payment and 4 remain available at present.

Therefore at £15 per table a total of £255 has been raised so far. Full confirmation of monies raised for the event will be shared after the event has happened in the next PTA meeting via the treasurer's end of term update.

So far the following people has confirmed they can help on the night:

- Heather (from 5pm)
- Charlotte (from 5pm)

- Hana (from 5pm)
- Sarah (from 5pm)
- Rachel (from 5pm)
- Laura (from 7pm)
- Kate (from approx 7:30 pm)

A plea for extra help on the night and attendees to be put out in the class WhatsApp groups.

We will reach out to Maria and the teachers to see if any of the teachers will be around for the evening – confirmation to come later.

It has been suggested that stall holders and helpers wear something festive such as a Christmas jumper or boppers, to give a more festive feel. Music is also to be discussed with Maria too, i.e. can we play festive music from the laptop and/or school speakers. If not, Kate can bring a bluetooth speaker we can use and connect to a phone.

There will be a raffle on the night, prizes to be donated from each of the stall holders. Charlotte has volunteered to host the raffle station and Rachel (not present tonight) has been allocated to help.

Refreshments: those present at the meeting have allocated Laura and Hana to run the refreshments table on the night. This is to include the following:

- Tea & Coffee £1.50
- Squash 50p
- Mulled wine £2.50
- Mince pies 50p

Kate has offered us an urn to borrow for the tea and coffee and we discussed how to heat the mulled wine. It will initially be heated on the gas hob and then transferred to a slow cooker which again Kate is happy to lend us for the night.

4. Christmas Activity Day – 8th December

The following people had confirmed they can help for this event:

- Heather
- Hayley
- Hana
- Rachel
- Sarah
- Kate
- Laura

Ideally, we require another 7-8 volunteers, plea put on the PTA WhatsApp group. Rachel and Bruna responded to this and can now also help. *(update: since the meeting we have already sourced 3 more volunteers)*

Activities confirmed so far:

1. Chocolate tombola
2. Jar raffle
3. Teddy raffle
4. Lucky lolly board
5. Decorate a Christmas decoration
6. Christmas tattoo

7. Name the teddy

Jobs to sort for the activity day

- Bundle chocolate
- Ticketing jars – possibly Nikki (*update: she has since confirmed this is OK for the school to do*)
- Ticketing teddies – possibly Sam?
- Mark the lollies – possibly Rachel?
- Check if pens are available for decorating – Heather
- Make a name board card/poster – possibly Heather to create

Keydells have confirmed they can provide a 'Santa' to visit the children and deliver presents, however unfortunately they can't offer presents for £1 like last year. They have put together gift bags of Christmas pencils, stickers etc however the price has increased to £2 per child and they can only provide 60 matching gifts which isn't enough. All 4 people present at the meeting have agreed that we will source another option for the presents this year.

Whilst in the meeting we have managed to source packs of 24 Christmas books for £18 as an alternative gift for the children from The Works which works out at 75p a child. We will require 4 packs giving us 96 books in total for £72. We therefore have room to add something to the book as a little extra. Ideas are being looked into by the 4 members present at the meeting.

5. Christmas jumper sale

Confirmed helpers: Hana and Hayley, apologies from Charlotte who's no longer around to help.

Donations are required as there's nothing left from last year, plea to be put out in the WhatsApp groups and via email to the parents. Donations can include any Christmas clothing.

6. Childrens Christmas shopping day Friday 1st December)

Four categories for gifts include Ladies, Gents, Children (to be split into ages on the day/sorting night) and Pets. We will require a small table for the pets and 3 x large tables for the other 3 categories.

Confirmed helpers:

- Heather
- Hana
- Sarah
- Kate
- Laura
- Rachel

We require 4 helpers (one on each table), plus at least 6 to help take children around and wrap, therefore again more volunteers are required. (*update: since the meeting we have already sourced 2 more volunteers*)

As well as present donations we are also looking for anyone who can donate ribbons, cellophane, bags and any other accessories we could use to make the presents into small bundles.

Sarah will collect any leftover presents from last year from school next week and between us we will collect any new donations as and when necessary from the school office.

A date has been set to sort through all the presents and group them into bundles and categories, on 21st November at 7:30pm at Charlotte's house. So far Sarah, Heather, Charlotte, Kate and Rachel have confirmed they can help on this evening. We will also use this as an opportunity to review the events and make sure we are all on track with the planning.

7. Nativity days (5th and 6th December)

Still to do:

- Organise photos, who will take them at the dress rehearsal? - This is to be discussed with Maria by Heather.
- Create an order form for the photos - Heather

Refreshments on the day will be offered (same prices as on the adult shopping night)

Photos will be charged at £1 for a 5" x 7" print.

Helpers on the days to be confirmed.

8. Any Other Business

Teachers wish lists - turtles have just purchased a new water table from PTA funding. Dolphins and Seahouses wish lists have yet to be received.

The PTA would like to present each class with a collective Christmas present for up to £150 per class.

The next meeting is pencilled in for Tuesday 12th December, 6pm at school but this is to be confirmed by Maria first.