



Catherington Infant School Association (CISA)

Registered Charity Number: 1045305

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November Meeting Minutes

Wednesday 13th November 2024 at 6:00pm

At The Farmers Pub

1. Welcome and Apologies.

In Attendance: Heather Hulbert (chair), Kate Powell (vice chair), Charlotte Pickett (secretary), Lisa Parker and Sam Bickley-Vaile

Apologies: Rachel Rackett (treasurer), Lucy Phillips, Hayley White, Lisa Yates, and Hana Whiteley

2. Confirmation of minutes from last meeting.

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

3. Christmas Jumper Sale

Charlotte has collected and sorted all donations

Rachel has sorted a float and left it at reception for cash or Heather has set up a QR code which is free for people to use with no transaction fees. Instructions: scan the code, enter the amount, add bank details and send.

Helpers confirmed as:

AM - Charlotte, Hayley and Sam

PM - Rachel and Hannah

Discussed selling any additional items on the adult shopping night

All items minimum £1 each but donations appreciated.

4. Children's Christmas Shopping Day

Donations are coming in, Nikki has asked that these are collected on a regular basis to keep the office area free. Rachel and Kate are doing this.

People have started paying using the new QR code and forms are being collected at the office, not due till 22nd so we won't have final numbers of what's required until then.

Heather will make a Google list to start collecting names of volunteers and helpers for the sorting and the day of the event.

Need to purchase ribbon and cellophane, Heather and Kate have researched prices and found deals on Amazon. £14 for 100m of cellophane and 60m of ribbon for £3.49.

5. Children's Christmas Activity Day

Will require 9-10 helpers – messages to go out via Google forms as mentioned above for shopping day, Hather will organise this.

Forms are being filled out by parents and sent in via Google, there have already been a few with specific dietary requirements for the chocolate, Kate is going to ensure these children are catered for and looked after on the day.

Activities confirmed:

Guess the name of the giant teddy: Teddy sourced no prep required

Tattoos: Should be enough left from last year but need counting

Teddy tombola: Kate has been through the teddies and although we thought we had plenty we only have 80 which are in good condition, a small top up required. However, Sam has collected a bundle today so she will add these in. Sam will ticket the teddies over the next couple of weeks.

Folding fan tree: Pencils and rubbers now purchased as well as some gems, Kate will source or donate more. Just need to purchase card and this will need cutting and folding as prep in advance. Kate has made two trees this eve one out of card and one paper just to see how easy they are to do and unfortunately, she's discovered a standard holepunch hole isn't big enough for the pencils to go through, she will look at sourcing a larger holepunch. Heather to organise paper/card and cut/punch

Snowmen: Already purchased just need the string cut to size and ends knotted/tied, Heather to ask if Lisa Yates will do this.

Jars: Currently being filled by parents, we hope to have enough as some have volunteered to make several. Nikki and Sharon will ticket these and ensure there are enough.

Chocolate tombola: Non-uniform day Friday 22nd Nov for chocolate, will need ticketing, possibly ask Hayley?

Christmas presents Agreed a date to wrap presents at last meeting (Thursday 28th November) Charlotte, Rachel and Kate have offered to do this together in school, Sam has said she can also help. We still need to find a Santa for the shopping day, Charlotte has suggested the father of Little Gems Nursery owner Gemma, as he has been the Santa at many nursery Christmas parties, emailed during the meeting to ask, await reply.

Sam has also messaged and asked her Dad and Heather is going to ask family for an outfit.

In general, we need raffle tickets for Jars, teddies and chocolate, should have enough in stock already to cover this but Kate will buy another book or two just in case as we will also need them to sell actual raffle tickets at the adult shopping night.

6. Adult Xmas Shopping Night

Need to do more leaflet drops, most people in attendance said they could drop them in their area.

Refreshments (as above in the nativity) with the addition of Mulled wine which Kate is going to donate. Maria would like to be on hot drink duty.

Speak to Maria about logging into the laptops in the classrooms for music on the evening.

Suggested selling any left-over Christmas clothing on a stall possibly in the rainbow room.

Helpers and stall holders to wear a Christmas jumper

7. Nativity

Monday 2nd December is the dress rehearsal, Heather is going to go in and take photos of the children ready to print out and sell.

£1 for a 7 x 5 print and a free digital copy.

Refreshments:

Mince pies – decided to purchase 10 x boxes of 6 to cover the nativity and adult shopping night. (Looked around and most places are similar in price, decided to buy from Asda so we get extra funds in the pot).

Already have tea bags, sugar and coffee, Heather is going to check the cupboards for extras such as hot chocolate etc. Charlotte had offered an almond milk as an alternative however we realised we can't use that as it's a nut free school. Will purchase a soya milk as an alternative.

8. Christmas wish lists from teachers

Mr D is already thinking about his list but Lisa will chase him up as well as Laura/Chloe and Sarah.

9. Date of next meeting

Monday 16th December 6pm at school.