



Catherington Infant School Association (CISA)

Registered Charity Number: 1045305

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

October Meeting Minutes

Tuesday 22nd October 2024 at 7:00pm

At The Farmers Pub

1. Welcome and Apologies.

In Attendance: Heather Hulbert (chair), Kate Powell (vice chair), Charlotte Pickett (secretary), Rachel Rackett (treasurer) and Hayley White

Apologies: Lucy Phillips, Christina Sherring, Lisa Parker, Sam Bickley-Vaile and Stacey Johnson-Searle

2. Confirmation of minutes from last meeting.

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

3. Treasurer's Update

Recent events expenditure and profits:

Ice pole sales, no expenses (ice poles donated by Heather), profit £25.60

Quiz night, expenses £3.50 (chocolate prizes), all raffle prizes were donated, total profit £175.34

Film night, no expenses, all food was donated by various PTA members, total profit £232.75

Overall profit so far this year £433.69

4. Film and quiz night debrief

Discussed within the treasurer's report, both events went well and raised an excellent amount for the school with very little outlay thanks to kind donations from fellow parents (particularly film night which had zero expenses).

5. Christmas Jumper Sale

Letters to go out to parents by the end of this week before half term for donations

Charlotte is happy to help collect donations and sort ready

Helpers confirmed as:

AM Charlotte, Hayley and Sam

PM Rachel and Hannah

Likely to leave the Friday as it's unlikely we will have enough stock, to be discussed nearer the time if there's enough. Sam can help Friday AM if necessary.

Discussed selling any additional items on FB and vinted after the event.

All items minimum £1 each but donations appreciated.

6. Adult Xmas Shopping Night

AMAZING NEWS: ALL 24 STALLS ARE NOW SOLD

Expenses so far: Flyers - 400 decided upon in the end at a cost of approx £26, temporary drinks licence required at £21 (Rachel will obtain this).

Heather/Ellie to organise music

Helpers confirmed to set up after school for ½ hour, (clearing classrooms and setting up tables):

- Charlotte
- Hannah
- Heather
- Lucy

Helpers confirmed for the actual evening event (5:15 onwards):

- Suggested helpers wear Christmas jumpers and or boppers 😊
- Kate
- Hayley
- Heather
- Sam
- Charlotte

Jobs for the evening include:

- Selling raffle tickets
- Refreshment stall
- Making tea/coffee for stallholders
- General help assisting stall holders where necessary

Refreshments:

Hot drink (tea, coffee or hot chocolate) all £2 each, include a free mince pie

Mulled wine £3, includes mince pie

Additional mince pies 50p

All stall holders will receive a complimentary hot drink

Items to buy: Milk (semi-skimmed and soya), mince pies will need to be purchased.

Items already have in stock: tea bags, coffee, hot chocolate

Advertising, push for more attendees via leaflet drop, parent WhatsApp groups, social media etc.

7. 'Going Digital' update

Google forms are being set up and will be available to use soon, hopefully ready for the children's shopping day income and permission slips.

Stripe charge 1.2% of the total figure plus 20p per transaction when you are a registered charity

Sumup charges 1.69% but no transaction fee.

Decided stripe is the way forward as we can send letters by email with a link and QR code for parents to use add info and pay for events and can tally up payments to individuals whereas you can't do this easily with sumup. Will use sumup for simple transactions 'on the day' of events such as selling refreshments.

8. Christmas shopping day

- Donations required ASAP, letters to go out first day back after half term
- Rachel and suggested reaching out to companies for mass donations such as Gillette for men's shower gels etc, or TY beanies was also mentioned. Kate will talk to her parents about emailing some other companies they may have contacts for.
- Rachel has offered to store donations, both Kate and Charlotte can also take some too if necessary.
- Tuesday 19th and Monday 25th November are dates where Rachel has offered to host evenings to sort out the donations, helpers required, will send out a plea in the group chats nearer the time.
- Kate will do FB posts and updates as well as videos explaining the procedures to new parents.

9. Children's activity day

Will require 9-10 helpers – messages to go out via Google forms nearer the time

Activities confirmed:

- Teddy tombola
- Folding fan tree
- Snowmen
- Jars
- Chocolate tombola
- Guess the name of the giant teddy
- Tattoos

Plenty of teddies left over from the summer fair, they just need sorting through and re-ticketing

Need to purchase pencils with rubbers, card for trees and gem stickers

Snowmen already purchased

Jars, to be filled by parents, letter to go out to parents first week back after half term with the shopping day donation plea.

Non-uniform day Friday 22nd November in exchange for chocolate for the tombola

Giant snowman teddy already sourced

Tattoos - plenty left from last year

Jobs to be done in advance:

- Sort and ticket teddies
- Cut and fold card for the trees
- Snowmen prep, ribbon cutting
- Jam jars collected and ticketed
- Chocolates tombola to be ticketed
- Christmas presents wrapped (Charlotte, Rachel and Kate have offered to do this together at school on Thursday 28th November).

10. Dates for next year

January

Friday 31st - Bingo evening

February

Wednesday 12th - valentines disco

March

Saturday 1st - Table Top sale

Tues 11th-18th book fair (scholastic)

April

Wednesday 2nd - Film Night

Saturday 26th - Easter Fair

May

Weds 21st - Disco

July

Summer Fair - Saturday 5th July

11. AOB

Nativity days: Current helpers Rachel and Heather on the Tuesday and Heather Wednesday

Photos as last year £1 each for a 7x5 print

Selling refreshments to parents before performances - Hot drink and a mince pie £2

National Lottery Grant Application for the trim trail has been sent off for £16,000 funding (update to come in the new year after 12 week waiting period)

Discussed Tesco application for the charity funding (with blue tokens)

12. Date of next meeting

Wednesday 13th November at The Farmers @ 6pm