



Catherington Infant School Association (CISA)

Registered Charity Number: 1045305

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October Meeting Minutes

Tuesday 1st October 2024 at 6:00pm

At Catherington C of E Infant School

1. Welcome and Apologies.

In Attendance: Heather Hulbert, Kate Powell, Charlotte Pickett, Rachel Rackett, Lisa Parker , Sam Bickley-Vaile and Hannah Whiteley

Apologies: Lucy Phillips, Christina Sherring, Sylvia and Hayley White

2. Confirmation of minutes from last meeting.

Minutes from the AGM are due to be circulated this week now we have the full financial report details from the previous treasurer. These will be added to the school website.

3. Clear up from handover

Kate has confirmed that most of the handover from Sarah and Paul Shipman has been completed, we are just awaiting on the final paperwork in relation to the charity commissions return from Paul. All money, other paperwork, stock and equipment has been handed to Kate and she is able to store it for the time being. This includes a folder which needs to be sorted out as it may contain previous names which we will need to dispose of correctly due to GDPR.

4. Fim Night

Confirmed helpers: Heather, Hannah, Hayley, Sylvia, Lisa, Sam, Lucy and Charlotte

Shopping list of things still required:

- Hot dogs – to be purchased with PTA funds
- Rolls – to be purchased with PTA funds
- Pizzas – to be purchased with PTA funds
- Gluten free pizza – Rachel will donate
- Ketchup – Kate will purchase and donate
- Napkins and paper plates – Kate will source and donate
- Popcorn – Hannah will purchase and donate
- Crisps – Rachel will purchase and donate

We have discussed approaching any parents we know who work in local supermarkets such as Morrisons to see if they are able to obtain any donations, otherwise Rachel will purchase the food which is required from the PTA (as detailed above) if we don't receive any further donations.

5. Xmas Shopping night

10 confirmed stalls so far:

1. Petal and Plume by Jo
2. Hampshire Wick
3. Rain to Rainbow
4. ReeBee Scents
5. Homemade by Liz
6. The Beanie Bazaar
7. Nicola Jane Creates
8. The All Year Round elves
9. Uniquely Gems by Donna
10. The Flower Artist

Discussion of other companies to contact, including Temple Spa, Crochet and Bath Bombs.

Volunteers needed to help set up after school on Thursday and then come back in the evening to help run the event, refreshments etc.

Volunteers so far include: Rachel, Kate, Heather, Charlotte, Sam, Hannah (set up only) and Maria

Will require raffle prizes

Heather has created a flyer and we discussed how many to get printed, decided on 500 for £29, Rachel has agreed that we can spend this money.

6. Xmas Clothing Sale

- Will need to start putting out a plea for donations next week
- Charlotte is happy to help collect donations and sort ready
- Rachel can help sell on the day
- Nearer the time we will need to message in the groups for another helper
- Suggestion, to set up a stall and sell in the morning as well to maximise sales. (This needs to be discussed with Maria)

7. Going Digital

Heather and Kate have been discussing going more digital, they have set up a PTA facebook page where we can share flyers, adverts etc of all upcoming events. This will enable us to share the event easier rather than having to use our personal facebook accounts, save paper and printing and hopefully capture a wider audience.

Discussed digital google forms to reduce printing and paper costs, this would include a link that parents can click on to give permission for events etc. However, the difficulty is payment. Currently two types of card payment options Sumup and Stripe both have transaction fees. These are to be looked into further.

We discussed the option that if we used a card machine that has a transaction fee that we could put the prices of some of the events up to cover this. When looking into it Denmead school charges £4 for their film night and the children only receive a hot chocolate, sweets and popcorn, whereas ours is currently £3.50 to include pizza or hotdog and popcorn. This is to be looked at again once we decide on a card machine.

8. Christmas shopping day and activity day

Ran out of time to discuss these in as much detail as we had liked however the following was discussed:

- Kate is currently storing left over stock from last year.
- Letter to go out to parents this week explaining the two days events and the costs involved
- We will start asking for donations from mid-October
- There was a suggestion of a non-uniform day at school on Friday 22nd November for donations of chocolate for the Christmas shopping day – date to be confirmed with Maria.

9. Date of next meeting

Tuesday 22nd October at the slightly later time of 7pm at the Ship and Bell, due to Horndean Juniors parents evening and Clanfield Junior open evening.

Post meeting discussion:

The upcoming quiz night on 11th October was missed off the agenda, this was discussed via the WhatsApp group later in the evening, the flyer/advert will be added to the PTA facebook page, Heather will see Nikki to see what the numbers are looking like so far and give the money to Rachel, Kate's brother is going to download a quiz and Ellie will be the quiz master.