

CPSA MEETING

WEDNESDAY 6th MAY 2015

NOTES

Present

Helen Perry – Chair	Clare Jones
Lucie Lawrence – Chair	Debbie Davis
Kate West – Vice chair	Emily Dawkins
Sue Newman – Treasurer	Jo Corbett
Kristen Biles – Secretary	Angela Baker
Julie Guppy – Communications	Paul Davies
Ruth Perry	

Apologies

Melvyn Hayden, Tracy Shaw, Kate West, Gareth Eighteen

1. Wheels Sale (Saturday 9th May) – Kate

Posters have gone up around Caversham, including in local pre-schools, and email and Facebook reminders will go out the day before the event. Forms went out in the book bags last week, stipulating a minimum donation to the CPSA of 20% (with the option to donate more). Children have been reminded to bring cycle helmets.

The event will include:

- Tombola with bike accessories from local bike shops, plus chocolate prizes
- Cakes baked by Year 4 parents
- Bike advice/adjustments from Matt Hayden and Ian Guppy
- Bikeability activities in a coned-off section of the playground (sponsored by Bridges)
- Police security tagging by PC Pengilly

This year, paid-for items will display a 'SOLD' sticker and receipts will be issued. Security helpers will check what's leaving the playground. After the event, cheques will be written to sellers – to go home in the book bags or be posted. A plan needs to be in place regarding the disposal of uncollected bikes.

2. Quiz Night (Friday 15th May) – Helen

Forms went out last week and so far 42 tickets out of the capacity 60–70 have been sold, all via the new PTA website. The staff table still has seats to fill. Might Emmer Green PTA like to book a table?!

The quiz masters will be Matt Lawrence and Doug Porter. Questions, written by members of the committee, will be displayed via PowerPoint, with the scores shown on a flip chart.

Debbie (applying for matched funding through Vodafone) will be on the door; Angie is running the bar; and Sue will keep the scores. Help with setting up would be appreciated.

Pizza from Emmer Green Dominos (purchased half price) will be arriving at 7.45pm.

3 PTA events website – Helen

Early feedback from those buying quiz tickets has been positive. The website will also be used for booking BBQ tickets, as well as tickets for the Leavers' disco, pantomime trip, etc.

The PayPal account is in the process of being converted from a business one to a charity one, which will reduce the fees. The quiz money is currently in a holding account, prior to being paid (by Sue) into the CPSA account.

Julie queried whether we can claim Gift Aid on the payments – Helen will look into this. (*Action 1*)

The CPSA section on the school website has been updated and pared down: current events and news will appear instead on the PTA Events site and on Facebook.

4. Bags to School (Friday 12th June) – Charlotte

Bags will be issued two or three weeks beforehand and distributed via book bags in the usual way. If we can collect a tonne (to include the older unsold uniform from the recent sale), we raise £400. The class who donates the most will receive a non-uniform day.

5. BBQ (Saturday 4th July)

After some discussion, we decided to stick with the times 3pm until 8pm, with the option to be relaxed about the finish time. Sue will check if/how this will affect the licence. (*Action 2*)

Pricing was confirmed at £3 for adult tickets and £1 for children. BBQ food to be priced as last year.

Now the event is earlier in the day, we discussed whether it might be opened up to the community, with tickets available to purchase on the door. Should we go down this route, an estate agent has offered £10 for each advertising board displayed outside someone's house. Is there a limit on the numbers permitted on site? How would this affect food/bar quantities? To be discussed further.

Julie offered to approach some local businesses to see if they would be willing to run a stall.

Volunteers

It is not feasible to organize a central rota of volunteers (an enormously time-consuming and complex task), so Helen and Lucie propose instead that:

- An individual is appointed to run each stall/area – several of those who have organized stalls in previous years have already agreed to do so again
- Each year group is allocated a particular stall/area to help organize and run on the day
- The class reps for each year group organize a helpers' rota for their particular stall – the CPSA will provide details about the number of helpers required

While it should be possible to run most stalls in this way, others will still require volunteers from a number of year groups – e.g. the BBQ, and Friday set-up/Sunday take-down.

There is no obligation to volunteer, but in order to put on the event it is expected that one member of each family attending will volunteer an hour to help out, except in exceptional circumstances.

Entertainment

To include, among others:

- Background music (but no disco)

- Maypole dancing (but no Glee Club performances)
- Line dancing
- The Reading Rockets & cheerleaders
- Pop-corn machine – to be purchased by the CPSA at a cost of £245
- Raffle
- Inflatables and helium balloons, sponsored by Bridges
- Craft tent? (Not very popular last year)
- Climbing wall/bungee trampolines? – would be popular but needs also to be cost-effective
- Photos from 'Independence Day'-themed dress-up day the day before

6. Sports Day (8th and 10th July)

CPSA to organize biscuits and squash at the water stations and ice pops for the end of the event.

Fiona Pringle has organized the refreshments in previous years and is happy to help this year too. Kristen will do the purchasing and liaise with Fiona about what's required.

Jo offered to run and recruit helpers for the Infants refreshments on 8th July (although won't be able to do so if the date is changed). A volunteer is required for the same role on 10th July, morning and afternoon (*Action 3*). It would be better if this were someone not heavily involved in organizing the Summer BBQ the weekend before: the parent of a child in the Juniors (not necessarily involved with the CPSA) would be ideal.

7. Leavers' disco (Thursday 23rd July) – Gareth, Helen and Lucie

The time of the disco was confirmed as 7pm till 8pm; no charge for tickets. Gareth has agreed to DJ.

As usual, the CPSA will provide drinks and refreshments – e.g. crisps and a tray of biscuits. A few CPSA/parent helpers will be required (number and names tbc), and four or five staff members will also be present. Arrangements to be made in conjunction with the Year 6 class reps.

8. Treasurers report – Sue

Recent funds raised:

- Auction of Promises: £7,161.50
- Easter cake sale: £228.50
- Second-hand uniform sale: £58.67

The current account stands at £25,369 – c.£20,000 after the balance has been paid on the outdoor classroom. Sue will check that the recent Viking and Great Fire of London days have been paid for. (*Action 4*)

The new Reception canopy is likely to cost c.15,000–£18,000. The plan is to have this installed during the summer holidays, provided sufficient funds are available.

9. Ice Cream Fridays – Ally Evans

Ice pops and lollies (no ice creams) to be sold in the playground after school on Fridays.

10. Date of the next meeting

BBQ planning meeting: Tuesday 19th May, Grosvenor, 8pm

CPSA meeting: Wednesday 17th June, 8pm

11. AOB

Year 6 will be staging outdoor Shakespeare performances at 4pm and 7pm on 14th and 16th July (reserve dates 15th and 20th July). Miss Dawkins asked if the CPSA would like to raise money, and provide some atmosphere for the event, by selling refreshments – could be Pimms or non-alcoholic, depending on licensing restrictions. Helen and Lucie to consider further.

CPSA to fund Leavers' dictionaries (c.£4 each), to be purchased by the school office.

We discussed whether there would be an appetite for organizing Leavers' hoodies. Idea to be on hold for now, but if the children wanted to organize these as part of an Enterprise project, the CPSA might be able to work with them.

There will be a uniform sale on 4th June at the parents evening for new Reception parents. Helen will be there to hand out a form about the CPSA (*Action 5*), including tick-boxes about volunteering as a class rep or as a 'happy to helper'. She will also give a brief talk about the CPSA as the school's PTA, welcoming new parents and encouraging them to get involved. This will not be a request for money.

ACTION LIST

<i>Action no.</i>	<i>Who by</i>	<i>Action</i>	<i>Status</i>
1/1	Kristen	Investigate costs of CPSA 'thank you' cards and organize artwork competition	ongoing
4/1	Chairs	Film nights: set dates	ongoing
8/1	Chairs	Painting the railings: find a volunteer to coordinate	ongoing
1/2	Helen	Check situation re. Gift Aid on PTA website	ongoing
2/2	Sue	Check licence for BBQ, and any implications for earlier time and opening to the local community	ongoing
3/2	Chairs/Kristen	Find a volunteer (or volunteers) to run the Juniors' Sports Day refreshments	ongoing
4/2	Sue	Check that the Viking and Great Fire of London days have been paid for	ongoing
5/2	Kristen	Locate and print forms for Reception parents evening	ongoing

FUTURE DATES

<i>Date</i>	<i>Activity</i>	<i>Lead</i>	<i>Status</i>
9 May	Wheels sale	Kate West	
15 May	Quiz night	tbc	
4 June	Second-hand uniform sale at new starters event	Adele Barnett-Ward	
12 June	Bags2School	Charlotte Wilshire	
4 July	Summer BBQ	tbc	
8 & 10 July	Sports day refreshments	tbc	
23 July	Leavers' disco	Gareth Eighteen	
2 Oct	Reception parents evening	tbc	
Tbc	Film nights	tbc	
22 Oct	Discos	Gareth Eighteen	
20 & 27 Dec	Pantomime trip	Fiona Pringle	
Feb/Mar 2016	Race night?	tbc	