

CPSA MEETING

WEDNESDAY 25th MARCH 2015

NOTES

Present

Helen Perry – Chair	Caroline Gratrix
Lucie Lawrence – Chair	Debbie Davis
Kate West – Vice chair	Jo Corbett
Sue Newman – Treasurer	Jo Morris
Kristen Biles – Secretary	Melvyn Hayden
Julie Guppy – Communications	
Ruth Perry – Head teacher	

1. Apologies

Ange Baker, Clare Jones, Debbie Evans, Emily Dawkins, Gareth Eighteen, Paul Davies, Teresa Haynes, Tracy Shaw

2. Auction of Promises: Friday 20th March

Thanks were given to those involved in running the event, which raised in the region of **£6,369** (including two lots of matched funding from Vodafone). This is more than enough to cover the £5,300 still to pay on the outdoor classroom, which was installed this week.

Thank you notes will be sent to businesses and individuals who donated, but for future events we agreed that it would be nice to produce a CPSA 'thank you' card/postcard, featuring a picture drawn by one of the children. A competition will be held to select the winning design (or designs) and a small prize, e.g. a WordPlay voucher, could also be offered to the winner/s. (*Action 1/1*)

3. Easter Cake Sale: Thursday 2nd April

To be held after school on the last day of term – Helen Perry to organize. Sale will be publicized with posters on the railings and an email from the office, as well as a reminder from class reps on the day about bringing along loose change. Mrs Perry requested that several tables be used, to make the sale accessible and avoid over-crowding.

EVENTS FOR THE SUMMER TERM

4. Wheels Sale: Saturday 9th May, 2–4pm (bikes to be dropped off and priced from 1pm)

To be organized by Kate West and Year 4 parents. It was felt that the percentage to the CPSA for each sale could be higher than last year's 10% – possibly 20% or 25%, perhaps on a sliding scale with less commission paid on bikes selling for more than £100 (tbc). We will advertise in nearby pre-schools to encourage buyers for children's bike seats and toddler bikes, etc. A plan needs to be in place for disposing of unsold bikes after the event (Mrs Perry received £50 for last year's 'unsold' goods).

In addition to the bike sale, the event is likely to include:

- Refreshments, including a cake stall
- Bikeability representatives – provide something for beginner cyclists as well?
- Police bicycle coding
- Servicing from AW Cycles (hopefully) – maybe prizes to raffle off too

5. Quiz night: Friday 15th May

Andy Taylor has another commitment on this date so we will need to find another quiz master. Questions could be set by one or two CPSA members – but obviously not anyone who would like to take part in the quiz! Possibility of serving fish & chips or pizza instead of curry (Quattro were happy to support in principle but couldn't provide food on a Friday night), although the cheese & chocs went down well at the Christmas quiz so we could do something similar. (*Action 2/1*)

6. Bags2School: Friday 12th June

Charlotte Wilshire has kindly agreed to coordinate.

7. Summer BBQ: Saturday 4th July, 3–8pm

- Date confirmed as 4th July (no clash with Emmer Green Summer Fair, which is on 27 June)
- Independence Day theme
- Earlier start time of 3pm (better for young families, and packing up can be done in the light)

A BBQ planning meeting will be held on Thursday 23rd April at the Grosvenor, 8pm. An email via the class reps will invite parents to attend, to share their ideas and/or help with running the event.

Among the things to be considered are:

- Early-bird price for those returning their ticket forms on time?
- Volunteers – ideally one per family only
- Might Reading Football Club be able to help with Beat the Goalie?
- Emmer Green has a costume day the Friday before the summer fair, on the same theme. Photos of the children are taken in costume, which are then displayed at the fair and available to purchase. Might we do something similar?
- In previous years, BBQ food has been pre-paid and pre-ordered, with the appropriate quantity of food provided. Might we consider instead a pay-as-you-go system, where people can order what they want on the night?
- Consider purchasing a candy floss machine? Sue Newman has costs.
- Andy Haynes is happy once again to run the BBQ on the day, and Sarah Tubb has offered to continue organizing the children's refreshments.

8. Sports days: Thursday 9th July and Friday 10th July (or following week in the event of bad weather)

The CPSA will organize refreshments. (*Action 3/1*)

9. Second-hand uniform sale

To be held at the induction evening for September starters on Thursday 4th June. There will also be a sale in the playground on Tuesday 28th April. Thanks to Adele Barnett-Ward for organizing.

10. Film nights

The school holds a licence for these events, renewed annually. It was proposed that we hold film nights on Wednesdays during the summer term for Year 2 upwards, charging a small amount (perhaps £1) for refreshments, but subsequently decided to hold these in the autumn term instead. (*Action 4/1*)

11. School discos

Thank you to Gareth Eighteen, who is happy to run the discos (with organizational support from the CPSA/class reps). The leavers' disco will be on 23rd July. Looking ahead to the autumn term, it was proposed that we hold three discos, one after the other, on Thursday 22nd October – for Years 1 & 2, 3 & 4 and 5 & 6. A small charge (perhaps £2) will be made to cover refreshments. We also discussed the possibility of providing other entertainments, e.g. nail painting, glow sticks, deely boppers (tbc).

12. Events for Autumn Term 2015 and Spring Term 2016

- Reception Evening: Friday 2nd October
- Quiz night – date tbc
- Barn dance??
- Gift night??
- Pantomime: Saturday 20th December and Saturday 27th December, agreed £16 per ticket – thank you to Fiona Pringle for agreeing once again to organize
- Race night: February/March 2016

13. Football tickets (coordinated by Melvyn Hayden)

This is a useful fundraiser: there are 2–4 matches per season, and last year we sold 40–45 tickets per game, raising for the CPSA £3/£2 per adult/child ticket. There is also an incentive scheme, whereby for every 100 tickets sold/points earned a school can have Kingsley for an event! Fewer tickets were sold this season than last, partly because RFC no longer provide advertising posters for us to laminate. To drum up interest in advance of next season, we will send a letter/email to parents explaining how it all works – stressing the fact that tickets are not limited to CP families but can also be bought for friends/other family members. It will be helpful to look again at the arrangements for handling ticket money, so that it can be tracked in the CPSA accounts.

14. Outdoor eco classroom opening ceremony

To be held on Thursday 23rd April at 2.30pm, hopefully with the press attending. It was suggested that the classroom be opened by Mrs Perry, with members of the Eco Council. (*Action 5/1*)

15. Wish list and funds available

- Great Fire of London Day, Viking Day, Greek Day
- ipads for Years 1–3
- Minibus (paid until the end of the year)
- 2 Smart tables
- Canopy for Reception outdoor area*

* Mrs Perry explained that the canopy – likely to cost c.£13,000–£16,000 – is a high priority for the school: the existing canopy is small, flimsy and leaks, and it pins the windows shut! Most significantly, it offers no UV protection. Debbie Davis has some information about grants that might cover some of the cost (*Action 6/1*), and Julie Guppy will investigate a lead to see if we might get the canopy at cost (*Action 7/1*). The canopy could be budgeted for next year but it would be good to bring forward to this year should funds be available.

16. Painting the school railings

AJ made a start on this last summer but there are still 30 panels to sand and paint. As it may be difficult to rally parent volunteers, and a professional quote is likely to be costly, we decided to investigate community volunteer schemes. Cisco Systems was put forward as a possible lead; Vodafone has already been approached, but the timings won't work out. After the meeting, Caroline Gratrix put in a call to Reading Voluntary Action, and it looks like they may be able to assist. (*Action 8/1*)

17. Communications – website, newsletter, Facebook

To be discussed more fully at the next meeting. In the meantime, Sue Newman and Teresa Haynes are updating the CPSA website (*Action 9/1*), and we agreed to reinstate termly newsletters (*Action 10/1*). The next newsletter will include a piece about Easy Fundraising, with regular reminders to follow in subsequent newsletters.

18. AOB

- 1) It was suggested that we might offer a tour of the school as a thank you for local businesses, to show them where the money goes. This was thought by all to be a good idea.
- 2) Helen Perry asked for the opinion of the meeting on signing up to a PTA Events website, at a cost of £139.00 per year ongoing. The website has been praised by PTA treasurers at some other schools, and it will allow us to:

- Sell tickets to all CPSA events online
- Invite parents to order food/sign up for volunteer slots
- Create an email list for each event

It was agreed that this would be worth trialling, and Helen will see if we can get it up and running in time for the quiz on 15th May. (*Action 11/1*)

Next meeting

- BBQ planning meeting: Thursday 23rd April, 8pm at the Grosvenor
- CPSA meeting: Wednesday 6th May, 8pm in the staff room

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
2/1	Chairs	Quiz night: find a volunteer to lead	ongoing

3/1	Chairs	Sports Day refreshments: find a volunteer to lead	ongoing
4/1	Chairs	Film nights: set dates	ongoing
5/1	Chairs	Outdoor classroom: organize opening event, including sending invites to the press	ongoing
6/1	Debbie	Reception canopy: follow up options for grants	ongoing
7/1	Julie	Reception canopy: contact potential supplier for a quote	ongoing
8/1	Chairs	Painting the railings: find a volunteer to coordinate	ongoing
9/1	Teresa/Sue	Update CPSA section on school website	ongoing
10/1	Julie/Kristen/ Chairs	Prepare newsletter to go out after the holidays (probably after BBQ planning meeting)	ongoing
11/1	Helen	Sign up for a PTA Events website	ongoing

FUTURE DATES

<i>Date</i>	<i>Activity</i>	<i>Lead</i>	<i>Status</i>
2 April	Easter cake sale	Helen Perry	
28 April	Second-hand uniform sale in playground	Adele Barnett-Ward	
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	
9 & 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	