

**CPSA MEETING**  
**WEDNESDAY 16<sup>th</sup> SEPTEMBER 2015**  
**NOTES**

**Present:**

Helen Perry	Ruth Perry
Lucie Lawrence	Emma Rogers
Kate West	Colette Vance
Kristen Biles	Mariann Kancsar
Julie Guppy	Clemmy Marden

**1. Apologies**

Angie Anfield, Jo Corbett, Paul Davies, Debbie Davis, Teresa Haynes, Fiona Pringle, Anna Waite

**2. Review of actions from last meeting (17<sup>th</sup> June 2015)**

See list of actions, below. We agreed that now would be a good time to organize an artwork competition for CPSA thank you cards (*Action 1/1*).

**3. Debrief of Summer BBQ (4<sup>th</sup> July 2015)**

The final amount raised is still tbc, but once matched funding is added it is likely to be in the region of £7,000.

Lots of positive feedback, and the new time of 3pm–8pm seemed to be welcomed by most. The bucking bronco and surf simulator were popular (although not very profitable), the BBQ ran smoothly, and the earlier time of the event didn't amount to less revenue on the bar as some had feared. Pimms sold extremely well in the hot weather.

**4. Reception canopy**

This was due to be installed over summer, but after the old canopy was taken down work was halted pending a survey of the drains. That survey has taken place and we are awaiting the results. It is hoped that the canopy will be installed over half term, and we will be pressing for a discount.

**5. Events and dates for the Autumn term**

• **Reception parents' social (Friday 2<sup>nd</sup> October)**

Parents have been invited to register on the PTA site, so we know how many are likely to attend. Angie has agreed to organize the bar, with help from Kate and Helen. Bridges will be sponsoring a complimentary glass of Prosecco, and we'll also serve some nibbles. Parents will be invited to pick up a CPSA newsletter, with details about the CPSA and the term's events, and a request for people to get in touch if their employer runs a matched funding scheme.

• **Discos (Thursday 22<sup>nd</sup> October)**

Lucie/Helen to check if Gareth will be available once again to DJ. Times have been confirmed as follows: Years 1 & 2, 3.15–4pm; Years 3 & 4, 4.30–5.30pm; Years 5 & 6: 6–7pm. The price

was agreed at £2 per ticket, to include a drink and snack (e.g. biscuit, crisps, haribos). Several of those at the meeting indicated that they would be available to help during the discos, and Miss Marden (and Sue Newman? – tbc) will be on hand as first-aiders.

- **Second-hand uniform sale (Tuesday 10<sup>th</sup> November)**

Organized by Adele Barnett-Ward and held in the conservatory.

- **Quiz night (Friday 13<sup>th</sup> November)**

This will repeat the format of the last quiz, with Matt L and Doug P as quiz masters, and pizza served during the evening. Kate is organizing the questions. Like last time, there will be a 'silly' round, and a maths round was also suggested, to tie in with 'Maths Day'.

- **Bags2School (Friday 20<sup>th</sup> November)**

Organized by Charlotte Wilshire.

## **6. Christmas Fun Day (Saturday 5<sup>th</sup> December)**

Lucie and Helen ran through preliminary plans for this year's event – see below. A more detailed planning meeting will be held on Wednesday 23<sup>rd</sup> November at 46 Matlock Road [note change of venue], 8pm, to which everyone is welcome.

We agreed not to have Glee performances at this year's Fun Day, which will make it possible to bring refreshments back into the hall (although could be served in the dining hall too?) and also to have some stalls (e.g. Phoenix Cards, WI produce, Christmas decorations), giving a 'Christmas market' feel. The recorder club will be invited to play again, and some carols might go down well too.

**Raffle** – the biggest single earner at the Fun Day. Kristen will organize the tickets, as last year; a volunteer (or preferably a small group of volunteers) is required to arrange the prizes (*Action 1/4*). Helen has a list of all last year's prizes, together with contact details, which will provide an excellent starting point. In the meantime, Lucie will check if Bridges can donate the top prize, and Julie will liaise with Caversham Solicitors re. what they might contribute (if not a raffle prize, maybe refreshments?) (*Action 2/4*).

**Tombola** – Fiona has offered once again to coordinate, with help from Emma, Kristen and others.

**Secrets room** – usually popular with the children. Julie volunteered to organize this room.

**Grotto** – Tracy, Angie and Debbie D organized last year's grotto. Julie will liaise with them, to see if they would be happy to do the same this year – or provide a handover. Father Christmas (x3 last year) needs to be booked ASAP! (*Action 3/4*). New materials were bought for the grotto last year so this year's profits should be higher.

**Year 6 games room** – arranged by Lisa Jackson and Year 6 children. Another games room might be a good addition this year.

**Cakes** – Colette and Mariann agreed to run the cake stall, coordinating the appeal for cakes (the whole school will be asked to contribute) and recruiting helpers on the day among Reception parents.

**Refreshments** – would Year 2 be happy to organize?

**Craft room** – run by Helen last year, with help from Jo Corbett and Helen Kemp. Might they be happy to run the room this year?

**'Crazy hair' room** – teachers to organize? Could also include tattoos and face-painting.

## 7. Football tickets

We have signed up for four matches: Brighton & Hove Albion (31<sup>st</sup> Oct), Brentford (28<sup>th</sup> Dec), Burnley (13<sup>th</sup> Feb) and Preston North End (30<sup>th</sup> April). Lucie/Helen will email parents to promote the scheme.

## 8. AOB and date of next meeting

Christmas decorations will be put up on **Monday 30<sup>th</sup> November**, after school. A request for parent volunteers will go out nearer the time. Kate offered to help with looking after children at school, to make it easier for parents to volunteer.

Mrs Perry confirmed that the school's next purchasing priority is iPads for Year 3 and downwards – 30 for each year group (45 for Year 3). These need to be ordered through the office; costs to be obtained from the Bursar.

A parent suggested offering weekly Abel & Cole boxes to parents, but it was agreed that logistically it would be too difficult to arrange at a school of our size.

**Fun Day planning meeting:** Wednesday 23<sup>rd</sup> September, 46 Matlock Road, 8pm

**Next CPSA meeting:** Wednesday 4<sup>th</sup> November, 8pm

## 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 – for Autumn term
4/2	Sue	Check that the Viking and Great Fire of London days have been paid for	Ongoing
1/4	Helen	Find a volunteer/volunteers to run the Fun Day raffle	Ongoing
2/4	Lucie & Julie	Speak to Bridges and Caversham Solicitors re. possible donations to the Raffle/Fun Day	Ongoing
3/4	Grotto team	Book Father Christmas (x3)!	Ongoing
4/1	Chairs	Film nights: set dates	Closed – charity council organizing instead
1/3	Kate	Follow-up discussion about the coconut shy	Closed – it's labelled and back in the CPSA shed
2/3	Melvyn	Draft letter to go out to the school re. the football scheme, for the start of the next season	Closed – email went out 21.9, after the meeting
3/3	Sue	Devise a system for tracking football money in the CPSA account	Closed
4/3	Kate	Update on the 100 Club	Closed – to be discontinued

## FUTURE DATES

2 Oct	Reception parents evening	Lucie/Helen	
22 Oct	Discos, years 1–6	Gareth Eighteen	
10 Nov	Second-hand uniform sale	Adele Barnett-Ward	
13 Nov	Quiz night	Lucie/Helen	
20 Nov	Bags2School	Charlotte Wilshire	
5 Dec	Christmas Fun Day	Lucie/Helen	
20 & 27 Dec	Pantomime trip	Fiona Pringle	
Feb/Mar 2016	Race night?	Tbc	