

CPSA Meeting, Wednesday 9th November, 8pm School Staff Room, Caversham Primary School

Matter	Sub-heading	Comments	Actions and responsibility?
Apologies		Jen Davidson, Jo Corbett, Julie Guppy and Julia Wilson	N/A
Present		Helen Perry, Lucie Lawrence, Kate West, Kate Scott, Debbie Davis, Sue Newman, Emma Rogers, Ruth Perry, Clemmie Marden, Melvyn and Marianne	
Debrief	School Disco	Good fun, eventful and raised £600.	
	Bonfire Bake Sale	Had lots of cakes, all sold raising £275. Discussed whether to hold some back for older kids in future as most are sold by 3.10, but decided not to –when they're gone, they're gone.	
	Quiz Night Friday 11 th November	56 tickets sold so far and 12 teacher tickets. 8 or 9 tables will be coming.	n/a
	Bag2School Friday 18 th November	Reminder that it is coming up.	N/A
	Christmas Secrets Room 14 th /15 th December	Lucie, Helen and Kate have been shopping and so far there have been 270 presents bought. 320/340 were sold last year but as a lot of the presents have been bought earlier, the feeling is that it will be a bit more organised this year.	

	Pantomime 18 th /24 th and 31 st December	So far 243 tickets have been sold, which has made a profit of £1,500. There was an issue with the pre-paid debit card which we were told that we needed to obtain to pay for the tickets at The Hexagon. The money was sent to the cash card company for them to “load “ it, but the amount sent seemed to cause a problem and the money was temporarily “lost” in the system. It was found and returned to our bank account. Due to the problems we had encountered with the prepaid debit card, The Hexagon allowed us to pay for the tickets using a normal debit card.	
	CPSA Fun Day 3 rd December 2016	<p>This will be in 3.5 weeks time.</p> <p>Tickets are now on sale and the raffle tickets have been sent out in book bags. The chocolate, biscuit and alcohol tombola collections will be in the next few weeks and in that order.</p> <p>Mulled Wine and Mince Pies stall to be run by the teachers.</p> <p>Year 1 - Refreshments and Cakes</p> <p>Music – Mr Crockford’s band and Mrs Wallace’s recorders</p> <p>Kate West - Infants – Face painting, Hair Braiding /Crazy Hair and Tattoos</p> <p>Jo Corbett – Craft Room</p> <p>Anna Waite – Games Room</p> <p>Helen Porter, Sarah Lowther and Pamela Durrant – Kids Toys and books</p> <p>Kate Scott – Raffle Prizes</p> <p>For the raffle, we need 2 volunteers per hour for the first two hours and then we will need 4 in the final hour, totalling 8 people. KS will look for volunteers from the Year 6 group who currently don’t have any obligations at the fun day.</p> <p>Have decided not to do any other games for the older children</p> <p>The Grotto -</p> <p>We need to recruit 2 more Father Christmases. One ex-Governor has said he will do the whole 3 hours. Need one other? Maybe Sue Newman’s husband,</p>	

		<p>Gary or perhaps Ruby Cooks Granddad, David ? LL and HP will ask around.</p> <p>As to moving the Grotto, Tracey and Kate Stokes will be having a meeting on 11th November as to where is the best place to put it.</p> <p>Going forward, Tracey and Kate can't commit to the Grotto at the Xmas fun day. We might ask Katie Lill, Sam Lill's mother from Year 3 if she might be interested. The Grotto stuff is all in situ, it just needs to be put together but is not, apparently, difficult to do.</p> <p>Mrs Newman discussed making a 3D Polar Bear and a Grotto sign with the After-School Club for the Grotto.</p> <p>Other</p> <p>LL is discussing with Wyevale whether we have a Christmas tree rather than a tree as a raffle prize – will find out next week.</p> <p>Mrs Perry mentioned a stall idea which they had at Emmer Green – a “Green and Red “ stall selling just green and red items which we might like to think about for next year..</p> <p>Mr Crockford will be playing with the school band at 3.30pm</p> <p>The Recorders will be playing at 2.30pm</p> <p>The School will be decorated on Wednesday 30 November after school and an e-mail will go out requesting volunteers. We need to be careful about the presence of additional adults and children interfering with the after-school club – it can cause confusion as to who is and is not in the after-school club and make more work for the after-school club staff.</p> <p>We have got garlands from Tesco's ex display from last Christmas</p> <p>Other raffle items</p> <p>Helen Porter is giving us a Stella and Dot voucher.</p> <p>Lucie will pick up the Loddon prize.</p> <p>Can we contact Victoria Moss again about the xmas fruit cake that we believe her mother (in law?) made last year – KS will contact her.</p>	
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Next Term		<p>Jen Davidson would like to step down as Treasurer who is working with Sue so we need to find a replacement</p> <p>The AGM is at the end of January 2017</p> <p>By the date of the AGM, we'd like to work towards getting information together so that we can try to get "teams" of people more involved for the individual CPSA events – the information will allow people to see what is required for each event.</p>	
Cake Sale		Next one will be pre-February Half Term.	
Other Dates		<p>Race Night – March 24th 2017</p> <p>Fun Run – May 7th 2017</p> <p>Summer BBQ – July 1st 2017</p>	
Reading RFC		<p>They have a new person at Reading FC who is our point of contact . They are being more flexible on dates for tickets. The first sale of tickets has made a profit of £129 which is the same as the first year profits from all matches last year.</p> <p>RP asked if we can get Kingsley, the Reading Mascot for the Xmas Assembly? – Melvyn will look into it.</p>	
Other items		<ul style="list-style-type: none"> • The infant plays are on the 12/13 and 15 December. Some of those dates clash slightly with the Secrets Room but we will work around it with the Years 1 and 2 going in on Wednesday and then everyone else on Thursday/Friday. • It was discussed whether the play tickets would be able to be obtained on line rather than by paper ticket allocation. RP is looking into it. • The School Disco will be on the 20th December. We think that Gareth Eighteen will be available to do that date. There will be the usual 	n

		Crisps/Chocolate Bars and Squash available to the children.	
Library Bus		<ul style="list-style-type: none"> • The other Friday, RP, Emma Barraclough, LL and KW visited the proposed library bus, previously owned by Cash Converters, in Southampton. It has now been purchased for £20k. £15k from the CPSA and the other £5k is from the school's capital fund. • The final purchase figure, including the fit, out will be nearer £33k. We have £4k of that in the bank and hope to raise the rest by Xmas – it is hoped that all events up to Xmas will contribute to that additional cost. • It is hoped that the kids might be involved with some of the refurbishment decisions and perhaps have some sort of external decoration contribution? We will be able to make a decision once the various costs are known. • It will take about 4 weeks to re-furbish. • Pictures of the bus in its current form, plus pictures of example interiors and paint colours were shown to us at the meeting. 	

Caversham Bag		HP and LL tried to set up a meeting but the other parties were not enthusiastic and it can't be pursued unless they are. This is on hold until the New Year.	
Treasurers Report		LL handed out the Treasurers Report	(for more information please see treasurer's report)
Any other business and date for next meeting		<ul style="list-style-type: none"> • Tesco have asked if we can give them something to decorate their window for xmas - something which will indicate that they have "helped" us with contributions to the xmas fun day . We agreed that after school club might be able to do a picture or something – maybe a hand print xmas tree or similar. • Year 6 Ben Parker would like a stall to sell origami at the fun day which we agreed could be put in the craft room. 	
Next CPSA Meeting		<ul style="list-style-type: none"> • 8pm Staff Room on Wednesday 11 January 2017 	