

## CPSA meeting – Monday 12 December

Present – Rebecca, Debbie, Holly, Cathy, Rachel

Apologies – Louise, Sam, Sarah, Charlotte, Alex, Nicky, Veroni

1. School website – Rebecca has been asked to provide details of what the CPSA is and what it does for the school website. **Rebecca** to action adding in details that we are a voluntary fundraising group run by parents to get things for the school.
2. Christmas fete review. Final figure was £1240.35. Positive feedback from most stall holders. One has complained (issue over being outside, although they did know this in advance). Committee agreed to refund half of stall fee (£7.50). **Debbie** to email her to sort the refund.

Lessons learnt:

- a. Need T&C's for stall holders. Discussed idea of booking stalls for inside or outside in advance. Can get 19 stalls inside.
  - b. £20 table fee next year rather than £15.
  - c. Arrange more for the kids to do next year (chocolate fountain, lucky dip, etc.). May need more parent helpers to make this work though.
  - d. Father Christmas passes worked well and were popular.
  - e. Possible use of token system in future (token for Santa, face painting, lucky dip, etc.)
  - f. Grotto was excellent. Some parts of it are in the loft at school.
  - g. Need more advanced notice for parent volunteers.
  - h. Need to advertise more in advance (leaflets)
  - i. Pine cones made a lot of glitter mess. Easier activity to clean up next year.
  - j. Too many cakes – possibly priced too high (£1 not 50p).
  - k. Tea and coffee went well. Mulled wine not as successful. Need to advertise mulled wine more next year.
  - l. Use of another classroom (possibly CDT room)
  - m. 4hrs may be too long (especially with need for parent volunteers). Maybe 3hrs in future.
  - n. Email stall holders to get feedback. **Rebecca** to action.
  - o. Sweet tombola didn't do as well as expected. Maybe needed to be in a different location away from cakes.
  - p. Guess the name also not popular. Again, maybe needed another location.
3. Christmas party. Refund needed on books (£125 of books left). These had been kept for the school party, but Mrs May confirmed that no books needed for party – no Santa visit as he'd already been at fete. Kids to get Freddo frog provided by CPSA. CPSA also to pay for party entertainer. **Debbie** to claim refund from CPSA and books to be kept for next year (all books already wrapped so decided easier to keep and use next year).
  4. School disco. Friday 10 February 2017. Discussed one or two discos. One for whole school, or early one for foundation, yr1 and later one for yr2 and yr3. Difficulty running two for parents with kids in several year groups. After much discussion decided to remain as one disco this year. In future years would need to be split.

Times will be 5-7pm. Will have a bar for adults and snack shop (selling fruit shoots, sweets, crisps). Glow sticks to be bought by **Debbie**.

Probably need 12 volunteers to help run bar – 3 people in 30min shifts.

**Rebecca** to contact the pizza man from the fete to see if he can come and set up outside.

Need licence – **Debbie** to sort.

**Rebecca** to book the disco man.

**Rebecca** or **Debbie** to ask Selena to design leaflet.

Letters to go out in books bags in first week in January. Tickets available following week on first come first served basis. Final numbers by 27 January. Tickets to be same price as last year - £5 for a family ticket (4 people) and then £1 for each additional person.

Had 205 people last year. Discussed not putting tables out this year to increase capacity.

Will need to sort volunteers from January.

5. DBS checks. All committee members need one as often need to gain access to school. **All to action** if don't have one. Email Jeannette Windsor to sort.
6. Summer fete. Saturday rather than a Friday. 15 July.
7. Next committee meeting will look at all upcoming events. **Debbie** has a list and will send to Holly.