

## CPSA meeting – Monday 16 January 2017

### **1. Present at meeting**

Claire Maxwell, Louise May, Lucy Morris, Rachel Smith, Sam Morris, Rebecca Williams, Jaki Manning, Sarah Hilling, Cathy Jeffery, Debbie Edwards, Sarah Brown, Holly Linham.

### **2. Apologies**

Ann Hughes and Vicki Pimm

### **3. Minutes of last meeting**

All confirmed seen and agreed

### **4. Conflicts of interest**

None

### **5. Charity registration (Lucy)**

- The charity registration process will need to be re-started due to the length of time it has taken to sort out the bank account. It will take approx. 6-8 weeks for the registration process.
  - *Lucy needs from Debbie:-*
    - o Bank account details
    - o Accounts for last financial year
    - o Up to date bank statements

### **6. Feedback from Christmas events (Louise May)**

- The Christmas fayre was amazing. In future years could consider more seating, outdoor patio heaters and 3 hrs rather than 4.
- Fred in the Shed was a good idea, but in practice the children and teachers missed a Christmas party. In future years perhaps a class party with the CPSA to provide a Santa and presents.
- Yr3 carols were good.
- Nativity – parents in Yr3 may have wanted to see it but couldn't if they didn't have a child in F, Yr1, Yr2. Do to capacity issues this is unlikely to change. However, in future the idea is for the older children (Yr3+) to perform in a summer production.
- Christmas cards will be done at home next year so parents who want to do then can. Everything would be sent home and then given back to the school for ordering.
- *Debbie to contact Charlie regarding the half refund of the stall fee*

### **7. School funding request (Louise May)**

- Louise thanked CPSA for the outdoor classroom.

- Request for CPSA to consider paying for transport (coaches) for swimming lessons.
- Each year group would swim for one term. They would need a morning of coach travel per week for a term (so approx. 10wks).
- Parents would also need to contribute (pool hire, swimming teacher)
- *Mr Hamilton to investigate costs etc.*
- *Mrs May to contact Horseman coaches for quote*

## **8. Treasurer's report**

- See attached report and accounts

## **9. Update from Lego club (Sylvie via message)**

- 21 have registered but a few have pulled out so 19 members
- CPSA will not be taken on the running of the club. It is not part of the CPSA remit so would be unable to do so.
- The term the Lego club intends to donate £300 to the CPSA

## **10. Facebook Pages**

- There seems to be confusion over the involvement of the CPSA in the FB group. The FB group is a forum for parents to discuss issues etc., it is not linked to the CPSA.
- *Lucy to remove the words CPSA from the FB group title.*
- If parents have concerns or issues regarding things at school then they need to contact the school directly who will then be able to action it. The CPSA is a fundraising group and NOT a parent/school liaison group.
- CPSA to organise a standard response to parent complaints which get passed to it (i.e. the CPSA is a funding committee only and does not deal with any parent concerns regarding the school. Please contact the school directly..)
- CPSA to encourage parents to bring any CPSA issues to the CPSA meetings or add issue to the agenda for discussion

## **11. School Disco**

- All tickets sold out.
- Tickets printed and will be assigned to parents/children in the next week (to go in book bags)
- *Need to organise locking up at the end of the disco – Louise May to confirm that Paul can lock up.*
- *Louise May to double check that the dance class is not on.*
- No pushchairs in hall as took up too much space last year. Will need to be left outside, or in hall?
- Music to be quieter as very loud last year.

- Louise May will be in the school during the disco.
- Parent volunteers will be needed to run the bar. 3 volunteers working in 30mins shifts. *Class reps to request 3 volunteers per year. All years FB pages should get a post request for this.*
- Will also need volunteers for set up, clear up at end, and ticket collection on door.
- Chris will be the first aider. Discussed options of CPSA training a committee member so that we always have a first aider at events. Decided we could look into this in future.
- *Risk assessment to be completed by Holly.*
- *Glow sticks to be purchased by Debbie.*
- Bar and tuck shop will sell:-
  - o Prosecco, white wine, red wine, real ales, larger
  - o Coke, lemonade, bottled water (but got lots of water in CPSA cupboard so no need to buy)
  - o Fruit shoots
  - o Chewy sweets, chocolate, crisps
- *Holly to provide small beer / wine fridge.* Louise confirmed we could also use the DT and teacher's fridge but not the kitchen fridge.
- Discussed having the pizza van there but decided against it as would need to have the external door open. This could mean kids running outside and also cause issues with noise.
- *Jackie to buy a few valentine helium balloons*
- Discussed costs:
  - o £2.50 for beer, wine
  - o 50p for soft drinks
  - o 25p for glow sticks
- *Need to check the glasses and cups in the CPSA cupboard.*

## 12. CPSA storage at school

- In future CPSA will need to invest in storage at the school. Possible options include half a shipping container or shed. This will need to be discussed in more detail in the future.
- CPSA would need to know from the school what space we could have as this would determine what we could buy.

## 13. Upcoming events

- Yr2 cake sale
- Love 2 learn morning. Usborne books will be coming in. *Louise May to provide school wish list in advance.*
- Yr1 cake sale
- Summer term events
  - o Bags 2 school

- o Foundation cake sale
- o Summer fete
- o Discussed possibility of parent event (bingo, karaoke, curry, quiz night etc.).
- o Art exhibition (30 June 3:30-6). *Louise and Rebecca to check what will be happening in school during Art week.*

#### **14. Summer fete (15 July)**

- Discussed that 12-4 is too long, so change the time to 12-3.
- Some stalls booked, pizza booked
- Face painter booked
- *Rebecca to look into bouncy castle costs and options*
- Discussed possibility of getting in farm animals
- Bar and BBQ
- *Need to get booking terms and conditions for all stall holders to sign in advance.*

#### **15.AOB**

- **Yr. 2 summer camp (Rachel)**
  - o Discussed if it was a CPSA event or parent event
  - o Decided it is a parent led event and Yr2 parents would need to organise it
  - o Mrs Chopping and Mrs May need to be involved
  - o Tents last year were via Duke of Edinburgh (Chris)
  - o No siblings – just yr2 children with parent(s)
- **After school clubs (Claire)**
  - o Discussed if CPSA could help with payments for after school club for any children who couldn't afford it
  - o Pupil premium would probably cover this
  - o Could be looked at on case by case basis
  - o CPSA would not know the details of the child, the school would refer them on
- **Plaque for outdoor classroom (Debbie)**
  - o *Debbie to look into costs for small plaque to say it was provided by CPSA*
- **Louise May not to attend future meetings**
  - o Louise has asked to have separate meeting with CPSA representative before the meeting. She would then provide feedback which could be passed on at the meeting
  - o Discussed if we moved meetings back to school if this would

help her be able to attend

- o Discussed having her at a few meetings a year rather than all of them
- o *Rebecca to discuss with Louise as she was not present at this time in the meeting*

**CPSA next meeting is Monday 20 February.**