



**Copley School Association – Registered Charity Number 1099817
CSA Meeting**



Wednesday 10th April 2019

Title	Notes	Actioned
<p>Present</p> <p>Apologies</p>	<p>Chair: Mrs Crayton (EC)</p> <p>Minutes: Mrs Helen Case (HC), Mrs Zoe Ryder (ZR), Mrs Andrea Law (AL), Mrs Lisa Glossop (LG), Miss Donna Powell-Pires (DP-P), Mrs Becky Peebles (BP) and we all gave a warm welcome to Mrs Helen Furniss (HF)</p> <p>Mr Dan Endicott (DE) and Mrs Becky Brown (BB),</p>	
<p>Welcome</p> <p>Previous Meeting Actions</p>	<p>EC welcomed all to the meeting. All attendees agreed previous meeting minutes to be a true record.</p> <p>All actions from previous meeting held on 6th March 2019 were completed.</p>	
<p>Ongoing Fundraising Activities</p>	<p>HC updated meeting on planned activities.</p> <p><u>Match Box Cram</u> Event went well, sponsor money received was £487. The majority of participants were from year 3, it was discussed at the CSA meeting that perhaps to save money on match boxes in future, this event can be offered to year groups that have not had the opportunity to participate in the event before, via a ParentPay ordering system. Therefore match boxes and sponsor forms are only sent out to year 3 and 4 groups.</p> <p><u>Textile Recycling Collection - Beaumont Recycling</u> New date for Textile Recycling 11th June 2019. Flyer going out at the end of May. Action – HC to produce flyer. Action – EC to do reminders on Twitter/Newsletter and ParentPay first week after the holidays. Action - Volunteers required at the gate, will be discussed at the next meeting.</p> <p><u>Coppers for Copley</u> This is fund-raising event will be closed at Easter. Action - Jar contents to be counted and bagged up by the School Council members. Action – Provide money bags for the coppers to be bagged up. Action – Once coppers have been bagged up, they can be taken to the bank to be checked and weighed.</p> <p><u>Donation Chart</u> Reception area is not a suitable place due to lack of room. Action - EC to confirm if there is a thermometer guide.</p> <p><u>Mother’s Day Gift Shop</u> Event was a great success with 157 tickets sold. Action – It was proposed that as some children didn’t know they had a ticket, the next time the teachers to read out a list with the children attending the event. Action – After ‘Mothers Day’, source reduced items/gifts for the school gift shop in 2020.</p> <p><u>Treasure Hunt</u> This fund-raising event is to take place in the village, collecting 12 clues which will then lead to reveal a cryptic clue. The children completing the treasure hunt will then have the chance to win an amazing prize!!! (worth £160 very kindly donated by from Sleepunder Party – Shelley Halksworth) Prize to be taken within a 10 mile radius of school.</p>	<p>HC EC</p> <p>All</p> <p>EC BB BB</p> <p>EC</p> <p>Office HC/DPP/ZR</p>

	<p>Children’s University have confirmed that this time can be used on this event, TBC 3 hours. It was all agreed by the attendees of the meeting that tickets will be £5 per child. EC thanked BP for her hard work and dedication on this project so far. BP thanked all members of the CSA for their contributions to the quiz questions. This event is to be held in the last May school holiday, 27th – 31st May. All agreed that the enteries are to be back in to school by 10th June.</p> <p>Action – BP to make minor adjustments to the treasure hunt as agreed in the meeting including Children’s University hours.</p> <p>Action – BP kindly agreed to provide a Treasure Chest to put out side EC’s office for all returned entries.</p> <p>Action - Info to go out 1st week back after Easter holidays, Friday 3rd May.</p> <p>Action - Sleepunder Party to put examples of boys & girls tents up in Assembly.</p> <p>Action – 210 flyers from Sleepover for children to take home. DPP to get these for EC.</p> <p>Action – EC to put out on Twitter etc. re prizes.</p> <p>Action – Prize sheets to have numbers on them linking them to the invidual, LG agreed to put names and numbers on the Treasure Hunt sheets.</p> <p>Action – All children taking part will receive a small ‘thank you’ gift. Also to provide two runner up goody bags (details to be confirmed in the next meeting).</p> <p>Action – EC to put advertisement in Arrow magazine.</p> <p>Action – EC to put this to Mrs Martin at Orchard Infant School to see if they would like to join in.</p> <p>Action – HC to draft letter and slip for Orchard Parents.</p> <p>Action – Post meeting HF kindly offered to sort colour printing of Treasure Hunt Sheets</p> <p><u>Father’s Day Event 2019</u></p> <p>HC shows the CSA an example of the Father’s Day Card and Coaster, all CSA members present agreed that it would be £4 each. Cost to CSA is £3, therefore £1 profit per entry for CSA funds.</p> <p>Action – HC to ammend Father’s Day Flyer incorporating comments made by EC.</p> <p>Action – EC to advertise Father’s Day Flyer to go out on Parent Pay the week back after the Easter Holidays.</p> <p>Action – EC to send out reminders on Twitter and Parent Pay leading up to the deadline date.</p> <p>Action – DPP to look into design ideas for the coasters.</p> <p>Action – 15th May is the deadline for Parent Pay payments. Office to send out reminder through Parent Pay Monday 13th May.</p> <p>Action – CSA volunteers required to help out with this event during lunch time sessions, 17th, 20th and 21st May, HC to send out helpers’ e-mail.</p> <p>Action – EC to ask the children if they would like to practise their coaster design before applying to their coasters.</p> <p>Action – HC to confirm to children that they can bring their own art materials however felt tips will give a stronger look. School will provide materials if need be.</p> <p>Action – HC to organise volunteers once have put themselves forward.</p> <p>Action – HC needs to get the Artwork back to printers by 1st June.</p> <p><u>Second Hand Uniform Sale</u></p> <p>Will do a stall at the year 2/3 meeting on 5th June and also at Orchard on 3rd July their Sports Day (1.30pm)</p> <p>Action – HC to organise volunteers.</p> <p><u>Summer Fair 2019</u></p> <p>Summer Fair is 27th June.</p> <p>Action – LG to liaise with HC to see if the Bouncy Slide (that meets the school’s safety requirements) can be donated for free. HC pointed out that the CSA doesn’t actually pay for the Bouncy Slide as the cost is covered by sponsorship. Also it was mentioned that we do not want to be in agreement with a provider that takes a cut of the takings, as the current agreement means that the CSA take all of the takings and hence the</p>	<p>BP</p> <p>BP</p> <p>EC/Office EC DPP EC LG/Office</p> <p>HC</p> <p>EC EC</p> <p>HC HF</p> <p>HC EC</p> <p>EC</p> <p>DPP Office</p> <p>HC</p> <p>EC</p> <p>HC</p> <p>HC HC</p> <p>HC</p> <p>LG</p>
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<p>Next Meeting</p>	<p>Next meeting to be held Wednesday 15th May 2019 2.00pm-3.30pm.</p>	