



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



Wednesday 15th May 2019

Title	Notes	Actioned
<p>Present</p> <p>Apologies</p>	<p>Chair: Mrs Crayton (EC) Minutes: Mrs Helen Case (HC), Mrs Zoe Ryder (ZR), Mrs Andrea Law (AL), Mrs Lisa Glossop (LG), Miss Donna Powell-Pires (DP-P), Mr Dan Endicott (DE), Mrs Helen Furniss (HF) and Mrs Becky Brown (BB)</p> <p>Mrs Becky Peebles (BP)</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 the previous meeting held on 10th April 2019 were completed, except EC's action to advertise the treasure hunt to the wider community as it was agreed in the last meeting not to proceed.</p>	
<p>Ongoing Fundraising Activities</p>	<p>HC updated meeting on planned activities.</p> <p><u>Coppers for Copley</u> As this event has come to an end, all jars from each classroom are to be distributed out to parents who have kindly volunteered to count the coppers. Once counted and handed back to the school office, the CSA will match the money counted and provide a cheque for 'cash' to Mrs Taylor. All bags of coppers will need to be banked. Each class to decide how they wish to spend their money raised. Action – Volunteers to count coppers and return back to school in £1 money bags Action – Office to contact BB once all coppers are returned Action – BB to bank coppers and provide cheque to match the money raised</p> <p><u>Treasure Hunt</u> The treasure hunt event will be held during the end of May, during the half term holiday period. From previous meetings it was decided by all, to include Orchard Infant School in this event. EC contacted Mrs Elaine Martin – Head Teacher, who has agreed that the school are to participate in this event. EC thanked BP for her fantastic work on this project and HF for kindly agreeing to print out the treasure hunt activity sheets in colour. All completed treasure hunt sheets need to be returned to Copley school by 10th June. Sleep Under has kindly agreed to give another 1st prize if required. Action – LG to number all treasure hunt activity sheets and label up on the envelopes provided by school. Action – Office staff to number activity sheets etc as and when they come through on Parent Pay thereafter. Action – Letter to go out to Orchard 16th May. Action – HF to liaise with Orchard daily and take orders from Orchard to Copley. Once office have numbered and labelled up the envelopes, HF to collect and return to the Orchard office who will then distribute to parents. Action – LG to advertise this event on Orchard School facebook page. Action – HF & LG to liaise with each other regarding the numbers of prints required for Orchard and HF to organise the prints needed. Action – Office to keep the money from Orchard treasure hunt orders.</p> <p><u>Father's Day 2019</u> 126 Tickets (at the time of the meeting) have been sold for this event through parent pay. Parent volunteers are to come and help supervise this crafting event over 3 lunch time sessions – Friday 17th, Monday 20th and Tuesday 21st May 2019. Once art work has been created by the children this needs to be returned to the suppliers by 1st June 2019. This event is to be held in Topaz class. Action – Mrs Sutton to generate a list of all children taking part to HC and teachers. Action – Volunteers to bring ideas to help the children design the coasters. Action – EC to remind the children the day before the event to bring their own pens if necessary.</p>	<p>AL,ZR, HF, DE OfficeBB</p> <p>LG Office BPHF</p> <p>LG HF&LG OFFICE</p> <p>HCOFFICE ALL EC</p>

Textile Recycling

Due to the success of the last textile recycling it was agreed by all to continue to stay with this charity. The next recycling date is Tuesday 11th June 2019.

Action – HC to provide flyer for this event and forward to office.

Action – Office to advertise on Parent Pay.

Action – EC to send out reminders through Twitter and school news letter in the first week back to school after the half term holidays.

Action – HC to batch suppliers leaflets to go out before half term.

Action –volunteer marshalls for school gates.

HC
OFFICE
EC

HC
HC/ZR/AL

Summer Fair

This year’s summer fair will take place on Thursday 27th June 2019. All agreed to use the Bouncy Slide as in previous summer fair. Monday 17th June will be a non-uniform day for children to bring donations or £1.

The next CSA meeting will discuss the Summer Fair in detail, Action HC to produce planning spreadsheet for the Summer Fair.

Action – HC to book bouncy castle.

Action – week commencing 2nd June, HC to provide flyer to give to office to advertise through Parent Pay.

Action – DE to source donation letters, agreed to do 10.

Action – DE to liaise with ZR which businesses he is approaching so duplication does not occur.

Action – ZR & AL to provide business donation letters.

Action – ZR to approach Newton Arms, Dixies Café, Morrisons & Marr Farm Shop. LG to approach Aldi & Costco, HC to approach Mefhil, Sainsburys Local & Ottos.

Action – ZR& AL to order sausages,bread rolls and tomato sauce.

Action – EC to ask Mr Henry if he will be the goal keeper for Beat the Goalie game.

Action – EC to ask Scotty’s Heros if he can provide a raffle prize and/or do an activity event to help raise money at the summer fair.

HC
HC
HC

DE
DE/ZR

ZR/AL
ZR/LG/HC

ZR/AL
EC
EC

Second Hand Uniform

The second-hand school uniform donations that have been kindly received will hopefully be sold at the following dates 25th June (Yr 3 intake meeting at Copley) and at Orchard School, concert or sports day.. Also at the Copley summer fair there will be a stall.

Action – HC to organise volunteers to run the stalls at Orchard.

HC

EC

Request for good quality 2nd hand uniform to be an ongoing item on newsletters.

Year 6 Graduation

This will take place after school on Monday 15th July 2019 . HC confirmed that she has booked the Hog Roast caterer for the event and they have held their price from last year. It was decided and agreed by the CSA as an end of school token CSA will provide a photobooth in place of the autograph book. It was agreed that the Photobooth could be in use from 6.30pm onwards and there will be a ticket system in place.

Action – HC to sort salad, drinks and desserts.

Action – LG & DE to source prices and information/availabilities ready for the next meeting.

Action – LG to advertise for information on Photobooth through Facebook.

Action – HC & HF to order Alcohol & glasses from Morrisons.

HC
LG/DE

LG
HC/HF

Mother’s Day 2019

Gifts bought for Mother’s Day 2020, HC thanked DPP & ZR for their help in purchasing sale item gifts.

Action – ZR & AL to send out thank you letters to the businesses that kindly donated gifts.

ZR/AL
completed

Giverisland

River Island match funded the funds raised at the Silent Auction & Raffle at the Christmas Fair and we are pleased to announce that the grand total is £481.21 and it has been gratefully received.

Action – ZR & AL sent thank you letter to River Island and GS for helping the CSA

ZR/AL
completed

Celebrating 40 Years of Copley

EC announced that this academic year (2018/2019) will be Copley Junior School’s 40th anniversary!! As this is something very special it was decided that we would celebrate this occasion by holding a family picnic lunch in the grounds of Copley Junior School. School

	<p>will provide the childrens' picnic lunch. CSA have agreed to purchase a souvenir for each child, budget £2 maximum per child, that will be given to them at the end of the picnic. After many suggestions it was agreed to go ahead and look into purchasing a customised key-ring. DE suggested getting in touch with his contact Rob Hughes that designs key-rings. It has also been agreed that a celebration cake will be organised to have at the picnic.</p> <p>Action- DE to contact Rob Hughes and to liaise with HC to arrange a meeting to get ideas and quotes for 200 key-rings.</p> <p>Action – LG to get cake costings from Cost-co and organise etc.</p>	<p>HC/DE</p> <p>LG</p>
	<p><u>CSA Funds</u></p> <p>Action – EC to mention in the school newsletter how much money the CSA has just contributed towards the purchase of new laptops. Action – LG to mention on Facebook that Copley get no additional funding and acknowledge the importance of the funds raised by the CSA.</p>	<p>EC</p> <p>LG</p>
Next Meeting	Next meeting to be held on Tuesday 11 th June 2019 2.00pm-3.30pm.	