



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



Wednesday 7th November 2018

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) and Miss Donna Powell-Pires (DP-P)</p> <p>Mrs Becky Brown (BB), Mr Dan Endicott (DE)</p>	
<p>Welcome</p> <p>Previous Meeting Actions</p>	<p>EC welcomed all to the meeting. All attendees agreed the previous meeting minutes to be a true record.</p> <p>All actions from the previous meeting held on 17th October 2018 were completed.</p>	
<p>Ongoing Fundraising Activities</p>	<p>HC updated meeting on planned activities.</p> <p><u>Purple Voucher Books</u> 14 sold. We are now at break even. Remaining four books to be sold will be 100% profit.</p> <p><u>Bags to School</u> Action 1- EC to remind parents through Parent Pay. Action 2 – HC and BB to marshall gates.</p> <p><u>Christmas Cards</u> All Christmas cards have been handed in and sent off to the supplier. Action 3- HC/AL to sort through completed orders once they have arrived back.</p> <p><u>Wish Tree</u> Draft letter approved and amended at the meeting. Agreed to go down Parent Pay route. Still working in conjunction with the eco-council. It was suggested that eco-council members could promote the wish tree and help recycle after the event. Action 4 - LG to go to outlet to fetch paper bags which will be used to put the wish tree bauble in. Action 5 – LG to provide the baubles. Action 6 – LG to provide an example of a decorated bauble and hand it to office. Action 7 – HC to provide office with Parent Pay letter on the 19th November with a deadline of the 7th December. Action 9 – Office staff to give cheque to CSA for total sales.</p> <p><u>Snowman Drive</u> Action 10 – prizes to be sourced.</p> <p><u>Sponsored Event</u> Letter/form to go out late January/early February with completion date after half term. Ideas discussed were sponsored bounce/walk/skip.</p> <p><u>House Leaders Competition</u> It was discussed and agreed that £60 can be used to purchase prizes for this event. Action 11 – BB to provide £60 to EC asap</p>	<p>EC HC/BB</p> <p>HC/AL</p> <p>LG</p> <p>LG LG HC EC/OFFICE OFFICE</p> <p>HC</p> <p>BB</p>

<p>Future Fundraising Activities</p>	<p><u>Christmas Fair Thursday 6th December 2018:-</u> Action 1 – HC to confirm to helpers who is doing what and when. Action 2 – EC to confirm to HC what members of staff are available to help out at the fair, before the day of the fair, so stalls can be allocated.</p> <p><u>Sponsors for Grotto</u> Action 3- EC to include on newsletter.</p> <p><u>Father Christmas</u> Father Christmas has kindly agreed to arrive 1 hour earlier to accommodate year 5/6 pupils seeing him prior to the Christmas Fair. It was agreed to increase Grotto tickets to £2.50 per child and to be paid through Parent Pay. Action 4 - HC to liaise with office staff and send PDFs detailing Grotto sale. Action 5 - Office staff to give cheque to CSA for total sales. Action 6 – LG to provide portable air-conditioning unit at school 03.12.18 Action 7 – Office to issue the lettes through Parent Pay Action 8 – HC to provide 2 two colour tickets.</p> <p><u>Pom Pom Robins</u> BB has agreed to do the pom poms as an in school activity which are to be sold at the Christmas Fair. Action 9 – BB to confirm how much wool is required. Action 10 – HC to purchase wool Action 11 – ZR/AL to provide templates</p> <p><u>Business Letters</u> It was discussed and agreed that DE could do a trial mailshot of 10 letters to local attractions. Action 12 – ZR/AL to liaise with DE re 10 businesses. Action 13 - business letters/emails/facebook applications for donations to be received by 03.12.18</p> <p><u>Teddy Bear</u> Action 14 - LG to donate Minnie Mouse soft charater toy for guess the nick-name. Action 15 – DPP to draft a teddy bear poster Action 16 – Sue Leigh agreed to run the stall</p> <p><u>Win a Bottle</u> All glass bottles/alcohol to be sent into school office by parents that are safely stored at school.</p> <p><u>Lucky Dip Prizes</u> Action 17 - CSA agreed to source prizes. Action 18 - KD to wrap prizes Action 19 – ZR/AL to provide tubs Action 20 – Office to provide shedded paper</p> <p><u>Jar Tombola</u> Action 21 - ZR to provide example asap to show in assembly.</p> <p><u>Tattoos/Nail Bar/Face Painting</u> Action 22 – LG agreed to provide nail varnishes and paint nails Acion 23 – EC to check with Miss P/staff availability to face paint. Action 24 – HC to check tattoo stock and buy supplies if necessary</p> <p><u>Reindeer Poo</u> Action 25 – HC to let LG/AL know how much reindeer poo to buy Action 26 – LG/AL agreed to get this from wholesaler Action 27 – HC to buy reindeer poo decorative bags/bag ties</p> <p><u>Badge Stall</u> Action 28 – HC to confirm with CE that they can do a stall and provide badge maker and raw materials Action 29 – School to provide felt tip pens and paper Action 30 – DPP to help prepare materials</p>	<p>HC EC</p> <p>EC</p> <p>HC Office LG Office HC</p> <p>BB HC ZR/AL</p> <p>ZR/AL ALL</p> <p>LG DPP SL</p> <p>CSA KD ZR/AL Office</p> <p>ZR</p> <p>LG EC HC</p> <p>HC LG/AL HC</p> <p>HC Office DPP</p>
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Post Meeting Notes	<p><u>Non-Uniform Day</u> Non-Uniform day for donations for Christmas Fair has been rescheduled back to Friday 30th November so that it is not as near to Children in Need day.</p>	
Next Meeting	<p>Next meeting to be held in school on Wednesday 9th January 2019 at 2.00pm-3.30pm</p>	