



# The Crypt School Parent Teacher Association

Parents, Teachers and Friends

[cspta@cryptschool.org](mailto:cspta@cryptschool.org)

## Minutes of Committee Meeting 13<sup>th</sup> May, 2025

Venue: Sports Classroom 1, The Crypt School

|    |                                                                                                                                                                                                                                                                                                                                                          |                                                                                        |                                   |
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| 1. | <b>Present</b><br><br>Claire Berry (CB)<br>Sharon Byfield (SB)<br>Debbie Jordan (DJ)<br>Liz Bastock (LB)<br>Indu Arza (IA)                                                                                                                                                                                                                               | Gayle Stott (GS)<br>Tracy Scott (TS)<br>Mike Byfield (MB)<br>Paulina De La Fuente (PF) |                                   |
| 2. | <b>Apologies</b><br><br>Pauline Rudkin-Maclaren<br>Steve Scott                                                                                                                                                                                                                                                                                           |                                                                                        |                                   |
| 3. | <b>Treasurer's Report</b><br><br><b>Summary @ 31/3/2025</b><br><br>I&E Account £11,863<br>Uniform Account £29,551<br>No bids paid in March.<br><br><b>Summary @ 30/4/25</b><br><br>I&E Account £12,199<br>Uniform account £29,568<br>Cheerleaders bid paid - £365<br>Income in the month - iZettle payment for £245.71 (refreshments) and Quiz Cash £270 |                                                                                        | <b>CB on<br/>behalf<br/>of SS</b> |

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| 4. | <p><b>Bids</b></p> <p>Bid received from Mr Whittaker:</p> <p>Site licences for DAW Software for a whole class of KS3 students: A suite of computers is being installed into the Main Music Room. We are keen to upgrade the opportunities for students to use technology to enhance their compositional skills. We would like to upgrade to Cubase Elements:</p> <p>DAW software: CUBASE ELEMENTS (£34 per site licence): for 32 students: total: £1088</p> <p>Audio interfaces: x5: £235.50</p> <p>New headphones: £9.25 (we will need to purchase at least 15) £138.75</p> <p>Midi keyboards: Akai LPK25 MK2 USB MIDI Keyboard Controller £39.00 each x £32 = £1248 (The CSPTA may be able to help here)</p> <p>Upgrading current keyboards: a phased upgrade to better quality keyboards: purchase at least 10 x YAMAHA PSR E283 @ £145 = £1450</p> <p>TOTAL COST: £4160.25 We have compared the prices with three different companies to ensure that we have the best prices possible.</p> <p>The software and equipment will benefit every class at KS3, plus GCSE and A Level groups from installation onwards.</p> <p><b>Actions:</b></p> <p><b>SB will clarify with Hazel what is required from the PTA</b></p> <p><b>SB/SS to check what items the PTA has previously provided to the music dept</b></p> | CB |
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| 5. | <p><b>School Report</b></p> <p><b>1. Internal Appointments:</b></p> <p>We are pleased to announce the following internal appointments to key leadership roles, effective from term 6:</p> <ul style="list-style-type: none"> <li>• <b>Literacy Champion:</b> Ms. Natalie McAvoy</li> <li>• <b>Teaching and Learning (T&amp;L) Lead:</b> Mr. James Higgs</li> <li>• <b>Behaviour Lead:</b> Mr. Chris Germain</li> </ul> <p>These appointments reflect the strength of our internal talent and the commitment of these individuals to further enhancing our school's provision in these crucial areas. We are confident that their expertise and dedication will significantly contribute to positive outcomes for our students. We will ensure they receive the necessary support and resources to excel in their new roles.</p> <p><b>2. Examinations for Years 11 and 13:</b></p> <p>The examination period for both Year 11 and Year 13 students has now commenced. We commend the students for their hard work and preparation leading up to these important assessments. Staff have been working diligently to ensure a smooth and supportive examination environment. We wish all students the very best in their examinations.</p> <p><b>3. Open Morning:</b></p> <p>We are scheduled to hold our next Open Morning on <b>Tuesday, 25th June</b>. This event provides a valuable opportunity to showcase our school to prospective students and their families. Preparations are underway to ensure a welcoming and informative experience for all attendees. Thank you to the CSPA for providing refreshments.</p> <p><b>4. Founders' Day Preparations:</b></p> <p>Planning for our annual Founders' Day celebrations is progressing well. This important event allows us to celebrate the history and ethos of our school and bring together students, staff, parents, and the wider community. We are currently rehearsing performances and are looking forward to a successful and memorable day. Further updates on the program and invitations for the CSPTA will be provided as they develop.</p> | PDB |
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| 6. | <p><b>Future Activities/Events/Fundraising</b></p> <p>New Y7 evening starts 6pm on 17 June Tue – LB, IA and SB are doing uniform, GS and CB doing refreshments.</p> <p>Request from Sue Wales to send info for the new Y7 information packs – LB has sent updated PTA info and the 200 club info doesn't need updating.</p> <p>Open morning 25<sup>th</sup> June 9.30 and 11.30 – IA will help.</p> <p>Drama Club evening Monday 30<sup>th</sup> June – IA, SB, GS and CB will help.</p> <p><b>Actions:</b><br/> <b>TS will double check that Sue Wales has club 200 information in the information packs</b><br/> <b>GS will ask Hazel re a school goodies hamper for the school raffle for the new Y7 evening – PMN: Hazel is looking for some school goodies to raffle</b><br/> <b>PTA will stay after the next meeting on 10 June to organise the 2<sup>nd</sup> hand uniform ready for the sale</b><br/> <b>SB will organise a call between chef manager Lucy and MB to discuss PTA using the school kitchen at events</b></p> |    |
| 7. | <p><b>School Clothing Sales</b></p> <p>Orders continue to come in. Going forward orders will be fulfilled at the regular PTA meeting and on one other date later in the month. It is thought that the school buildings close and can't be accessed after 7.30pm.</p> <p>CG has handed over the ipad and izettle for uniform sales to IA</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | CG |
| 8. | <p><b>200 Club</b></p> <p>The 200 Club is a monthly raffle open to all and it particularly suits parents and carers who want to support the CSPTA but live just too far away to help out at sales and functions. Numbers cost £1 each and there is no restriction on how many you can buy. Half the monthly takings are paid out in prizes. Club fees are made via Standing Order and the form is available on the CSPTA section of the school website. Remember, the money raised all goes to benefit Crypt students. To join our 200 Club please email: <a href="mailto:cspta.200club@cryptschool.org">cspta.200club@cryptschool.org</a></p> <p><b>Actions:</b><br/> <b>DJ will contact Eileen Price 6<sup>th</sup> form pastoral who will have list of new Y12s so we can send an invite out to join the 200 Club</b><br/> <b>New Y7 evening – PTA will do a 200 Club sign up sheet both at refreshments stall and at 2<sup>nd</sup> hand uniform stall</b></p>                                                                  | TS |

**March 2025 – Winners**

|                 |                 |     |
|-----------------|-----------------|-----|
| 1 <sup>st</sup> | Miss E Hope     | £50 |
| 2 <sup>nd</sup> | Mr M Collick    | £40 |
| 3 <sup>rd</sup> | Ms C Gardner    | £30 |
| 4 <sup>th</sup> | Mrs E Wilson    | £20 |
| 5 <sup>th</sup> | Mr J Roberts    | £15 |
| 6 <sup>th</sup> | Ms N Atkin      | £15 |
| 7 <sup>th</sup> | Mr P Stott      | £10 |
| 8 <sup>th</sup> | Mrs H Tunbridge | £10 |

**April 2025 – Winners**

|                 |                   |     |
|-----------------|-------------------|-----|
| 1 <sup>st</sup> | Mr G Ulatowski    | £50 |
| 2 <sup>nd</sup> | Ms M Goscombe     | £40 |
| 3 <sup>rd</sup> | Mrs C Gee         | £30 |
| 4 <sup>th</sup> | Mr W Yeung        | £20 |
| 5 <sup>th</sup> | Mrs C McNair      | £20 |
| 6 <sup>th</sup> | A Lasmanis        | £15 |
| 7 <sup>th</sup> | Mrs V Mikhalevska | £10 |

**May 2025 – Winners**  
**Congratulations! – look out for a cheque in the post.**

|                 |                 |     |
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| 1 <sup>st</sup> | Mrs E Startup   | £50 |
| 2 <sup>nd</sup> | Mr K Tudor      | £40 |
| 3 <sup>rd</sup> | Mr P Jasniewski | £30 |
| 4 <sup>th</sup> | Mrs A Ashley    | £20 |
| 5 <sup>th</sup> | Mrs D Flitney   | £15 |
| 6 <sup>th</sup> | Mrs L Green     | £15 |
| 7 <sup>th</sup> | Mrs N Farr      | £10 |

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| 9.  | <b>AOB</b><br><br><b>Post-Meeting Note:</b> For the record, the PTA officers agreed via Whatsapp chat on 16 <sup>th</sup> March 2025 that Liz Bastock would be the 3 <sup>rd</sup> signatory on the PTA bank accounts.<br><br><b>Actions:</b><br><b>GS will wash the unclaimed lost property items in preparation for sale PMN: The lost property has been discarded by the school so cannot be reused.</b><br><b>PTA social event: CB will do a poll on the whatsapp group to choose a date</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | All |
| 10. | <b>Dates of next meetings</b><br><br>10 <sup>th</sup> June 2025 for AGM, ordinary meeting and some of the team will stay for uniform prep afterwards                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |     |
| 11. | <b>Action Summary</b> <ul style="list-style-type: none"> <li>• SB will clarify with Hazel what is required from the PTA for the music bid</li> <li>• SB/SS to check what items the PTA has previously provided to the music dept<br/>TS will double check that Sue Wales has club 200 information in the information packs</li> <li>• GS will ask Hazel re a school goodies hamper for the school raffle for the new Y7 evening – PMN: Hazel is looking for some school goodies to raffle</li> <li>• PTA will stay after the next meeting on 10 June to organise the 2<sup>nd</sup> hand uniform ready for the sale</li> <li>• SB will organise a call between chef manager Lucy and MB to discuss PTA using the school kitchen at events</li> <li>• DJ will contact Eileen Price 6<sup>th</sup> form pastoral who will have list of new Y12s so we can send an invite out to join the 200 Club</li> <li>• New Y7 evening – PTA will do a 200 Club sign up sheet both at refreshments stall and at 2<sup>nd</sup> hand uniform stall</li> <li>• PTA social event: CB will do a poll on the whatsapp group to choose a date</li> </ul> |     |

Chairman: Claire Berry  
Secretary: Sharon Byfield

Vice Chairman: Claire Gooch  
Treasurer: Steve Scott

Web: <http://www.cryptschool.org/association-aims/>  
Email: [cspta@cryptschool.org](mailto:cspta@cryptschool.org)

The Crypt School Association (known as The Crypt School Parent Teacher Association), Podsmead Road, Gloucester GL2 5AE  
The Crypt School Association is a registered charity dedicated to supporting the school, registration number 280200