



The Crypt School Parent Teacher Association

Parents, Teachers and Friends

cspta@cryptschool.org

Minutes of Committee Meeting 8th October 2024

Venue: Sports Classroom 1, The Crypt School

1.	Present Claire Berry (CB) Debbie Jordan (DJ) Sharon Byfield (SB) Paulina de la Fuente (PF) Claire Gooch (CG)	Gayle Stott (GS) Steve Scott (SS) Tracy Scott (TS) Cathryn Wallington (CW) Indu Arza (IA)	
2.	Apologies Pauline Rudkin-Mclaren Maryna Bentley		
3.	Minutes of the previous meeting 10th September 2024 It was agreed to review meeting minutes offline between meetings and to no longer have this as a regular agenda item.		SB

4.	Treasurers Report Summary @30/9/24 I&E Account £13,070 (bid for music of £1236 has been deducted) Uniform £43,612 (now deducted 2 amounts of 2887.50 for wall art) Also, the figures for August 24 have been revised due to an error in accounts that has now been corrected. This left the end of academic year correct balance of £43,589. In April we agreed £20,000 for wall art and redecoration of the hall. £5,775 has already been taken for the wall art, the remaining balance for the hall redecoration will be sent this month. Pauline has stepped back from refreshments for the time being. Gayle will hold on to Gayle's float, Pauline still has a float as well.	SS
5.	Matters Arising including Wish List Bid from Mr Dyer: Up to four new basketball nets/stands for use in the playground area – for use by all students. We have three in place already. Each one is £329.99 x 4 = £1,319.96 inc VAT Some cheaper units are available – but these do not appear to be very robust and are mainly for home usage. The bid is for additional units to the ones we already have, and they have lasted well now for the last three years. Year 7-11 will benefit. Younger pupils have asked to place more units in the playground areas: the existing ones tend to be used mainly by years 9 and above – these new ones will enable younger pupils to use them as well. They will be used before school and at break and lunchtime. Student voice have requested this. Our caretaker will be asked to assemble the units so there are no other costs. The PTA confirm that this bid is approved. A new bid will be sent for plants and art for the bungalow where some students sit exams.	SS

6.	School Report Very busy start to the term – 5 new teachers and 2 more coming shortly. Lots of events coming up – our open day next week plus an additional open day for all children who have met the qualifying mark. The Societies fair will take place on Monday. A new cohort of Y4 and Y5 children are coming over for 11plus preparation help in November. They are mentored by year 12s. These are pupils in receipt of the pupil premium, suggested by local schools. They will be tutored every week for the whole year.	PF
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7.	Future Activities/Events/Fundraising Harry Potter Evening 17 October 2024 40 pupils have signed up, plus a staff team. DJ has told them there will be pizza and will get orders in by Monday – charge will be £2 each for a half-pizza. Food will be ready from 4pm. DJ will go to the canteen as soon as it is available, Lucy will do the pizzas. Children are welcome to wear fancy dress and can wait in the canteen for the quiz to start 4.30 – 6.30pm. The quiz will also take place in canteen. Children can bring their own food if preferred. There will also be sorting hat to pick out characters. DJ will play music as the children come in, she will check with Gordon if we can have a screen as well. There is also a microphone available. There will be a prize for fancy dress, also for guessing the number of sweets in a tub. Clare Perkins will do the marking, CB and GS will also help. Actions IA will get the pizzas and deliver to the school kitchen at 2pm. PTA refreshments: GS will set up the refreshments and IA and Maryna will come to help out. CB will order 60 Freddos. DJ will check with Gordon in IT for screen and microphone. Christmas Fair 29 November 2024 19 Stallholders have registered to attend, 3 of which are selling food (2 selling cakes). 12 Stallholders have paid so far, 5 stallholders will bring their own tables. SB has agreed with Lesley Smith to request insurance and food safety cert only for stallholder businesses that are run as public limited companies – this approach seems to be working and is not deterring anyone from participating. Raffle: first prize will be £100, other prizes will be a Christmas hamper and small prizes provided by stallholders. 2 Books of tickets per school child will be printed and we will ask for payments in cash for those. The F1 and Duke of Edinburgh Societies will run their own stalls and it was agreed that these two groups could keep all of their profits. Actions CB will order raffle tickets to be printed. SB to confirm date of raffle ticket distribution to Hazel when we know it. SB to create some rules to provide clarity to any Crypt pupils wishing to run their own stalls DJ will ask Hazel what stalls have been run in the past by Y7, children can also come up with a new stall game if they would like to PW will ask form tutors to submit a form to request a stall SB to check with Hazel that sports hall is booked as a contingency CB will email Julian re music for xmas fair CB will send out information for parents re xmas fair after half term GS suggested having children's stalls intermingled with stallholders to keep the stallholders area lively. There was also a suggestion to do either basketball or a football goal shoot but it was decided not to on health and safety grounds. Simon Lewis Quiz Evening Final date agreed 28 February 2025, 6.30pm for 7pm start. This will be a family event, propose to do a bar for it. CB will ask Hazel to request a licence TS will check Simon's requirements in terms of screen, microphone etc.	DJ/ All CB / SB / All
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8.	School Clothing Sales CG was removed from the email forwarding by mistake, so had to catch up with 10 orders, has all been put right now. SB will email Gordon Taylor to remove autoforward from Uniformd account to PTA email account. CG, GS and IA will do another day of sorting out the uniform and uploading it onto the app 2nd November 9am CG will check if pavilion is free and then post in whatsapp group																												
9.	200 Club 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: cspta.200club@cryptschool.org Prospective new members are only included in the draw once they have paid. There have been some standing orders set up, but no funds received as yet. SB to ask to put a reminder to pay in the Head's newsletter in order for people to be included in the prize draw. <table border="1" data-bbox="204 1079 1331 1747"> <tr> <th colspan="3">October 24 – Winners Congratulations! – look out for a cheque in the post.</th></tr> <tr> <td>1st</td><td>Claire Gilmour</td><td>£50</td></tr> <tr> <td>2nd</td><td>Martin Kennedy</td><td>£40</td></tr> <tr> <td>3rd</td><td>Jane Podmore</td><td>£30</td></tr> <tr> <td>4th</td><td>Sarah Papworth</td><td>£20</td></tr> <tr> <td>5th</td><td>S Brown</td><td>£20</td></tr> <tr> <td>6th</td><td>Andrew Simpson</td><td>£15</td></tr> <tr> <td>7th</td><td>Richard Clark</td><td>£10</td></tr> <tr> <td>8th</td><td>Nancy Farr</td><td>£10</td></tr> </table>	October 24 – Winners Congratulations! – look out for a cheque in the post.			1 st	Claire Gilmour	£50	2 nd	Martin Kennedy	£40	3 rd	Jane Podmore	£30	4 th	Sarah Papworth	£20	5 th	S Brown	£20	6 th	Andrew Simpson	£15	7 th	Richard Clark	£10	8 th	Nancy Farr	£10	TS
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10.	AOB Used printer cartridges – there are 5 boxes. CB will follow up with Lyn at school to arrange collection CB still has the currency to follow up. GS will email Lee and Tony about how to monetise this. Refreshments Suzanne has set up a new Google form but not everyone has filled it in yet All events will be in sports hall this term. School staff will set up the table with urns. We will need to transfer supplies from the PTA cupboard to the sports hall. No squash as it can be sticky. We will serve tea, coffee and water. GS has always done daytime refreshments. There is currently no-one to take over evening events. There are volunteers to help but we need someone to step up to do the organisation. If no-one comes forward, we may have to suggest that the school runs some events, in which case the school will organise it and provide the goods to be sold. PTA members can volunteer but we will not be raising PTA funds. If the PTA is running an event, then PTA supplies the goods and the funds go to the PTA for the benefit of the school. GS has provided a plastic pot kept behind the front desk so that PTA members can open up the cupboard when she is not there. CB will speak with canteen staff about helping with future open events. Volunteers Needed! For the next academic year 2025-2026 we will have vacancies on the PTA for the following roles: Chair, Vice Chair, uniform shop, 2 people to do refreshments. IA may take over morning refreshments after Christmas. GS will email new Y7 parents who have expressed interest in helping – she will invite them to come to the next meeting or to come to help at the Christmas Fair. 24 Oct Concert Refreshments: Pete (caretaker) will need to set up the tables and urns and advise on whether the school will be open during the evening for putting refreshments back in the cupboard. SB will set up, IA and CW will come to help during the evening. GS will contact PRM about a hamper. Just tea, coffee, chocolates, crisps etc – it is too logistically challenging to manage wine glasses in the sports hall.	CB GS
11.	Dates of next meetings 2024 Dates 12th November 10th December 2025 Dates 14th January 11th February 11th March 8th April 13th May 10th June	

12. Action Summary

Harry Potter

IA will get the pizzas and deliver to the school kitchen at 2pm.

PTA refreshments: GS will set up the refreshments and IA will come at 4.30pm to take over.

CB will order 60 Freddos.

DJ will check with Gordon in IT for screen and microphone.

Christmas Fair

CB will order raffle tickets to be printed.

SB to confirm date of raffle ticket distribution to Hazel when we know it.

SB to create some rules to provide clarity to any Crypt pupils wishing to run their own stalls

DJ will ask Hazel what stalls have been run in the past by Y7, children can also come up with a new stall game if they would like to

PW will ask form tutors to submit a form to request a stall

SB to check with Hazel that sports hall is booked as a contingency

CB will email Julian re music for xmas fair

CB will send out information for parents re xmas fair after half term

Simon Lewis

CB will ask Hazel to request a licence

TS will check Simon's requirements in terms of screen, microphone etc.

Uniform

SB will email Gordon Taylor to remove autoforward from Uniformd account to PTA email account.

CG, GS and IA will do another day of sorting out the uniform and uploading it onto the app 2nd November 9am

CG will check if pavilion is free and then post in whatsapp group

Other

SB to ask to put a reminder to pay 200 Club in the Head's newsletter in order for people to be included in the prize draw.

CB will follow up with Lyn at school to arrange collection of printer cartridges

GS will email Lee and Tony about how to monetise foreign currency

CB will speak with canteen staff about helping with future open events

GS will email new Y7 parents who have expressed interest in helping – she will invite them to come to the next meeting or to come to help at the Christmas Fair.

Chairman: Claire Berry
Secretary: Sharon Byfield

Vice Chairman: Claire Gooch
Treasurer: Steve Scott

Web: <http://www.cryptschool.org/association-aims/>

Email: 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