



The Crypt School Parent Teacher Association

Parents, Teachers and Friends

cspta@cryptschool.org

Minutes of Committee Meeting 12th November, 2024

Venue: Sports Classroom 1, The Crypt School

1.	Present Claire Berry (CB) Debbie Jordan (DJ) Sharon Byfield (SB) Claire Gooch (CG)	Gayle Stott (GS) Tracy Scott (TS) Maryna Bentley (MB) Paul Bentley (PB) Hazel Wasley (HW)	
2.	Apologies Pauline Rudkin-Mclaren (PR) Victoria Ruxton Gayathri Kagithala	Steve Scott (SS) Cathryn Wallington Indu Arza	

3.	Treasurers Report Summary @31/10/24 – provided by Steve Scott ahead of the meeting: I&E Account £12188 (bid for Netball posts of £1100 deducted) Uniform £29426 (now deducted an amounts of £14225 for balance of Hall redecoration) We are due: izettle payments totalling £202.59 (October events) Chromebook vat refund £239	SB
4.	Bids Caretaker Pete Cresswell submitted a bid for £61.99 for a new 'wheel of fortune' for the Christmas Fair. This was agreed. HW will purchase the wheel and invoice the PTA, SB will forward the details to HW (PMN: This has been purchased now)	SB
5.	School Report The school hall is almost finished and is looking great. The lighting is much improved and the curtains have black linings. The school will be starting to use it from next week. Our new pastoral support worker has started, and Hannah Atwood has moved over to the sixth form The Remembrance Day service was held on Friday. The choir was great and we had a visiting ex-army chaplain Methodist minister to do the address. The school is busy with Christmas activities. The sixth form open evening was very busy, reflecting that the school is increasingly popular. The school has received lots of comments from parents on how polite and engaged the children were at both the sixth form and lower school open evenings. Parents have also commented that it was nice to see a PTA presence. The Y11 mocks are coming up. Christmas lunch has been moved so it is in a different week to the mocks so that Y11s can have it and other years will be able to queue for lunch inside rather than outside.	HW

6.	Future Activities/Events/Fundraising Christmas Fair 29 November 2024 24 Stallholders have registered to attend, but only 17 have paid. Stallholders can park in the main car park on the night. DJ and HW are organising the pupil stalls – the registration form has gone out today. DJ will have an event in the library next week to talk interested pupils through the logistics. The PTA will run the tombola, refreshments, sprout roulette and xmas crafts stalls. The kitchen hatch will be open so we can use the urns for hot drinks – need at least 2-3 urns. MB will run a stall where pupils can decorate Christmas cards – MB would like to the first table on the left in the canteen. Becky will do the ‘Sweet sprout or nowt’ roulette, she will organise the prizes. Mr Antonius and the Duke of Edinburgh Society will run Santa’s Grotto and a chocolate tombola GS is tracking volunteers and will make a rotation for the night The date of the fair is in the Head’s letter date section but is not showing on the school calendar. SS will organise floats for the stalls. The refreshments float is currently £300 but will be needed for purchases for the fair. There will also be cash from the raffle ticket sales that can be used for floats. Previous treasurer Steve Burn will attend the Fair to help with floats/money. Mr Whittaker is organising Christmas music, and this year we can have recorded music when the live music is finished. The izettle and ipad payment system only worked sporadically at the last open evening – there were problems with the internet connection and password. Christmas Fair raffle tickets were sorted into form groups during the meeting and DJ will deliver them to HW on 13 November. Under 16s are not allowed to buy or sell these tickets due to licensing laws. PMN: These are now going out to parents, email sent to parents 13 November. We will have an extra meeting on Tuesday 26 November at 6pm, just to discuss Christmas Fair organisation. HW will email parents to say raffle tickets are coming home and cannot be bought or sold by under 16s (PMN: done on 13 November) HW will get the tall thin urn checked as it was not working last time we used it HW will speak with Mr Antonius about selling tickets and getting gifts for Santa’s Grotto (PMN: A booking form will be sent out on 15 November and parents can buy tickets on Parentpay – some tickets have been sold already) HW will look into school calendar issues (PMN: this is now resolved) HW will organise Christmas CDs for after the live music is finished HW will get IT to check the izettle ipad payment system. CG can bring the other izettle into school if that needs to be checked as well HW and SB will send out reminders regarding donations for the fair and the time and date of the fair, and to bring some loose change for entrance fee and for the games MB will send out an advert about her stall decorating cards	All
----	---	-----

	SB will do another stallholder advert for school and parents Fb sites (PMN: sent out 14 November) SB will send out stallholder set up info and liaise with DJ and HW to do a stallholder plan (both external and pupil stalls) SB will confirm set up time previously agreed by HW and set up time for stallholders (PMN: PTA can arrive at 3.30pm, stallholders at 4.45pm) SB will organise logistics for extra meeting on 26 November GS will check with PR if she is able to attend, if she has a refreshments float and if she wants to do the raffle hamper CB will double check with Mr Whittaker that live music is planned (PMN: HW has confirmed that there will be live music). Simon Lewis Quiz Evening – details to be firmed up at December meeting 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. Foreign Currency Cash for Coins will be used – GS sent the info to CB during the meeting. Harry Potter Evening DJ would like to thank everyone who helped – it was great fun! £120 was raised on the day. Other Events The Autumn concert raised £373 including takings for the raffle. The open days in October raised £117 – the second open day raised much less than expected due to the izettle issues.	
7.	School Clothing Sales Will need someone to take over from Clare, to organise after Xmas fair.	CG

8. 200 Club**TS**

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.

November 24 – Winners Congratulations! – look out for a cheque in the post.		
1 st	Sarah Wales	£50
2 nd	Alison Ashley	£40
3 rd	M Collick	£30
4 th	J Porre and M Altairac	£20
5 th	Mrs Yee Mai Hook	£20
6 th	F Roberts	£15
7 th	Claire Woolerton	£15
8 th	Paul Wainman	£10
9 th	P Brignall & N Clark	£10

9.	AOB It was agreed that SS would be the new contact for the charity annual return	All
10.	Dates of next meetings 2024 Dates 10 th December 2025 Dates 14 th January 11 th February 11 th March 8 th April 13 th May 10 th June	
11.	Action Summary Bids HW will purchase the wheel and invoice the PTA, SB will forward the details to HW (PMN: This has been purchased now) Christmas Fair HW will email parents to say raffle tickets are coming home and cannot be bought or sold by under 16s (PMN: done on 13 November) HW will get the tall thin urn checked as it was not working last time we used it HW will speak with Mr Antonius about selling tickets and getting gifts for Santa's Grotto (PMN: A booking form will be sent out on 15 November and parents can buy tickets on Parentpay – some tickets have been sold already) HW will look into school calendar issues (PMN: this is now resolved) HW will organise Christmas CDs for after the live music is finished HW will get IT to check the izettle ipad payment system. CG can bring the other izettle into school if that needs to be checked as well HW and SB will send out reminders regarding donations for the fair and the time and date of the fair, and to bring some loose change for entrance fee and for the games MB will send out an advert about her stall decorating cards SB will do another stallholder advert for school and parents Fb sites (PMN: sent out 14 November) SB will send out stallholder set up info and liaise with DJ and HW to do a stallholder plan (both external and pupil stalls) SB will confirm set up time previously agreed by HW and set up time for stallholders (PMN: PTA can arrive at 3.30pm, stallholders at 4.45pm) SB will organise logistics for extra meeting on 26 November GS will check with PR if she is able to attend, if she has a refreshments float and if she wants to do the raffle hamper CB will double check with Mr Whittaker that live music is planned (PMN: HW has confirmed that there will be live music). Simon Lewis Event CB will ask Hazel to request a licence TS will check Simon's requirements in terms of screen, microphone etc.	

Chairman: Claire Berry
 Secretary: Sharon Byfield
 Web: <http://www.cryptschool.org/association-aims/>

Vice Chairman: Claire Gooch
 Treasurer: Steve Scott

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