



The Crypt School Parent Teacher Association

Parents, Teachers and Friends

cspta@cryptschool.org

Minutes of Committee Meeting 25th November, 2025

Venue: Sports Classroom 1, The Crypt School

1.	Present Mike Byfield (MB - Chair) Sharon Byfield (SB - Secretary) Maryna Bentley (MaB) Cheryl Fieldhouse (CF) Peter Fieldhouse Nick Dyer Gayle Stott Liz Bastock	Tracy Scott (TS – 200 Club) Steve Scott (SS - Treasurer) Claire Berry (CB) Rebecca Scanlon-Brown (RSB – Refreshments)	
2.	Apologies Debbie Jordan (DJ - Librarian) Ruth Burchill	Hazel Walsley (PA to Head of School)	
3.	Treasurer's Report Summary @ 31/10/2025 Current Balance of PTA account is £12,423 Current Balance of Uniform account is £29,796 Bids paid this month - PE - Bid Netball Post Protectors £1199 PE - Bid Football Shirts £396 Office - Izettle Pad £49 Outgoings Expenses for October events £133.89 Income Xmas Stalls £90 Petty Cash banked £290		SS

Bid from Karen Whiting, SEN – discussed at last meeting – questions answered by Karen:

Total cost (inclusive of VAT) £2,836.47

Proposed Costs:

Item	Cost	Link
Pergola	£1,455.99	Dunster House
S Bench	£293.99	Decorative Gardens
Water Feature	£151.99	Wayfair
Cosmo Decking Tiles	£159.99	Wayfair
Cement	£67.65	Amazon
Plant Pots	£167.97	Crocus
High Raised Trough Planters	£260.98	Primrose
Soil	£79.95	Online Garden Supplies
Plants	£65	–
Skip	£300	–
Weighted Blanket	£35.99	Snooze Therapy
Cushions	£72	Dunelm
Solar Lights	£25.98	Lights4Fun
Sensory Textured Tiles	£64.99	–

Total: £2,836.47

Where in the school will it be located?

This is still being negotiated.

Karen is currently in discussions with Lesley Smith, the school's operations manager, who is waiting for a response from the ground's owners.

We have 'earmarked' a position in front of the main reception doors, on the grass, where the current staff picnic benches are as a possible site, as this would make easy access for staff and students, however we are open to site possibilities. Noise from road may be an issue here.

Will it be accessible for all students?

The area is being designated specifically for SEND (Special Educational Needs and Disabilities) students as a safe space, separate from the pastoral rooms, which primarily support students with SEMH (Social, Emotional and Mental Health) needs. Our SEND students often find it difficult to share the same space when they need to deregulate or manage symptoms related to their SEND needs, which are not connected to SEMH.

Who would use it?

The space would be used exclusively by SEND students across the school and year groups, who require a quiet, supportive environment to deregulate, refocus, or manage their sensory or learning needs. It is intended to serve as a safe and calm area, separate from the pastoral rooms, which primarily support students with SEMH needs.

In the future, once the space is more established, we plan to extend its use to external SEND students, offering access and support to the wider local SEND community.

What will be the function of the pergola?

The pergola will allow students to access the space in all weather conditions, as it will feature a roof and detachable sides, creating a year-round area that provides privacy and a safe, secure "hideaway." At the same time, it will maintain the benefits of the sensory elements within the space, such as the textured wall, sand pit, swing, potted plants, lighting, bench, and weighted blankets. The

pergola will also protect these items from weather damage, animals, and theft, ensuring they always remain safe and usable for students.

Who will take care of any ongoing maintenance?

Karen has discussed this with the schools site team, who have confirmed they would assist with the annual maintenance of the pergola, including varnishing and caring for the timber. Additionally, I have spoken with other staff members who are enthusiastic about running a gardening club, which would help maintain and enhance the pergola area, including adding additional plants, over time.

Discussion: The PTS are happy to support and will provide 50% of the funds

Bid from Debbie Jordan, School Librarian

Over the school year Debbie would like to offer activities, author visits and new stock to the library.

March – World Book Day celebrations – Peters offer 50 World Book Day books for £6.00; Debbie would like to order for both year 7 and 8 making that £36.00

Debbie runs a bookmark hunt around the school, 2 a day, the winners get a free book (which she has a few) Debbie would like to give them a £5.00 book voucher too = £50.00

The tutor groups do a fancy dress event of book characters – Debbie usually gives the winning tutor group some sweets - £10.00

Planning on booking an Indie author for year 9 and 10 with workshops. She charges £100 per workshop plus expenses. - £250.00

April – Debbie runs hunt an Easter Egg event again the winners received a free book with an Easter egg – Debbie would like to do 2 a day - £50.00

June – Author Visit for year 8 and 9. Her costs is £640.75, which is a discount because Natalie McAvooy knows her. Debbie raised £400 on the raffle held in September and would like to ask for the £240.75 extra to complete the total.

Lastly purchasing new book titles has become very expensive, Debbie waits and buys second hand. However, some new titles the students ask for she does need to purchase. She would like to ask for £500 for the year if possible.

Total Cost including VAT: £1146.75

What steps have you taken to ensure value for money?

The Peters books are a wonderful offer of free books for year 7 and 8, Debbie would not be able to do this any other way. It helps promote reading and encourages the students to choose different genres. The author visit is mainly being paid for by the money raised from Debbie's raffle.

The sweets and Easter eggs are purchased from supermarkets or shops that are doing deals at the time.

The books from Peters are a treat to year 7 and 8 to receive a free book and hopefully encourage more readers. The bookmark and egg hunts create a wonderful atmosphere around the school and lets all year groups see that the library is a fun place to be. The workshops are aimed at year 9 and 10 to promote writing, types of texts helping with the upcoming exams. The author visit is for years 7 and 8 at the end of the school year. Debbie would like to visit Book for Bugs books in Mitcheldean to purchase highly reduced books including new fiction, dyslexia friendly titles and non-fiction for all ages.

The author visits need to be verified as soon as possible they have pencilled us in and asked for confirmation as soon as possible.

Being part of the group Debbie appreciates how much we do to raise funds and felt that she needed to itemise what she wants to do now instead of just asking for the funds. Some of you will be aware that Debbie holds quizzes and events in the library every month encouraging the students to be involved and spend time in the library. The prizes she purchases always including a book.

	The PTA would like to support activities that increase interest in reading. The bid seems like good value for money, approx. £100 per month for the year. We would like to question the use of sweets as an incentive – could we give something else? But overall we are supportive, it is a great program running over the year. The PTA agreed to fully fund this bid.	
5.	School Report Sarah Veal, the school's new Development Manager, will come to our meeting in January. The school want to develop a culture of giving of money or time eg for careers talk or work experience opportunities, building networks, but also for income. The PTA is very helpful in providing what the school can't afford. The school wants to raise money to insulate themselves against the vagaries of government finance. For example, Wilsons school is a boys' grammar – it moved site and lost the support of previous pupils, then its reputation was run down, but recently it has blossomed. The have had a development manager for 8 years and have raised a huge amount of money for projects and bringing alumni back into school. Sarah will be engaging with parents and families and asking for contributions, also leading the fundraising for the creative and performing arts block to see if we can implement the vision. She will be connecting the school with the community and nurturing talent and creativity. The first significant donation for the creative arts block has been received. Oliver – the show has been presented to Y7, Y9 and Y10 already, it is a very good production involving many students. Y11 will be on their formal assessments and will be engaging regarding entry into the 6th form. There were 800 families at the 6th form open evening. Y13 are also doing assessments and looking at their future. There are 6-7 interviews at Cambridge, 1 at Oxford so far with more expected. Y7 for next year – we expect to be over-subscribed. The admission number has been increased to 155. 22-24% of our current intake is out of county but there is concern about this. Pates is ringfencing neighbours and have a high % of out of county intake so this may impact us and increase our out of county %. We want to fill our numbers and increase our academic standards. We are not making changes for 2026 entry. For 2027, we are increasing the number of points needed if you want to take 4 A Levels. Some students taking 4 have dropped out, which is a shame as they have taken places on A Level courses that other students could have taken. The ranking for admissions has increased over the last few years, making it more difficult to predict which students will get in. Diversity in Y7 is excellent, which helps to prepare students for the world that they will live in. 43% of our current intake comes from Gloucester city, this has decreased over the last few years. Primary intakes our currently falling – the bulge in pupil numbers has already come through, so primaries are having to take out capacity. We need to be mindful, as we want to keep the school full. The school is creating some more girls toilets, there is a bid for a fire door upgrade and other behind the scenes work. Staffing – a couple of teachers are leaving but have been replaced. Sue Wales is stepping down as admissions manager. Hazel is taking over admissions, Louise Coughlin is taking over exams. An exams/admissions assistant has been appointed. Ofsted framework change and curriculum review – these are being reviewed, any changes will affect current Y8 and Y7. The aim is that the choice of subjects will be less restrictive, it is just a proposal at this stage. We want to maintain an academically rigorous education – this is what grammar school is about. We need to remain an academically focussed school, and will still emphasise EBacc subjects.	ND

6.	Future Activities/Events/Fundraising & Marketing Succession Planning Steve and Tracy might be leaving their PTA officer posts depending on whether their daughter can go into the sixth form. Her top two choices are in the same option block – she wants to stay at the Crypt but might not be able to. We need to think about succession planning so that people can leave if they wish to and be replaced. We will revisit this at a future meeting. Upcoming Events: Oliver 28-29th November Christmas Fayre 5th December Oliver Friday we will access the canteen at 2.30pm to set up the refreshments area and then this will stay up until breakdown after Saturday evening performance. All the refreshments will be served in the canteen. There will be a separate table to order interval drinks. We will serve hot drinks, cans, popcorn, ice creams (Cornetto-style). 76% profit on return expected. Alcoholic drinks will be red wine, white wine, gin and tonic, and cans of lager, Guinness and cider. Using Lucy's freezer in the main kitchen, and can then put the ice creams in ice just before sale. There will be jugs with ice and water to keep cans cold. We will use urns for hot water. RSB will set up Friday night and check stock levels. She will replenish stock if needed during the weekend. We want to sell out so no worries if stocks get a bit low. Hazel will give us ticket numbers on Wednesday so Becky will do shopping then. Becky will update the ipad and will sort out any issues with IT. We will use the school's glasses. Milk for the matinee will be in the fridge – RSB will confirm the location. Christmas Fair Planning It was decided to give 2 tables spanning a corner of the main hall to MaB's Christmas card stall so there will be room for young people to spend some time doing crafts/arts with their parents. All benefits will go to the PTA. We will make sure there is a good flow of people into the main hall by mixing up stalls selling gifts/crafts with stalls run by members of the school doing games. CF will run a stall with her daughter selling bead items and hot dogs – the funds raised selling hot dogs will be donated to the PTA. CF will bring two slow cookers which will be located in the kitchen and will serve hot dogs through the hatch. The bead items will be on a table just in front. Other food options will be pizza and sausage rolls. CB volunteered to make trays of brownies and cook pizzas. There was a discussion about how to organise cake sales and increase cake donations as we only received a couple last year. It was agreed to have a prize for the best cake – a prize for adults and a prize for children. Action: SB will organise requests for cake donations nearer the time. It was agreed to do a Christmas raffle. Raffle tickets will be sold in advance on ParentPay and additional tickets sold on the night. We want to have an unwanted present amnesty in January – aim to send the first messages out before Christmas.	MB/ RSB
7.	School Clothing Sales The school has received several bags of donations. The PTA is still selling a few orders per week. Need to upload all items on the app. Previous style long sleeve rugby shirts can still be worn in school and are much cheaper if bought as 2nd hand items.	LB

8.	200 Club We have the lowest number of entries into the draw for quite some time, hence the number of prizes is reduced as there is less to share out. Action: Liz is doing a poster to go on Fb and a poster for all future events. <table border="1" data-bbox="204 295 1329 790"> <tr> <th colspan="3">October 2025 – Winners Congratulations! – look out for a cheque in the post.</th></tr> <tr> <td>1st</td><td>Mrs S Brown</td><td>£50</td></tr> <tr> <td>2nd</td><td>Mrs K Short</td><td>£40</td></tr> <tr> <td>3rd</td><td>P Bignall & N Clark</td><td>£30</td></tr> <tr> <td>4th</td><td>Mrs C Hatherall-Cook</td><td>£20</td></tr> <tr> <td>5th</td><td>J Porre & M Altairac</td><td>£10</td></tr> <tr> <td>6th</td><td>J Russo</td><td>£10</td></tr> </table>	October 2025 – Winners Congratulations! – look out for a cheque in the post.			1 st	Mrs S Brown	£50	2 nd	Mrs K Short	£40	3 rd	P Bignall & N Clark	£30	4 th	Mrs C Hatherall-Cook	£20	5 th	J Porre & M Altairac	£10	6 th	J Russo	£10	TS
October 2025 – Winners Congratulations! – look out for a cheque in the post.																							
1 st	Mrs S Brown	£50																					
2 nd	Mrs K Short	£40																					
3 rd	P Bignall & N Clark	£30																					
4 th	Mrs C Hatherall-Cook	£20																					
5 th	J Porre & M Altairac	£10																					
6 th	J Russo	£10																					
9.	Dates of next meetings Mon 15th December Tue 27th January Tue 24th February Mon 23rd March Tue 28th April Mon 18th May Tue 30th June	SB																					
10.	AOB The New Dawn View path to the back school gate was closed from yesterday until April. This has been mandated by Shire Hall Gloucester Highways. The school was not informed in advance of this.	PF																					
10.	Action Summary • SB will organise requests for cake donations for the Christmas Fair • LB will create posters for the 200 Club to display at events and in the newsletter • MB will update the PTA Handbook and take out any links that are no longer working • SB will put together a yearly plan of PTA events • MB will look into maintenance of the PTA cupboards in the school kitchen																						

Chairman: Mike Byfield Vice Chairman: Tracy Scott
 Secretary: Sharon Byfield 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