



# The Crypt School Parent Teacher Association

Parents, Teachers and Friends

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

## Minutes of Committee Meeting 15<sup>th</sup> December, 2025

Venue: Sports Classroom 1, The Crypt School

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                     |           |
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| 1. | <b>Present</b><br><br>Mike Byfield (MB - Chair)<br>Sharon Byfield (SB - Secretary)<br>Rebecca Scanlon-Brown (RSB – Refreshments)<br>Indu Arza (IA – Uniform)                                                                                                                                                                                                                                                                                                                                 | Tracy Scott (TS – 200 Club)<br>Steve Scott (SS - Treasurer)<br>Hazel Walsley (PA to Head of School) |           |
| 2. | <b>Apologies</b><br><br>Debbie Jordan (DJ - Librarian)<br>Ruth Burchill<br>Nick Dyer                                                                                                                                                                                                                                                                                                                                                                                                         | Liz Bastock (LB)<br>Maryna and Paul Bentley<br>Cheryl and Peter Fieldhouse                          |           |
| 3. | <b>Treasurer's Report</b><br><br><b>Summary @ 31/11/2025</b><br><br>Current Balance of PTA account is £12,741 (increased £318 since last month)<br>Current Balance of Uniform account is £29,829 (increased £33 since last month)<br><br><b>Bids paid this month - None</b><br><br><b>Outgoings</b><br><br>Floats for Christmas Fair stalls £650 – this has since been returned to the account<br><br><b>Income</b><br><br>Repayment of overfunded bids   £298.63<br>Easyfundraising £103.39 |                                                                                                     | <b>SS</b> |

## Christmas Fair Summary

Income £2,113

Expenditure £378 (note most of the stock for refreshments was carried over from what was purchased for Oliver, so these expenses were smaller than usual)

Profit £1734 (note this is down from last year £2429)

Raffle figures

Prepaid £866

At fair £188.50

Total £1054.50

## Christmas Fair Debrief

The tokens worked well, we can work out for next year how to add these into the accounting.

The fair was very poorly attended, only 50 adults paid to enter. The weather was very bad plus many people had been in school the previous weekend to see Oliver. There was also a Y7 rugby fixture going on at the same time.

All the volunteers and young people did a fantastic job and worked hard to ensure it was fun for the visitors.

Raffle – people in the room didn't feel involved in the raffle draw, as the prizes were won by people who had bought tickets in advance. The majority of tickets are sold in advance and this is the same as what we have done in previous years. The stallholder prizes were bundled and people were disappointed with that. We recommend for next year not to bundle the prizes and also to do draw the first prize first rather than in reverse order. Being able to show an image of the main prizes in advance really helped to sell the raffle tickets online.

We missed an advertising opportunity – we could have had the Christmas Fair details on the back of the programme for Oliver. We did however advertise regularly on the school and parents' forum Fb sites and in the Head's letter several times. Next year we will advertise on the school Instagram account as well.

Hazel has wicker baskets that we can use for future raffle prizes.

**Action: SB will collaborate with LB on creating a list of places where we should advertise**

We could also ask stallholders to promote the event.

There was also a suggestion to make the fair feel busier by having more stalls, and to put the tombola at the far end as that is one of the most popular stalls.

It was discussed whether we could offer free entry if you buy some raffle tickets but this is thought to be against the regulations that govern raffle ticket sales.

It was discussed whether we want to have a Christmas fair or a different type of Christmas event next year such as a Christmas themed disco or quiz? Or to start the fair during the school day and then keep it running into early evening so that parents can drive to school and meet their children there. Whatever the event, it is important to include a raffle.

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| <p><b>4.</b></p> | <p><b>Bids</b></p> <p>No bids were received since the last meeting. A new bid is expected shortly for camera equipment.</p> <p>Letter of Thanks from Debbie Jordan, School Librarian for payment of the library bid:</p> <p>Dear CSPTA</p> <p>Thank you so much for approving the library bid at your last meeting. I am very grateful for this funding to help to continue the wonderful activities and new stock I like to offer the students at our school.</p> <p>The students are constantly keeping me up to date with new book titles and recommendations which I try my best to provide as soon as they are available. However, I do try and wait for the paperback copies, which are obviously a little cheaper.</p> <p>Last year the students thoroughly enjoyed the World Book Day events, which now has the bonus of Indie author workshops with years 9 and 10 to look forward to. Along with an author visit in June for the whole of year 7 and 8. These events always produce a wonderful atmosphere around the school.</p> <p>The bookmark and Easter egg hunts provide so much fun for all year groups, trying to find a reward before anyone else.</p> <p>I will keep you updated on the events and book buys I able to go to thanks to your wonderful funding.</p> <p>Kindest Regards</p> <p>Debbie Jordan</p> <p>It was really great to receive the letter from Debbie. The PTA will request feedback from the school after each bid has been paid to see what progress has been made.</p> | <p><b>MB</b></p>                 |
| <p><b>5.</b></p> | <p><b>School Report</b></p> <ul style="list-style-type: none"> <li>• A pupil survey has been completed recently regarding PE clubs and sports fixtures. There is an equal balance of boys and girls fixtures although teams that progress have additional fixtures.</li> <li>• A new company will take over the school catering in January – this will be updated on to the school website on the last day of term.</li> <li>• The school recently ran a quiet space for children or adults who have lost someone close to them. Children had the opportunity to colour or do crafting. The event ran well and the school will run it annually.</li> <li>• The school's anti-bullying ambassadors will be running events in January.</li> <li>• Additional recycling bins are being brought in for the 6<sup>th</sup> form area.</li> <li>• Parental consent for school trips is moving on to Bromcom My Child at School. Parents need to keep the system up to date. There will be a new form for any residential trips.</li> <li>• There is a live production of Jekyll and Hyde coming to school in the new year for Y10 and Y11.</li> <li>• Lost property – named items have been returned, unbranded items will be sent to charity, and branded items will be sent to the PTA for re-sale.</li> </ul>                                                                                                                                                                                                      | <p><b>SS/<br/>MB/<br/>SB</b></p> |

|                                                                                  | <ul style="list-style-type: none"> <li>Mr Dyer sends his thanks to all PTA members for supporting opportunities for children and representing the school positively.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                  |  |  |                 |             |     |                 |              |     |                 |            |     |                 |               |     |                 |           |     |                 |           |     |    |
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| 6.                                                                               | <b>Future Activities/Events/Fundraising &amp; Marketing</b><br>21 Jan Y9 Showcase Concert<br>18 March Open Morning<br>25 March Spring Concert<br>18 June New Y7 Pastoral Evening<br>24 June Open Morning<br>1 July Y7 and 8 Showcase Concert<br><b>Action: Mike will put dates out to volunteers</b><br>A 'Cabaret' evening is planned – date TBC<br>Potential dates for the quiz night and an art event were discussed. The art event could possibly be held in the canteen, as there is going to be scaffolding up on the hall stage. For the quiz night, we could potentially run it even with the scaffolding up – we could close the curtains and use a portable screen.<br><b>Action: Hazel and TS will liaise over the date</b><br>Oliver Debrief – volunteers were great, everything went well. There is a lot of stock left over which can be used for future events coming up. Interval refreshments went well. For concerts coming up, we can see how many tickets are sold and then decided whether to spend £21 on an alcohol licence. Consider having a freezer for selling ice cream. | MB/<br>SB                                                                        |  |  |                 |             |     |                 |              |     |                 |            |     |                 |               |     |                 |           |     |                 |           |     |    |
| 7.                                                                               | <b>School Clothing Sales</b><br><br>To discuss at the next meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                  |  |  |                 |             |     |                 |              |     |                 |            |     |                 |               |     |                 |           |     |                 |           |     |    |
| 8.                                                                               | <b>200 Club</b><br><br>We have new posters and will start promoting the 200 Club again at our next events. <table border="1" data-bbox="204 1415 1331 1944"> <tr> <th colspan="3">November 2025 – Winners<br/>Congratulations! – look out for a cheque in the post.</th></tr> <tr> <td>1<sup>st</sup></td><td>Ms C Carter</td><td>£50</td></tr> <tr> <td>2<sup>nd</sup></td><td>Mrs E Wilson</td><td>£40</td></tr> <tr> <td>3<sup>rd</sup></td><td>Mr R Clark</td><td>£30</td></tr> <tr> <td>4<sup>th</sup></td><td>Mrs C Gashema</td><td>£15</td></tr> <tr> <td>5<sup>th</sup></td><td>Mr A Klee</td><td>£10</td></tr> <tr> <td>6<sup>th</sup></td><td>S Roberts</td><td>£10</td></tr> </table>                                                                                                                                                                                                                                                                                                                                                                                                     | November 2025 – Winners<br>Congratulations! – look out for a cheque in the post. |  |  | 1 <sup>st</sup> | Ms C Carter | £50 | 2 <sup>nd</sup> | Mrs E Wilson | £40 | 3 <sup>rd</sup> | Mr R Clark | £30 | 4 <sup>th</sup> | Mrs C Gashema | £15 | 5 <sup>th</sup> | Mr A Klee | £10 | 6 <sup>th</sup> | S Roberts | £10 | TS |
| November 2025 – Winners<br>Congratulations! – look out for a cheque in the post. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                  |  |  |                 |             |     |                 |              |     |                 |            |     |                 |               |     |                 |           |     |                 |           |     |    |
| 1 <sup>st</sup>                                                                  | Ms C Carter                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | £50                                                                              |  |  |                 |             |     |                 |              |     |                 |            |     |                 |               |     |                 |           |     |                 |           |     |    |
| 2 <sup>nd</sup>                                                                  | Mrs E Wilson                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | £40                                                                              |  |  |                 |             |     |                 |              |     |                 |            |     |                 |               |     |                 |           |     |                 |           |     |    |
| 3 <sup>rd</sup>                                                                  | Mr R Clark                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | £30                                                                              |  |  |                 |             |     |                 |              |     |                 |            |     |                 |               |     |                 |           |     |                 |           |     |    |
| 4 <sup>th</sup>                                                                  | Mrs C Gashema                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | £15                                                                              |  |  |                 |             |     |                 |              |     |                 |            |     |                 |               |     |                 |           |     |                 |           |     |    |
| 5 <sup>th</sup>                                                                  | Mr A Klee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | £10                                                                              |  |  |                 |             |     |                 |              |     |                 |            |     |                 |               |     |                 |           |     |                 |           |     |    |
| 6 <sup>th</sup>                                                                  | S Roberts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | £10                                                                              |  |  |                 |             |     |                 |              |     |                 |            |     |                 |               |     |                 |           |     |                 |           |     |    |

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| 9.  | <p><b>AOB</b></p> <p>It was agreed to renew our ParentKind subscription, there are lots of good ideas for PTAs on the website.</p> <p><b>Crypt School Scarf</b></p> <p>Peter suggested that we could have a school scarf that we sell to raise funds for the PTA. We could make the design similar to the Hogwarts scarves in the Harry Potter films, as the colours are the same.</p> <p>We do already have scarves available.</p> <p><b>Action: Hazel will ask if the PTA can buy the current scarves and then promote them to raise money for the school</b></p> <p><b>Dates of next meetings</b></p> <p>Tue 27<sup>th</sup> January<br/> Tue 24<sup>th</sup> February<br/> Mon 23<sup>rd</sup> March<br/> Tue 28<sup>th</sup> April<br/> Mon 18<sup>th</sup> May<br/> Tue 30<sup>th</sup> June</p> | SB |
| 10. | <p><b>Action Summary</b></p> <ul style="list-style-type: none"> <li>• SB will collaborate with LB on creating a list of places where we should advertise</li> <li>• MB will put dates for spring events out to volunteers</li> <li>• Hazel will ask if the PTA can buy the current scarves and then promote/sell them to raise money for the school</li> <li>• Hazel and TS will liaise over the date for the quiz night</li> <li>• SB will put together a yearly plan of PTA events</li> <li>• MB will look into maintenance of the PTA cupboards in the school kitchen</li> </ul>                                                                                                                                                                                                                    |    |

Chairman: Mike Byfield  
Secretary: Sharon Byfield

Vice Chairman: Tracy Scott  
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