



The Crypt School Parent Teacher Association

Parents, Teachers and Friends

cspta@cryptschool.org

Minutes of Committee Meeting 24th February, 2026

Venue: Sports Classroom 1, The Crypt School

1.	Present Mike Byfield (MB - Chair) Sharon Byfield (SB - Secretary) Rebecca Scanlon-Brown (RSB – Refreshments)	Tracy Scott (TS – 200 Club) Steve Scott (SS - Treasurer) Hazel Walsley (PA to Head of School) Liz Bastock (LB) Peter and Cheryl Fieldhouse	
2.	Apologies Indu Arza Nick Dyer	Debbie Jordan	
3.	Treasurer's Report Summary @ 31/01/2026 Current Balance of PTA account is £10722 (decreased £116 since last month) Current Balance of Uniform account is £29908 (increased £37.26 since last month) Bids paid this month - PE footballs - £148.35 Main Outgoings 1 * Expenses for Xmas Fair and Oliver - £63 PTA liability Insurance £171 Main Income iZettle November - £53.02		SS

	Upcoming in Feb Music bid - £2649 Income - Izettle *3 - £1092	
4.	Bids Feedback from Mr Whittaker regarding last month's approved music bid: Please pass on my thanks to the CSPTA on behalf of the music department. These items will be ordered and put to good use as soon as they arrive. They will make a huge difference. Thank you again for their kindness. Cheerleading Bid – Ms Crozier Ms Crozier would like to bid for funds towards competition uniforms for students on the competition team, totalling £1,400 total (£60 per student + shipping cost). Ms Crozier received two other quotes, both quoted over £100 per uniform. The students on the competition team will benefit (a competition uniform is like the clothes required for any sport). There are 22 students from years 7-10. When they attended competition last year (in training T shirts and shorts), they were the only team without a competition uniform, which made the girls feel self-conscious/ 'lesser' than the other teams. Ms Crozier would keep the uniform design for several years, so that any students who aren't on the team next year could pass their uniform on to a student next year, and for any students who are on the team they could keep their uniform for several years. The team have begun fundraising ourselves – they have secured £200 in corporate sponsorship, and have two fundraising events booked for early March (one bake sale and one 'hot drink and sweet treat' delivery to teachers). Their goal is to raise half of the cost (£700) and for parents of the cheerleaders to pay the other half, but if they are able to raise even more, that would be incredible! They have to raise this money and make payment by mid-March. The Cheer club is open to all and then there is the squad which is working towards the competition. They will buy uniforms in a range of sizes which can be passed down as they age. The committee voted to support the bid and provide the £500. It was noted that it benefits a limited group of students but we want to help and encourage clubs who are doing their own fundraising. IT Bid – Mr Baldwin Mr Baldwin is asking for funds to buy: A high resolution Photo / Video Camera and microphone	MB

	- Sony ZV-E10K Mirrorless Camera with 16-50mm II - Sennheiser MKE 400 Directional Camera Microphone - 3-Pack NP-FW50 Batteries and charger - Camera bag The costs would be: - £527 - £650 - Camera (Cheapest from a reputable store – Current Sale) - £143 - Microphone - £40 – Batteries and charger - Camera bag – £20-40 Mr Baldwin has searched through multiple sites and have found a significant saving via https://norwich-cameras.co.uk/ current cost of 527 vs 650 on Amazon, which he had previously found the lowest price on the 27th November 2025 (Amazon is now £649). When documenting social media content and special events, the school is currently limited by an iPad camera's ability to fully capture the quality of students' work and presentations. A dedicated camera would allow us to showcase school events and student achievements more professionally and accurately. Mr Baldwin has also recommended a microphone, as clear audio is just as important, if not more so, when interviewing students. High-quality sound ensures their voices are heard clearly and reduces distracting background noise, creating more engaging and professional content. The committee voted to approve the bid in full.	
5.	School Report The school has been holding interviews for new Assistant Heads. There are some really strong candidates from within the current staff. Claire Gee will be the new Academic Deputy Head and Matthew Bevan will be the new Pastoral Deputy Head. The school is now looking to fill the roles they are leaving vacant: Head of chemistry and Head of Y13. The choir trip to Belgium was successful, it is expected to run every 2 years. Exam candidates are preparing for A Levels and GCSEs. The current Key Value is Respect. Facilities – the school will be refurbishing DART over the summer and will have a new suite of computers there. More girls' toilets are being added. The canteen will be decorated and there will be some layout changes and soundproofing. Events: Quiz night this Friday, then open mornings are coming up with 275 signed up for each day. We also have Y5 taster days on 10 and 11 June. The Y7 induction program is coming up, school final choices will be confirmed to parents next week. There is a pastoral evening on 18 June and a transition day on 29 June. There are also some new teachers starting.	HW

6.	Future Activities/Events/Fundraising & Marketing 27 Feb Quiz night Tickets sold: £125 adults and £25 children. There may be additional people and additional pizza orders booked on the google form – TS will review. The site team will be there to help move exam desks and IT will support with sound. Cheryl will heat the pizzas, the kitchen will stay open: 6.15pm to open the doors, 6.30pm for pizza ready, 7pm start. Peter is happy to be a reserve volunteer. Booking closes tomorrow. Actions TS will review bookings. MB will put a message out to see if anyone else can volunteer Other Events • 18 and 19 March Open Mornings – Yes fine for us to do usually 3-4 volunteers needed for each one. The talk will start by 9.30am so 8/8.15am set up to be ready for serving by 9am. • 21 March evening is the Old Cryptian’s Event – Hazel has always done the bar in the past but is unable to attend this year. The Old Cryptians buy the alcohol and do the price list. We usually need 4 people to run the event. The Old Cryptians have confirmed they will make a donation to the PTA in return for us running the bar. Will start and end the evening earlier than previous years. Action: Mike and Becky will discuss offline • 25 March Spring Concert – Hazel will find out if Mr W is planning to sell tickets Hoping to trial an independent ticket system (not Parentpay) so other relatives can buy tickets independently of Parentpay. (Post-meeting note: Tickets are being sold through Trybooking.com) • 18 June New Y7 Pastoral Evening • 24 June Open Morning • 1 July Y7 and 8 Showcase Concert • 4 July Cabaret Evening – we should be able to support this but need to discuss with the wider team Action: Mike will liaise with Becky and put dates out to volunteers	TS/ MB
7.	School Clothing Sales We are continuing to have a small number of uniform sales each month. The idea of selling school scarves was discussed. 50 Scarves will be available to sell, they were bought at £6.73 each, and we can sell at 12.50 each. They could be put on Uniforms to encourage people to use the app. £12.50 is a good price compared to what other schools are selling them for. Some concern was expressed about the need for the PTA to buy the stock in advance – this can be discussed again at the next meeting.	

	Hazel is going to sell umbrellas.																			
8.	200 Club Need to promote at next new year 7 evening <table border="1"> <tr> <th colspan="3">December 2025 – Winners Congratulations! – look out for a cheque in the post.</th></tr> <tr> <td>1st</td><td>Mrs Allan-Bowdery</td><td>£50</td></tr> <tr> <td>2nd</td><td>Mrs L Perla</td><td>£40</td></tr> <tr> <td>3rd</td><td>J Porre & MM Altairac</td><td>£30</td></tr> <tr> <td>4th</td><td>Ms C Morris</td><td>£20</td></tr> <tr> <td>5th</td><td>Ms L Price</td><td>£10</td></tr> </table>	December 2025 – Winners Congratulations! – look out for a cheque in the post.			1 st	Mrs Allan-Bowdery	£50	2 nd	Mrs L Perla	£40	3 rd	J Porre & MM Altairac	£30	4 th	Ms C Morris	£20	5 th	Ms L Price	£10	TS
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9.	AOB Dates of next meetings Mon 23 rd March We will do this meeting online to try to engage a wider audience. The committee discussed what we can do to try to increase engagement. If we had a significant campaign, people might be more motivated. Survey the PTA group – what are people willing to do, what is the aim? Can we encourage the kids to speak with their parents? Could we put an event for children on simultaneously with the meeting to encourage greater attendance? Tue 28 th April - AGM Mon 18 th May Tue 30 th June The AGM meeting will take place in April, and has to be advertised in advance. Action: SB will advertise the AGM	SB																		
10.	Action Summary - Quiz Night: TS will review bookings, MB will put a message out to see if anyone else can volunteer - MB and RSB will liaise over Old Cryptians' dinner and other upcoming events and will put the call out for volunteers - SB will advertise the AGM																			

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| | <ul style="list-style-type: none"> • SB will collaborate with LB on creating a list of places where we should advertise events • SB will put together a yearly plan of PTA events • MB will look into maintenance of the PTA cupboards in the school kitchen | |
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Chair: Mike Byfield

Vice Chair: Tracy Scott

Secretary: Sharon Byfield

Treasurer: Steve Scott

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

Email: cspta@cryptschool.org

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The Crypt School Association is a registered charity dedicated to supporting the school, registration number 280200