

# CLICA SPRING MEETING MINUTES

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Held at Court Lane Infant School

6.30pm -9.30pm Monday 18 March 2019

## **Those that were present are as follows:**

Kerry Budd, Julie Davenport, Emma Ross, Tina Bohea, Karen Pickett, Gemma Wright , Liz Reid, Ngarie Sheppard, Charlotte Corbishley, Vicky Robba

## **Apologies:**

Jodie Heather

Fiona Moore

Jenna Wake

## **Meeting chaired by Kerry Budd. Minutes taken and produced by Tina Bohea**

- Introductions
- Recap previous informal meeting at The Manor Pub on Monday 14th January 2019
  - Bingo Night was well received and raised a total of £170. Good formula, no suggestions to change.
  - Christmas Cards went better than expected. Thoughts for next year were to have two people running Christmas Cards and to give Reception year children a template to colour rather than design own cards. Raised £378.
  - Autumn Disco. Went well, no comments on improvements needed. Raised £600.
  - Present Buying. Suggest to start purchasing presents earlier. Improve layout of present area, suggestion to layout as a shop with a 'till' area. KB to try and source trolleys or baskets from local businesses to enhance the children's experience. Volunteers and teaching staff to get crib sheets and a briefing before the event starts so more aware of what they are expected to do. Money raised at this event counted with Christmas Fayre total.
  - Christmas Fayre. The grotto, Santa, layout, cash office, lucky dip, refreshment donations, pot of gold, colour competition, cake stall and vendors all well received. Improvements to be made by booking first aid provision earlier, better organisation and better recruitment of games volunteers, improve traffic to Y2 area. Suggestion made by KP to swap grotto location to Y2 area to drive traffic that way. KB suggests to use YR 1&2 rooms as craft rooms if grotto moves. Further improvements could be made by asking for more wrapping paper donations, ensuring Christmas music can be heard throughout the event, smaller lucky bags, crib sheets for each area of volunteers, megaphone needed for raffle. Noted that a PAT test would need to be carried out on any new sound equipment. EM suggests wireless sound systems. Further improvements could be made by introducing new games, more variety of games. Identified would need a new craft supplier this year. One box of craft left in store. This event raised £5000 with matched funding of £2000 from Barclays.
  - Panto. After a final push we sold 112 of 120 tickets. The Kings were helpful in amending our reservations and holding off deadlines. To increase take up suggested that book the 23/12/19 at 11am showing of Aladdin this year. Advertise earlier, at the teddy bear picnic

and new starters meeting. Review prices charged, were we competitive enough? Money raised TBC.

- PJ and Pizza Night. Dominoes delivered Pizzas very late. KB leading on chasing the promised refund. Dominoes not to be used at any further events. Research into new caterers. This was an extremely popular event, it was too busy. Numbers should be limited or perhaps two shorter events to run on the same night to divide numbers. Suggest to show a shorter run of cartoons in place of a film if this is the case. Water bottles suggested to be stored by year group, its too messy allowing children to keep them.

### **Roles and CLICA Recruit**

Julie Davenport nominates Tina Bohea as Secretary. Nomination seconded by Kerry Budd. Tina Bohea voted in.

Kerry Budd nominates Sam Sutton as Treasurer. Nomination seconded by Julie Davenport. Sam Sutton voted in.

Ngarie and Liz express and interest in sharing a role. Discussion on new committee members to shadow existing with a view to succession. Emma Ross will support Sam Sutton in her new role until she is settled in.

- Trustees due to leave school at the end of this academic year voluntarily leave the board of trustees. New board of Trustees as follows; Kerry Budd, Julie Davenport, Tina Bohea, Liz Reid.

- CLICA is currently as follows;

Kerry Budd, Chairperson

Julie Davenport, Vice Chairperson

Tina, Bohea, Secretary

Emma Ross, Treasurer. Shadow Treasurer, Sam Sutton

Current Committee Members, due to leave in July; Vicky Robba, Fiona Moore, Jodie Heather, Charlotte Corbishley, Carly Tong.

Current Committee Members, due to stay past July; Liz Reid, Gemma Wright, Ngarie Sheppard

### **From the Treasurer**

- There is currently £11771.52 in the bank
- Names of approved bankers is to be updated to Kerry Budd, Julie Davenport, Sam Sutton and Tina Bohea. These members must complete a form provided by Emma and return it to the bank as directed.
- All future monies paid into the bank must be paid in using the paying in book either kept with the treasurer or at the school office. Money may not be paid in using a paying in slip.

### **Future Events**

- Disco 28/03/19. Mr Tall confirmed at DJ. Letter sent out via book bags and event advertised on Facebook. Volunteers look promising. School to provide first aid for YR children. Emma Ross to cover first aid for Y1 and Y2 children.

- Summer Picnic 07/06/19. Mr Tall confirmed as DJ. Issue raised of D Day events advertised in Southsea for the same day. Events advertised online suggest the following day would appeal more to our families, decide not to change date of our event. KB runs through provisional booking for event; horse rides, petting zoo, girlyious beauty bar, face painters, popcorn and ice cream vendors. CLICA to obtain paperwork of companies and let school have sight of it to check. Layout to be discussed. Potential for further vendors possible, to be discussed at a later date.
- Quiz Night. The Manor have offered to host a quiz night for CLICA. With this in mind JD suggests an alternative Fashion Show evening. Well received, JD to investigate further. KP to look into dates.

### **Other Business**

- Dream Catchers have advertised a new after school club, will this interfere with our use of the hall. KP reassures it will not, they have alternative facilities for Dream Catchers when hall in use.
- The Manor Pub have offered to sell tickets for our events from the pub, making it easier for parents who miss us in the playground to purchase tickets.
- CLICA are holding a coffee morning to try and widen our availability from just evening meetings and playground events. Meeting to be held at The Manor on 22/03/19. Needs to be promoted by TB on Facebook.
- Easter is approaching, KB puts forward idea of Scavenger Hunt to raise money and as a fun competition over the Easter holidays. Idea well received, given go ahead. £1 charge agreed for each entry. Prize to be selected from CLICA store. Judges to be appointed. JW has emailed an idea of an Easter egg raffle, given the short notice this is to be reviewed for next Easter.
- End of school year uniform collection was popular last year. It was quite tricky working with Smile Malawi, suggest we look at alternative charities. Sal Shoes suggested, children leave their shoes at the end of the school year and go home in trainers. Shoes donated to established Sal Shoes. Idea popular. Will revisit once investigated further.
- Newsletter. Court Lane Junior PTA produce a Newsletter each term, its successful and suggested we do the same. KB and TB to design. Newsletters to be printed for display at each class pick up and copies to be left in Reception area. Suggested we also produce posters to display at Parent/Teacher consultations. TB to do this alongside Newsletter design.
- Suggestion Box. KB asks for a Suggestion Box for CLICA to be available in reception KP agrees.
- Goals for fundraising requested. KP to discuss with SLT. There a a number of options including technology and playground improvement. Committee suggest a figure of £10000 to be donated to the school this year.
- KB to arrange a list of who needs a DBS. KB to send list to KP. DBS to be collected and returned by committee member to reception.
- July meeting booked for 9/07/19