COLLIS SCHOOL ASSIOCIATION

Minutes of the meeting held on 21 May 2018

Present:

Lou Farrell	LF	Charlotte Greenleaf	CG
Rebecca Smith	RS	Nick Farnsworth	NF
Frances Wells	FW	Sarah Robinson (notes)	SR
Helen Samuel (Chair)	HS	Sophie Maccartney	SM
Anna Rudenko	AR		

Apologies: Paul Dowsett, Wayne Allan

1. WELCOME & INTRODUCTIONS

Helen welcomed everyone to the meeting.

2. MINUTES OF THE LAST MEETING (19 March 2018)

Accuracy
The minutes were agreed as an accurate record of the meeting.

Matters arising
One action to carry forward, all other actions complete or on agenda.
ACTION – review CSA section on school website (RS)

3. SCHOOL UPDATE AND FUNDING REQUESTS

Swimming pool
HS and WA met with Chair of Governors. One discussion was around funding for the school swimming pool for upkeep and staffing. It was decided the best way to proceed was for the school to send out a letter on behalf of the CSA with a link to BT donate – asking parents to contribute. Gift aid compliance will need to be checked. There was a suggestion that if the school was able to add partners onto their mailing list then this would likely increase donations.
ACTION: Take forward proposal with school Business Manager (LF)
ACTION: SM to take forward increasing school mailing list and use of Mailchimp (SM)

Wellness room
Costs have come down for development of this room. Discussion around whether CSA would fund this or share costs with the school – cost approx £40k. Agreement that CSA would part fund this to a maximum of£20k and would use the forthcoming colour run to raise funds specifically for this. Grants might also be available, for example Waitrose or Tescos fund raising schemes.
ACTION: Take decision back to school (HS/WA/LF)
ACTION: Amend advertising for colour run to reflect this fund raising (RS/LF)

New build
No further information or dates as yet.

4. COMMITTEE MATTERS

GDPR

It was agreed that the CSA's responsibilities around GDPR needed to be considered and action take to ensure compliance. A small working group will meet and bring back actions taken to next meeting.

ACTION: HS/NF/CM/SR/AR will meet to develop an action plan

ACTION: HS will discuss with the school

Advertising lead

A brochure will happen for summer run as some advertisers have already paid. FW agreed to coordinate.

ACTION: FW to coordinate summer brochure for this year

Parent forum CSA rep

LF attend that last Parent Forum and suggested that this should rotate. SR volunteered to go to the next one on 289 June.

ACTION: SR to attend Parent Forum on 29 June

5. EVENTS

Football/netball (held on 12 May 2018)

Good turn out for the football/netball event held on 12 May, although slightly fewer playing netball, so next time consider a back up plan for teams that don't turn up. Consider policy around bouncy castle for next time and other events. Took approximately £1600 – with some costs to come off this. Plan to hold again next year.

ACTION: HS to speak to Mr Hogston re date

Dads golf (13 July 2018)

NF confirmed this event is going ahead, although it does not aim to raise money for the school. Cost £50 per ticket which includes golf, dinner and breakfast. Advertising will be through the school newsletter.

Colour/Rainbow fun run (6 July 2018)

Kids will run in year groups, with coloured wrist bands for each section as well as powder paint. Consider a teachers lap. Composition of paint has been looked into and it is organic and safe. Cost of paint TBC. Considered sponsored t shirts, tombola pint pot, bbq, ice lollies. HS will speak to WA for an update.

ACTION: WA to provide an update and request for assistance if needed (WA)

ACTION: PD to be asked to undertake a risk assessment (PD)

Collis fest (21 Sept 2018)

Discussion around whether this event would be feasible to hold given that organisation would have to happen now and only one or two CSA meetings before the end of summer term. Efforts are currently on the summer event and therefore less time for any other event.

ACTION: Discuss with WA and make decision

Class rep coffee morning (5 Oct 2018)

The school has offered the New Hall for this event (TBC).

Fireworks (3 November 2018)

It is thought that this is all on track re organisation. FW volunteered to assist Olivia.

ACTION: Seek proper update for next meeting from Olivia (FW)

Battle of the bands (9 February 2019)

This needs to be communicated early September so people can start forming bands and practising.

ACTION: Discuss with Jane Bates as to plans and what assistance she needs (SR)

Other dates

- Consider comedy night or bingo instead of Collis fest – targeted at reception and infants.
- June 12 – new reception meeting – Lou and Charlotte will be there and will talk to them about CSA – and collect names and contact details so we can email them about possible reception picnic.
  ACTION: LF/RS to attend new reception meeting
- Bounce a thon (8 Mar 2019)
- Quiz (10 May 2019)
- Summer event/circus (22 June 2019)

6. FINANCE UPDATE

Finance update – approx. 70k – some ring fenced and some reserved. Approx. 50k free cash.

7. **AOB**

- Agreed that can nick use the CSA bbq.
- School is considering hiring out the nature garden

8. Date of next meeting

Next meeting – change date – to June 20 Wednesday (TBC). Then 16 July for last meeting of year.
ACTION: New date will be communicated (SR)