Collis School Association

Notes of the meeting held on the 26 February 2018

Present:
Nick Farnsworth (NF)
Anna Rudenko (AR)
Rebecca Smith (RS)
Lou Farrell (LF) (Chair)
Paul Dowsett (PD)
Charlotte Monrose (CM)
Sarah Robinson (SR) (notes)
Frances Wells (FW)
Helen Samuel (HS)

1. WELCOME & INTRODUCTIONS

LF welcomed everyone to the first meeting of the new committee.
ACTION: Add Cristiana to members list (SR)

2. NEW COMMITTEE

Members & other roles
The new committee members were confirmed along with those having another role in the CSA – these are listed at the end of these minutes.
ACTION: Table of members and contact details to be sent round (SR)

Key roles still open include Chair and individuals/teams to coordinate an event. Frances suggested that certian key roles would be useful immediately – spring/summer event coordinators, someone to sort the shed and someone to coordinate spending.
ACTION: HS and PD to follow up possible Chair volunteers (HS/PD)
ACTION: Note promoting the need for a Chair this to go out via school (LF)

Running the committee & dates:
It was agreed that meetings would continue to be held on every 3rd Monday of the month (unless that fell in a holiday). The Railway pub was felt to be a good venue.
ACTION: SR to book pub for the year and get dates into school calendar (SR)

If no CSA Chair can be found then chair for each meeting would rotate among members. Helen Samuel volunteered for the next meeting on Monday 19 March.
ACTION: HS to chair next meeting in March (HS)

Chair Rota	
February	**LF**
March	**HS**
April	**RS**

Following each meeting, minutes should be circulated to all members and those with a role plus class reps via the class rep coordinator. They should also go onto the school webite.
ACTION: SR to ensure this happens

A Dropbox account is used for all documentation related to the CSA, and has a lot of useful information about the committee, accounts, previous minutes and the running of events. The current account has almost reached the maximum capacity for the free service.

ACTION: AR to set up another account (AR)

Licenses, insurance etc:

Important admin and renewal dates were discussed to ensure responsibilities were not missed.

- PTA – membership of the National PTA which includes public liability insurance – auto renews in January.
- Other licenses – lottery license – Sian Gaughan coordinates this.
- If have a bar at an event you need a TENS license. – Juliet Dexter usually coordinates this. Needs to be done just before each event.
- Charity commission – need to be notified of the change in committee. Bel and Frances will submit final accounts this year.
  ACTION: Charity Commission to be notified (SR)

Communicating with parents and the school

Updates should go into school newsletters when possible
ACTION: CM volunteered to do some comms

Occasional meetings should be had with the Head and Business Manager.
ACTION: RS and LF to arrange to meet with Kevin and Sarah Woodridge (LF/RS)

3. EVENTS AND IMPORTANT DATES

Volunteers are needed to lead the running of events. Support will be provided a lnog with detailed instructions form previous events.

Current events that will take place:

- **Football/netball** – 12 May 2018. NF and Lisa Dobinson are coordinating this event to be hld at the school.
- **Golf** – not a fundraising event. Date TBC
- **Fireworks –** there is uncertainty about whether the building works will affect this event. A final decision will be communicated at the next meeting.

Ideas for future events if volunteers come forward:

- Summer fair/event – provisional date has been set for 9 June.
- Fun run/BBQ – possibly in October (if fireworks is unable to go ahead)
- Back to school disco (possibly in September 2018)
- Comedy nights – is an easy adult event to organise
- Battel of the Bands – Jane Bates has expressed a possible interest in organising this
- Quiz nights – are popular
- Film nights

4. FINANCE UPDATE

RS and LF will be signatories – to sign cheques. Consider if we need another person able to do this.
Bel and Frances will file final accounts for 2018
ACTION: LF/RB to liaise with Frances over this

5. AOB

Date of next meeting – Monday 19 March 2018, 8pm @ The Railway Pub.

COMMITTEE MEMBERS 2018-19	
Chair	TBC
Co Chair	TBC
Treasurer	Louise Farrell
Treasurer	Rebecca Smith
Secretary	Sarah Robinson
Auditor	Garth Gillham
Committee member	Helen Samuel
Committee member	Sian Gaughan
Committee member	Cecile Arbus
Committee member	Nick Farnsworth
Committee member	Jo Greenwood
Committee member	Anna Rudenko
Committee member	Charlotte Greenleaf
Committee member	Cristina Sergiacomi
OTHER ROLES	
CSA email monitor	Sarah Robinson/Charlotte Greenleaf
Raffle Co-ordinators	Sian Gaughan/Shelley Sheridan/Harpreet Robertson
Class Rep Co-ordinator	Claire Price
Healthy & Safety	Paul Dowsett
2nd Hand Uniform	Julia Combe
Production dvds (yrs 2, 4 & 6)	TBC (Frances will do the Year 6 in 2018)
North brook (wrapping paper)	Kirsty Brown
Xmas cards by the kids	Karen Sear Shimali
Fireworks organiser	Olivia Labrey
Bounce-a-thon organiser 2018	Amanda Copeland/Shelley Sheridan
Advertising lead	TBC - currently Cecile
Collis classified coordinator	Sarah Robinson
Collis classified artwork	Vicki Campbell (leaving in April 2018)
Cake sale coordinator	Louise Wild
Social media coordinator	Charlotte Greenleaf
Teams to coordinate one-off events	TBC