CSA Minutes: Thursday 2 February 2017

Attendees

Amanda Copeland

Bel Ellis

Ben Sword

Cecile Arbus

Fiona Maling

Frances Wells

Kevin Hogston

Nick Farnsworth

Rob Rainey

Sian Gaughan

1. **Kevin Hogston - Headmasters update**

- Thanked the CSA for all that they do, and the significant funds that are raised
- The money does help the school
- Parent Fund:
    - In Richmond, the school budgets (in particular in London boroughs) are being squeezed. Costs have over the past few years have increased, and the money the CSA generates does help the school. The school has decided to turn to parents for help in regards to the current situation. Last year unfortunately the school fund did not have the charitable status. Schools in London are going to be squeezed next year (and funds distributed elsewhere in the country) in line with government education funding policy, however costs and rates are higher in London than elsewhere in the country. Richmond is the lowest funded borough.
      The school has therefore created a Parent fund and are looking to help make this easier to use and more accessible by allowing online donations, or help with fund matching.
    - Request to Kevin, what else other than donate can parents do? Actively encourage parents to contact their MPs with concerns around school budget challenges in London.
    - Discussed that school budget is being challenged, and although do not want to scaremonger, the CSA fed back that it would be good to use the information and indicate the gap (in £) as it is a an important message to share with parents
    - Also discussed that we could raise a Petition on the UK Government and Parliament site

- Governors and headmaster are going to share additional information as to how and where the funding goes
- The shortage in school budget creates a conflict between the school and the parents as to where the funding goes, and what activities are not covered
- **ACTION**: Request that there is a go-to person for the parent funding to answer questions. Lindsay Brodin / Jo Grieve (treasurer)
- **ACTION**: Create an FAQ for the Parent fund. Kevin Hogston to compile a list of FAQs
- Hand out will be created for parents in the near future

- Expansion
  - Money for the new build is part of the EFA – Education Funding Agency (directly part of the government). Funding is separate and different to the local education school budgets.
  - Assessment of school buildings has determined that Junior's building is fit for purpose, so concentration for expansion is on a new Infant building, significant funding available for the new build – so it's an exciting prospect
  - EFA determines that the most cost effective way is to build the new Infant building, move into the new building and then demolish the old Infant school site
  - Current complications are with planning and the location of the new build
  - Building will take at least a year to build

- National Support School
  - Collis has been assessed by the National College and recognised for the level of teaching and the standard of the children is high. This is a great outcome and allows sharing good practice and collaboration with other schools, and Collis will benefit and continue to grow
  - As a result, the school has had some really good training, and parents/carers may start to hear about this directly from the children e.g. when you get stuck in a challenge, utilising a different approach 'can-do' attitude has a good effect on the children
  - 'Different spaces for different children'; philosophy for children, different learning techniques for children. Creating different spaces for children. The school and CSA is looking for a project for the parents to get involved and directly contribute. An example of this is Latchmere School, where an old storeroom was converted into the concept of a 'blue room'. Clean, smart & minimal, where children can use the space for different means. Thoughts are maybe that the Junior school balcony could potentially be a new learning space for Collis. When Children are asked where they learn best, interestingly the classroom is the lowest in the rank. Serpentine, Reading, Relaxing skills, SEN. Ideas such as Sky Garden, Living Room/Roof/Living Walls were suggested.

2. **Amanda Copeland – CSA Chair**

- CSA Mission was covered
- Great things achieved in the last year:
    - Bounce-a-thon
    - Circus
    - Record breaking fireworks
    - Continued support from Dexters

3. **Bel Ellis - Finances**

- Graphs to detail revenue generated by event over a 4 year period.
    - Xmas £8,921
    - Circus £10,367 – ring fenced for software licences which previously used to be covered by the school budget
    - Bounce-a-thon £7,725
    - Fireworks £15,345
    - Cake sales £4,254 (slightly down, but that is because we do more Charity cake sales)
    - Parental donations, when actively pushed (for raisinf funds for c-Touch screens, quiet garden/meadow) increases awareness and a tangible item/target for parents to donate towards
    - Dexters sponsor £1000 per term
    - **ACTION**: Production DVDs – producer retired. In order for DVD production to continue, the CSA will need to investigate further – please volunteer if you are able to
- Activities are varied, some are specifically target for children as well as social events for parents
- £48,100 profit raised in the last financial year
- **ACTION**: School to find a topic for a Bounce-a-thon (Kevin) in 2017
- Funding works around £70 raised per child (based on 750 children)
- Official Income statement presented (income and expenditure statement for the year which is audited). Approved at AGM by attendees
- Balance sheet – demonstrates the assets of the CSA charity presented. Approved at AGM by attendees

- Current balances and future spending provided, and there was an amount of funding that has been ring fenced for specific topics (Lantern parade – Infant Library, Bounce-a-thon – S/w licences, termly fund and playground allowance etc)
- A great list of CSA supported projects were discussed (e.g. new PA system, c-Touches, a good level of investment made by the CSA, and Kevin mentioned that the school and the teachers were really appreciative of what the CSA funds provide.
- A lot of time and attention is given by Frances Wells and Bel Ellis to ensure this is visible and transparent to all parents
- An attendee of the meeting who is an accountant stated that this is an excellent presentation of the CSA charitable accounts
- Summer activity camps/ Holiday clubs – how much comes back into the school. This is a private let and is a private commercial operation. Letting fee goes to the school
- CATS and breakfast club need to grow, to be representative of the school size. However the school build currently impacts this in the interim as the school has been asked to minimise the number of children remaining on site after school hours whilst the build is underway
- Plan is to introduce a breakfast club which will serve breakfast (from April 2017)

4. France Wells – Donations/ other fund raising

- Direct donations – donations do not subsidise events, no staff admin costs
- **ACTION**: calculate the hours donated and then generate the revenue per event
- Can your company help?
    - Payroll giving – GAYE
    - Many will match donations
    - Many will 'reward' time volunteering with a donation (HSBC, Coutts, Natwest, BP etc)
    - Raffle prizes
    - Sponsorship – e.g. sports kits
    - Advertising
    - IT DOESN'T COST ANYTHING TO ASK!
- **ACTION**: Party LOL – investigate….
- Indirect donations
    - Easyfundraising
    - **ACTION**: please add easyfundraising on your browser
    - **ACTION**: Recycling schemes. Allocate ink cartridges recycling to a school year?

Elections

- Treasurers (Bel Ellis and Frances Wells) re-elected
- Officer – Secretary stepping down – no volunteer at CSA AGM. **ACTION** will be put out to school.

A CONCERN WAS RASIED THAT THERE WAS NOT A LARGE TURNOUT AT THE AGM. WE NEED TO ENSURE THAT THE ROLES ARE FULFILLED AND OTHER PARENTS/CARERS GET INVOLVED IN THE SCHOOLS PARENT TEACHER ASSOCIATION TO ALLOW THE GREAT WORK OF THE CSA TO CONTINUE.

Summary of actions

Item	Action	Owner
1	Request to Kevin, what else other than donations can parents do to help with the school fund issues? Actively encourage parents to contact their MPs with concerns around school budget challenges in London.	Parents/Carers
2	Request that there is a 'go-to' person for the parent funding to answer questions	Lindsay Brodin / Jo Grieve (treasurer)
3	Create an FAQ for the Parent fund. Kevin Hogston to compile a list of FAQs	Kevin Hogston
4	Production DVDs – producer retired. In order for DVD production to continue, the CSA will need to investigate further – please volunteer if you are able to	Parents/Carers
5	School to find a topic for a Bounce-a-thon (Kevin) in 2017	Kevin Hogston
6	Calculate the hours donated by organisers of CSA events and then generate the revenue per event	Frances Wells / Bel Ellis
7	Easy donations: please add easyfundraising reminder to your browser	Parents/Carers
8	Recycling schemes: allocate ink cartridges recycling to a school year?	Frances Wells / Amanda Copeland
9	Officer – Secretary stepping down – no volunteer at CSA AGM. Request will be made to entire school	Amanda Copeland