CSA Minutes: Monday 12 December 2015

Attendees

Amanda Copeland

Lindsay Brodin

Jane Way

Frances Wells

Sian Gaughan

Helen Samuel

Apologies

Bel Shaw

Julia Combe

Carolyn Jones

Christmas Fair

Generated over £9000!

Feedback:

- Ran out of tokens on the Entrance gate
- Learning that we need to collect the tokens throughout the event
- Grotto; dropped the price and it made more. More affordable and very popular
- Trafalgar school do a secret santa day for the children. Parents donate presents for Dads/Brothers/Sisters/Mums & Grandmas – they are wrapped up and then the children purchase their own presents for 50pence each. Thought for next year
- Building Santa's grotto needs a construction manual and additional materials for 2017 required (**ACTION**: Helen Samuel tasked to create a manual)
- **ACTION**: Frances to investigate purchasing a pop-up/inflatable Santa's grotto
- SEND idea was really well received, the children loved it and parent's feedback has been great. This should be arranged for the Summer Fair
- Additional stalls with Teachers on duty would be good to investigate
- **ACTION**: BookPeople should attend CSA events. Lindsay to obtain contact for CSA

Finance report through to 11th Dec

- First term is generally the busiest term

- To date we have generated £33,647 (compared to 2 years ago for the FY we generated £37,217)
- In general all activities has grown in cash generation
- Quiz night negative, has been the upfront purchase of alcohol
- Big items were Fireworks and Christmas Fair
- Cake sales perform really well
- Second hand uniform used to be classified as misc – this year it's recorded as a separate item
- Dexters still continue to provide sponsorship
- £360 (plus gift aid) raised during the Lantern Procession for the Infant Library (**ACTION**: Frances to email Lindsay the details/amount to enable the Library purchases)
- Total funds £41k, £5K to be left as reserve for the charitable right. Approx £30k available to spend
- **ACTION**: Lindsay to invoice playground funds
- **ACTION**: couple of funding items have not been as expensive as expected (VAT etc). Lindsay to review overall CSA spend to date and invoice o/s amount for the playground funds
- **ACTION**: Lindsay to generate the next school improvement plan for Spring term
- Request made from CSA to make some IT purchases (additional static & moveable C-Touches for the Junior schools)

Request for school funding

- Sian Gaughan requested that the fund matching that her company provides for volunteering with the school could be used to help fund the Collis Ski Race team activities.
- Sian's time volunteering to help organise the ski racing activity will be used to support the ski racing activity

Next Meeting: AGM end Jan/Beg of Feb @ Collis School

Summary of Actions

ACTION: Helen Samuel tasked to create a manual for the Santa grotto

ACTION: Frances to investigate purchasing a pop-up/inflatable Santa's grotto

ACTION: BookPeople should attend CSA events in future. Lindsay to obtain contact for CSA

ACTION: Frances to email Lindsay the details/amount to enable the Library purchases

ACTION: Lindsay to invoice playground funds

ACTION: couple of funding items have not been as expensive as expected (VAT etc). Lindsay to review overall CSA spend to date and invoice o/s amount for the playground funds

ACTION: Lindsay to generate the next school improvement plan for Spring term