Collis School Association

Minutes of CSA AGM Meeting

2nd February 2016

Present: Kirsty Brown, Jane Bates, Carolyn Jones, Rachel Phillips, Kate Rashkes, Ruth Scott (RS), Maha Newell, Elaine Lee, Nafisa Chomoko, David Kent, Andrew Jones, Charles Stevens, Paul Dowsett, Robert Rainey, Lars Otterbu, Matt Day, Yann Richard, Peter Beddow, Catherine Steele, Nina Bradburn, Laura Tracey, Juliette Gosschalle, Nick Farnsworth, Maren Dieperink, Kate Davis, Grace Perrott, Shelley Sheridan, Mary Creaven, Ben Wells, Colin Massie, Philippa McEvoy, Amanda Eliades, Maddy Fowler, Carey Parsons, Jo Grieve, Nicola Johnson(NJ), Fiona Maling, Jo Compton, Sophie Edginton, Hannah Kirwan, Julia Combe, Sally Owen, Oliver Duque, Mark Humphreys, Emily Ward, Ben Sword, Simona Bianchi, Cecile Arbus, Joanne McGuiggan, Sian Gaughan, Caroline Beckley, Raissa Kasolowsky, Jo Spencer, Amanda Copeland (AC), Amanda Staton, Barry Chapman, Helen Samuel, Lindsay Brodin, Jane Way, Sophie Macartney, Kevin Hogston (KH), Tanja Kent (TK), Frances Wells (FW), Belinda Ellis (BE), Paula Dumonde (PD).

Apologies: Lisa Dobinson.

Item		Actions
1	**Welcome & Introductions** TK opened the meeting and thanked everyone for coming to the AGM.	
2	**Headteacher Update** KH talked briefly about the School Budget and how the CSA can help the school's financial position. KH discussed the financial shortfall, and the four separate elements in dealing with it. The first element is the school's management of it's funding from the local authority and the school's need to get the very best value for the budget. The CSA's fundraising is the crucial second element. The third is money that already comes from parents in the form of voluntary donations for school trips; visits and school lunches. The fourth element, suggested by a number of parents already, is a separate fund for parent donations (not directly linked to CSA fundraising). KH stressed that there is an awful lot that needs to be considered before the school decides whether or not to go ahead with this element. It will be considered carefully by the Governing Body in the coming weeks before a decision is made. TK was thanked for raising over £100K for the school during her time as Chair. It is an amazing achievement. Well done Tanja!	
3	**CSA Mission** TK talked about the CSA; it's mission and how it aims to bring parents/carers together as a community. She highlighted just some of the achievements over the last year including: introducing a new online ticketing system, new format for newsletter, events such as fireworks which raised £15k (A big thank you has to go to NJ for her leadership on this), events organised by year groups which has led to increased funds raised and the continued support by Dexters. As a result the CSA has been successful at raising money for, amongst other things, £12K for new IT equipment for the school and £38K for C-touch boards for the Infants.	

4	**New Constitution** PD explained that the existing constitution dates back to 2009. It is felt to be unnecessarily complicated and wordy and so it has been redrafted using a template from the Scottish Parent Teacher Council (SPTC). According to the existing constitution, any changes need be approved by 2/3 of the members present at the AGM and written approval sort from the Charity's Commission. The revised constitution was unanimously voted in and will be now be sent to the Charity Commission for approval.	**RS**
5	**Draft Accounts for 2014/15** BE presented the draft accounts for the financial year ending July 31st, 2015. 2014/15 — 2013/14 Total Income £61,964 £67,355 Total Expenditure £48,533 £77,965 **Surplus/Deficit £13,432 (£10,610)** Events and activities raised a total of £31,500 (events £25.5K and other activities £6K). Donations/sponsorship generated an additional £6,415. Total Current Assets £39,216 £25,626 Total Liabilities £ 1,418 £ 1,260 Net Assets £37,798 £24,366 Key CSA supported projects in 2014/15 including computers for KS2, ipads for KS1 & a fence for the Meadow. Total spend £24,079. Moving forward the CSA hope to raise funds via Volunteering(events), Monetary Donations, Direct Donations, Match Funding/Charitable Giving and Indirect ie Easy2Name; Yellow Moon; Corporate Prize donations, etc. The draft accounts were not contested and subsequently approved.	

6	**Elections: Office Bearers & Committee Members** **Officers Stepping Down:** • TK has done 2.5 years as Chair and is stepping down. • LP has done 1.5 years and is stepping down. • FW has done c.5 years as Treasurer and is stepping down. • BE has done 1.5 years and is happy to continue for another year as a Treasurer, although a 2nd person is sort to help her. • PD has done over 3 years as Secretary and is stepping down. **Election of Office Bearers:** • Chair. Amanda Copeland(AC) was voted in unanimously as Chair. Well done Amanda! • Vice Chair. No-one came forward for the role so the position is still vacant. If anyone is interested, they should contact Amanda directly. • Treasurer. No-one came forward to support BE but we will continue the search for someone to help with this role. • Secretary. Ruth Scott was voted in unanimously as Secretary. Welcome Ruth! **Election of Committee Members:** There was a lot of interest from parents to become a Committee Member. After some discussion the following parents were appointed: Carolyn Jones Lisa Dobinson (not present) Helen Samuel Sian Gaughan Cecile Arbus Maha Newell Nafisa Chomoko David Kent **In addition, the following positions were filled at the meeting:** Raffle Co-ordinator: Amanda Eliades Class Rep Co-ordinator: Nina Bradburn Collis Dads Co-ordinator: Nick Farnsworth Social Media Co-ordinator: Tanja Kent Health & Safety Co-ordinator: Paul Dowsett Production DVD's Co-ordinator: Carey Parsons & Mary Creaven 2nd Hand Uniform Sale Co-ordinator: Julia Combe Also Rose Cornut was appointed as the external auditor to audit the accounts and books.	
7	**Questions, A.O.B. & Close** KH took questions about the School Budget. He reiterated the need to consider all options carefully. The AGM happened ahead of the Governors Meeting by approximately a week and more would be known after the next Governors meeting.	**KH**
	Next CSA Meeting: There is an afternoon meeting in the school diary for Thursday 5th May however this is subject to change. The new Office Bearers and Committee Members may decide that they can't wait until May for the first get together. More information will follow in the coming weeks.	**AC to discuss with school & new committee**