CSA AGM Minutes – Monday 22nd January 2014, 8.15pm

The New Hall, Collis School

Present: Tanja Kent (TK), Frances Wells (FW), Jo Grieve (JG), Maddy Fowler (MF), David Butterfield (DB), Nicky Rout (NR), Coryn Bendelow (CB), Dan Bates (DB), Nina Bradburn (NB), Jo Tiffin (JT), Mary Creaven (MC), Elaine Lee (EL), Lucia Prentice (LP), Jane Bates (JB), Tom Louvre (TL), Becky Davies (BD), Carolyn Jones (CJ), Kirsty Brown (KB), Justine Chapman (JC), Fay Whittam (FW), Jennifer Johnson (JJ), Fiona Maling (FM), Harpreet Robertson (HR), Cathy Colnaghi (CC), Mark Tarran (MT), Marina Nevyazhskaya (MN), Paula Dumonde (PD)

Apologies: Amanda Harries, Juliet Dexter

1. Welcome

DB opened the meeting and thanked everyone for coming to the AGM.

2. CSA Introduction

DB gave a short introduction into the role of the CSA and listed his personal highlights from the year which included the Summer Fair, Christmas Fair and Fireworks. He reminded everyone that the funding "makes a difference" and the school is relying more and more on the money raised.

He thanked everyone involved in the CSA for their hard work over the course of the year, with a particular thank you to JG (ex-chair) and TK (her replacement).

TK reiterated the CSA goals and explained how the CSA is not just about making money but also about enhancing the learning experience for our children.

3. AGM

FW briefly introduced key members of the CSA and then as Treasurer, presented the draft accounts for the financial year ending July 31st, 2013.

The big income earners were the Fireworks, Christmas Fair, Circus and Sumer Fair.

	2012/13	2011/12
Total Income	£68,763	£72,987
Total Expenditure	£82,717	£47,790
	(£13,964)	**£26,197**

Key CSA supported projects in 2012/13 included:

- Playframe donation £41,920
- Termly allowance £3,000
- New Star Cloth & Frame £2,596
- Nature Trail Camera £500
- Playground Allowance £500
- New Caretakers Trolley £255

Total £50,259

Projects funded since July 2013 have included:

- Laptops £19,752
- IT Licences £5,718

Total £30,453

Current Bank Balance (as at end Dec 2013):

Current account	£18,098
Reserve account	£7,611
	£25,709
Less cheques not cleared	£1,725
Add deposits made since last statement	£250
Total Funds	£24,234
Less Reserve	-£5,000
Less Allocated Funds	-£2,425
Cash Available To Spend	£16,809

The next two items on the School's Wish List are in keeping with the IT theme. A 2nd PC for all Infant Classes (estimate £5.5k) and a bank of 32 Tablets (c. £10K). The School is currently researching what they would like to buy when the funds become available.

The draft accounts were formally approved by Janes Bates and Elaine Lee.

4. Committee Changes

Frances Wells and Natalie Power (the treasurers) are stepping down in July. A big thank you for all their hard work and dedication over the past 2 years. Already new people have approached FW who are interested in taking up the roles so we are hopeful these will be filled shortly so there is a decent handover period.

5. Forthcoming Events

Children's Film Night – 31st January
Quiz Night – 7th February
Children's Laser Disco Party – 21st March
Dads' Football – 10th May
The Summer Soiree – 28th June
Summer Fair – 12th July
Fireworks – 8th November

6. A.O.B.

- Yr 6 Book – a discussion was held around whether the CSA could underwrite the printing in case of a shortfall. As most parents attend the Leavers BBQ it was felt that it shouldn't be a problem getting the parents to pay in order to cover the cost. The organisers should therefore go ahead with the printing and ask for the funds when the book has been printed. Dexters have access to Printers and it was agreed that FW would ask Dexters if they are able to help with the printing of the book this year.

- The CSA received some feedback from Yr6 parents that they felt the Fairs had become more commercial and less social occasions. They remember the old BBQ's. The BBQ's have apparently been abandoned due to lack of manpower. Also food wastage and bad weather!

- This lead to a discussion around how the CSA can recruit new members as it is felt that a small core group of members do the majority of the work. Ideas included:

    - If you are organising an event, the organisers send out a plea for the help and organise for a working party to meet and ask anyone interested in helping to come along to that meeting

    - Try to avoid emails. More face to face communication!

    - If you need to send an email, personalise it (rather than it come from the CSA) – a person rather than an organisation

    - To hold a coffee morning a few days after a CSA meeting to capture people who can't make it to one of the meetings on a Monday night

    - Introduce a Skills Bank, where we ask parents what they are good at that they are willing to do/donate for the school

    - Remind people that those individuals who organise CSA events, although may get a little stressed at times, find the experience hugely rewarding. Maybe we could look to include testimonals on the newsletter.

- A sign up sheet was handed out for Film Night. Thank you to everyone who said they are able to help on the night. It is very much appreciated.

- Although it wasn't discussed at the meeting on Monday, MC has requested feedback on her proposal to charge £4.50 per ticket to the School Laser Party.

In previous years, disco tickets have been priced at £2.50 as the event was designed as a treat for the children and not necessarily aimed at raising funds. This year's disco will be very different from previous ones. Instead of a basic disco it will be a laser party with a DJ and an additional dance master interacting with the children. MC is also looking at add-ons such a prizes, glo sticks etc. The children will also be provided with a packet of crisps each and unlimited drinks (water or squash). It will be a more exciting, up-to date event than in the past. The company providing the DJ have given us a good deal compared with what they would charge for a private party because it is a school event and the company is keen to support fund-raising activities. If, as we hope, the disco is a great success we will hope to repeat it in later years and will not be able to significantly change the price - this is a one-off chance to change the price for what will be a very different event. In conclusion, MC feels that £4.50 is a fair price, particularly when compared with other activities such as after school football £4, a cinema ticket £7, milkshake £3, etc. A decision on pricing is required ASAP as once the film night is over, MC intends to start publicising the event. If anyone has any concerns with the recommended new price, please contact MC directly before the end of January. Many thanks.

The next CSA meeting will be on Monday 3rd March in the Staff Room.

We look forward to seeing you there.