# CSA meeting minutes, 13 September 2024

Present: Cindy Le (Chair), Helen Swainger (Secretary), Carole Wright (committee member), Liv Labrey (fireworks event organiser), Emer Delaney (cake sale coordinator), Mr Hogston (Headteacher), Sarah Woodridge (Bursar), Ciara Steed (Admin Assistant) and 19 parents.

### Slide deck presentation

Helen and Cindy ran through the a slide deck (see attached) covering the following topics:

- Welcome/introduction to the CSA
- Funds raised and spending last year
- Current year wishlist
- Upcoming events and activities
- How to get involved
- Summer event proposal
- Classlist update
- Information for Class Reps
- Any other business
- Dates to remember / Get in touch

The following items were discussed in more detail:

### Events - Fireworks Night

Planning is in hand and tickets will be on sale soon. A sign up sheet for on-the-day volunteers will also be released shortly.

### How to get involved

Volunteers to help organise the Christmas Fair are currently the top priority. Fill in the sign up sheet, or join the group that will be launched on Classlist shortly.

### Summer event proposal

Cindy and Helen provided an update on discussions they have had with Popup Circus. There was a consensus to proceed with booking the circus for Saturday 5th July 2025 with possibility of running additional shows on the Friday and Sunday as well as skills workshops with the children.

Action: CSA officers and School to agree scope of circus event and book this with the supplier.

### Information for Class Reps

Cindy and Helen shared information about how Classlist will affect Class Reps. There was a discussion about where the oversight of Class Reps sits. Mr Hogston clarified that this spans both

the CSA and the School. It was agreed to explore the possibility of providing more formalised guidance to Reps for example through a reps coordinator on the CSA.

Action: CSA officers and School to discuss and clarify further the role of Reps and explore whether any improvements could be made to the support that new reps receive.

There was a question about whether the Reps WhatsApp group would continue now that Classlist is up and running. It was confirmed that the group would be kept open for as long as desired for rep-to-rep chat.

### Any other business

There was a question about how the CSA and/or the School could help bilingual families who want their children to keep up their dual language skills to find other families in the same position. It was agreed that Classlist and School communications channels could support this.

Action: CSA officers and School to help facilitate links between bilingual families.

### Next meeting

Tuesday 12 November: 8pm @ The Anglers.

### Q&A with Headteacher

The CSA meeting was followed by a Q&A with Mr Hogston on topics including OFSTED, staff recruitment, smartphone policy review, parking consultation and parent volunteers in school.