

CSA meeting minutes, 19th July 2024

Present: Cindy Le (Chair), Helen Swainger (Secretary), Carole Wright (committee member), Liv Labrey (committee member), Mr Hogston (Headteacher), Sarah Woodridge (Bursar).

CSA meeting attendance

It was agreed to try and attract people into future meetings through signage outside the hall.

Recent events review

Bounce-a-thon: The bounce-a-thon resulted in £5,000 to put towards the play mound. The event went well but volunteers must have DBS checks next year (due to volunteering in school time).

Action: Mr Hogston to investigate options for mound and involve the School Council in decision making in the autumn term.

Reception uniform sale: The sale before/after the welcome meeting went well and raised over £400.

Charity cake sale: There was low baker support for the July sale and cakes ran out quickly which was disappointing for those who had queued. Next year the charity sales will be in the autumn and spring terms.

Action: Cindy to discuss with Emer Delaney (cake sale coordinator) the option of allocating the organisation of one charity cake sale to infants and one to juniors.

Action: Mr Hogston to consider engaging the School Council in choosing the charities to benefit.

Year 6 performance refreshments: Drinks were offered to parents prior to the performance for the first time. This was very popular and raised over £400.

Sports day: There was discussion about providing refreshments during sports days too. Mr Hogston advised that the sports days are being consolidated into fewer days next year.

Action: Mr Hogston to provide sports day dates to CSA officers.

Events planning for 2024-25/volunteer support needed

New social events: Several free social events are planned next academic year. These include new joiner/welcome back drinks and reception/nursery play dates in September 2024. A monthly Friday coffee morning and some informal playground meetups will also be trialled.

Pyjama Mufti day: This year an Amazon wishlist of items needed by each class will be provided.

Action: Cindy to talk to Caroline McIntosh (?) to find out how this was organised last year.

Infant film night: Mr Hogston fed back that the film finished early this year so staff had to step in to help supervise the children which had not been expected.

Action: Officers to agree timings and roles for the film night with Mr Hogston in the autumn term

Discos: The dates suggested are the same weeks as the provisional parents evening dates. New dates need to be agreed when the school calendar is finalised.

Action: Officers to agree dates for the discos with Mr Hogston in the autumn term.

Fireworks Night: Liv is organising this for the final year with Ricky Thomas taking over next year. Someone else has also stepped forward to help. More organisers will be needed next year. Liv is liaising with the council and fireworks company and will meet with Ricky in September. She will explore the possibility of setting up on the Friday night.

Around 70 volunteers will be needed, these should be advertised as early as possible.

There was some discussion about whether glowies should be provided for sustainability reasons, especially as the theme this year is planet earth. It was agreed that alternatives would be looked at but ultimately it is the parents' choice about whether they wish to buy them

Action: Liv to look at more environmentally friendly alternatives to glowies.

Christmas Fair: Cindy is leading on organising the event but needs help. The need for support will be pushed in the autumn term, particularly with early years parents.

The tombola was discussed, usually tickets ending with a 0 or 5 mean the holder gets to choose their own prize.

Spring term parents event: Options for a new parents-only event were discussed. A quiz night is currently the forerunner. If organisers can't be found, this could be a purely social event held at one of the local pubs on their regular quiz night.

Mr Hogston suggested an auction of promises which raised £25k at his previous school. It would rely on parents asking for freebies from companies and could culminate in an event and/or virtual auction.

Carole mentioned the idea of an adults sport event, tapping into the various football and netball activities that parents are already involved in locally.

Action: Officers to seek out volunteers for any of the above early in the autumn term.

Summer event: Options for a new summer event were discussed. Cindy has looked into circus suppliers with no success so far. Liv provided the details for Popup Circus which has been used by the school before. It was agreed that a circus would be less effort than organising a summer fair if we could find a suitable provider.

Actions: Cindy to follow up with Ed Hopkins at [popupcircusuk](mailto:popupcircusuk@gmail.com) (popupcircusuk@gmail.com)

Feedback from school survey

Helen highlighted several priorities arising from CSA questions in the school survey, most of which are being addressed through the planning for 2024/25:

- continue to focus on family/weekend events
- focus more on developing the school/parent community as well as on fundraising
- recognise that not everyone has the time to contribute
- respond to cake sale fatigue

Cindy mentioned the Christmas pudding sale she is organising this year which will be open to teachers and extended family.

Classlist

The school has supported the recent launch by sending comms out to new parents and on Parentmail. There are currently 270 users on Classlist.

Classlist will be used for CSA ticketing and comms from September however it is not compulsory to join and it is not intended to replace class WhatsApp groups. Key messages will still be shared on Parentmail and in the newsletter.

Class Reps are requested to post updates intended for the whole school directly onto Classlist going forward. Reps can repost messages from Classlist into class WhatsApp groups if they wish. Further information will be provided to Reps at the CSA meeting at the start of the Autumn term.

There was some discussion about the use of the Classlist ticketing features for the fireworks event.

Action: Officers to check how the ticketing/checking in features work in Classlist and liaise with Liv prior to the fireworks advertising being prepared.

Finances

Cindy and Helen presented the financial situation on behalf of Anna Laszlo (Treasurer). The Fireworks Night and other activities have raised £45k so far this year.

Cake sales have raised £13,000 this year to date but this no longer forms part of CSA figures.

£45k has been donated to date to improve school facilities and support children's learning activities. A further £12k donations are still to be invoiced this year including a contribution to the art studio basketball hoops and funds for OPAL replacement (this item is instead of benches).

Anna has opened a new savings account with a higher level of interest. This should provide c.£500 interest annually.

Action: Sarah to invoice for any outstanding items by the end of term.

Action: Mr Hogston and Sarah to provide a list of items/activities to be fundraised for next year.

Any other business

Recognition of school staff:

It was discussed that other PTAs provide some form of recognition to thank staff for their hard work and that the CSA could consider providing this, particularly as the school has very little budget it can use for such items itself. This would in turn help improve staff wellbeing/motivation and support for the CSA.

Action: CSA committee to consider options, particularly following the expected Ofsted inspection.

Thank you

The CSA officers wanted to express their thanks to anyone who has been involved this year, whether attending an event, helping to organise/volunteer at activities or being a class rep. We couldn't do it without you.

Next meeting

Friday 13 September: 9am @ The School (Colliseum Hall). This will include a Q&A with Mr Hogston. Class Reps are to be encouraged to attend.