CSA meeting minutes, 17th April 2024

Present: Cindy Le (Chair), Anna Laszlo (Treasurer), Helen Swainger (Secretary), Carole Wright (committee member), Emer Delaney (committee member).

Apologies: Jenny Day, Amelia Shepherd, Liv Labrey, Sian

New committee

Details of the new committee as approved at February's AGM were shared.

Events review

Swish event: This was postponed due to lack of ticket sales. The event ran successfully in 2023 but had also been cancelled in a previous year.

Action: Cindy to cancel the event and Anna to process any refunds with Carole's support.

Infant film night: Awaiting feedback. Charlotte Scotcher is happy to organise it again next year.

Junior discos: Very positive feedback from children. Sally Rawes is happy to organise it again next year. It was discussed that a different way of distributing snacks should be identified as some children were obtaining multiple snacks.

Forthcoming events

Bounce-a-thon - 17th May: The fundraising target is £5000. It is due to be launched shortly in the newsletter, via class reps and on parentmail. Classlist is being trialled as the means of obtaining sponsorship money (via a guest check out page). Some cash donations are still made. Sponsorship forms will be sent out in bookbags. Volunteers are still needed.

Action: Cindy to check with organiser Caroline Mcintosh when exactly the comms will go out.

Summer picnic - 7th June: Cindy reported that the School had raised some concerns about the amount of cleanup needed after last year's event. Mr Hogston is to discuss this directly with the event organisers to see if a way forward for this year can be found. Possible alternatives for next year were discussed such as a colour run, olympics, circus or fair.

Action: Cindy to let Jenny Day and Amelia Shepherd know that Mr Hogston will be in touch.

CSA meeting - 8th July: The fact that there is no CSA meeting scheduled in May/June was queried. It was highlighted that this could be an issue if the summer event needs to be reworked. Cindy explained that the events teams seem happy planning the events among themselves. Classlist is also being used for committee communications between meetings. The need to keep the wider parent body updated on CSA activities was however agreed by all.

Action: Cindy to decide if an additional meeting is necessary before the summer event.

Action: Helen to organise a monthly update slide deck to be circulated in lieu of more meetings.

Events planning for 2024-25

Cindy talked through the events plan for next year which has been discussed with the School.

New events include new joiner/welcome back drinks and reception and nursery play dates in September 2024. An Easter trail in the nature garden is also proposed in April 2025.

Options for a new parents-only event to replace Swish next year were discussed. An auction was deemed to involve a lot of work to secure 'lots' and would not work well if ticket sales were low. A quiz night was agreed to be worth pursuing. Classes would be encouraged to each create a table/team. As well as a bar, nibbles could be provided on the table.

Securing additional sponsorship through estate board signs at people's houses to publicise events were discussed. Dexters is no longer a CSA sponsor so other agents could be approached for future events.

Finances

It was discussed that PTAs raise on average £20,000 per year. The CSA has historically raised much more than this, with the Fireworks Night alone raising around £20,000. The current committee hopes to continue to build on this amazing achievement.

Anna talked through the current financial position.

In 2022-23 the CSA raised over £50,000. It started 2023-24 with £44,555 cash in its account. A further £34,995 has already been raised this year with several fundraising events still to go. The intention is to spend much of the surplus rather than carry it forward into the next year.

Cake sales have raised £8000 this year to date but this no longer forms part of CSA figures.

£29,344 has been spent on items including i-pad charging units, OPAL maintenance and one-off forest school sessions. A further £36,996 is to be donated towards items including the computer suite upgrade, new art studio and basketball hoops. The school has made some further requests for a year 1 science project and year 6 anti-racism project totalling £700 that were approved.

The 'termly allowance' donation to the school, totalling £10,000 annually, was discussed.

Action: Cindy to ask the School for more clarity on what the termly allowance is spent on.

Classlist

3D has been piloting Classlist and the CSA hopes to roll out to the rest of the school this term. The School is supportive of the initiative, subject to final discussion at the parent focus group on 25th April, and will help with the rollout by sending pre-approved email invites to parents/carers.

Next meeting

Monday 8 July: 9am @ The School (Colliseum Hall)

Other business

Volunteers: It was suggested that more detailed volunteer descriptions need to be developed to help encourage people to sign up.

CSA bank accounts: Anna is keen to open an account with a higher level of interest. Carole talked through the history of the accounts and all agreed a new account should be opened.

Action: Anna to explore options for a new account with Carole's support if needed.

Uniform sales: The new room is small so sales will still be outside once a month with three rails of stock being brought out. It was agreed that replacing the CSA shed should be explored in order to better store uniform and enable other uses. The 1st July uniform sale date was queried.

Action: Cindy to check if 1st July is the correct date for a reception uniform sale or not.

CSA website: Helen asked if there had been any plans to change the CSA website as she had seen a reference to it in a document. This is not the case. Website updates have been prepared but are pending the approval of Classlist as this is integrated throughout.

Action: Helen to send the School website updates after Classlist rollout approved.