



Annual General Meeting

9.00 am on Friday 2 February 2024 at Collis School

Minutes

Attendance:

Nicola Hanley *Outgoing Co-chair*
Carole Wright *Outgoing Treasurer*
Cindy Le *Incoming Chair*
Committee Members
Amelia Shepherd

Jenny Day *Outgoing Co-Chair*
Ana Karina Zabala-Wynne *Treasurer*

Rebecca Smith

Kevin Hogston (Headteacher); Sarah Woolridge (Bursar)

Two additional parents.

See AGM presentation slides for details of the items discussed below.

1. Description of the CSA

Ana outlined a description of the CSA, its objectives, structure and committee members.

2. Summary of the events and funds raised since the last AGM

Ana talked through the slides showing the different events organised by the CSA and money raised. Gratitude expressed to the parents that volunteered to organise each event and the parents that volunteered on the day to help out at each event.

3. Ways of working

Ana discussed the various meetings held throughout the year including the regular CSA meetings, meetings with the headteacher and bursar and methods of communication.

4. Future events

Ana outlined the future events scheduled for the remaining year and the autumn term of next year. Discussed the Bounceathon scheduled for May and if new volunteers are required to help organise.

5. Classlist

This potential new app/ communication system was discussed by the meeting and agreed it would be a good alternative to whatsapp groups. Discussed that would need class reps to utilise it. Agreed that it would be discussed in a Parents Focus group to ensure more awareness of it before introduction and also in the September curriculum meetings.

6. Financial update

Carole (Outgoing Treasurer) presented the CSA accounts for 2022-23 which had been independently examined by Mike Rocha and would be submitted to the Charities Commission.

Carole highlighted that workplace giving/ time matching was a good way of parents donating to the CSA and it was agreed to include examples of successful donations in an upcoming newsletter or other communication in order to raise awareness.

Ana discussed funds raised for the current year to date. She highlighted the significant increase in funds raised for cake sales this year since the change to making each sale a particular's class responsibility.

7. List of available roles/ ways to help

Ana discussed the open roles for the CSA and there was a discussion as to time requirement. This list has been circulated via class reps to parents.

8. Election of officers and Committee members and approval of accounts.

Cindy Le was approved as the new Chair of the Committee.

Anna Laszlo offered to fulfil the Assistant Treasurer role and Helen Swainger offered to become Secretary.

All other officers and Committee members were re-elected. The financial report and accounts for 2022-23 was approved.

9. Thank you

Expressions of thanks and gratitude were given to Jenny Day and Nicola Hanley for the hard work and effort they have put in to the two years they have chaired the charity.