School meeting with Governors

10-Nov-23

COLLIS SCHOOL ASSOCIATION

Agenda

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- Vacancies
- Event planning
- Financial Update

CSA vacancies – We need your help!

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Secretary
~ 20 hours per year

- Send CSA meeting reminders
- Record meeting minutes
- Upload minutes to website

Merchandise coordinator
4-5 hours per event (1 to 2 events per year)

- Christmas card coordination (Xmas 4 schools)
- Ad-hoc memorabilia (e.g. coronation, jubilee, etc)
- Opportunity to make a big impact with low effort

Xmas jumpers
2 people, 3 hours per year

- Few messages & put in newsletter
- Sort jumpers and sell on day

Y2-6 Discos
12 hours preparations (2 people),
5 hours on the day (all) per year

- Ideally a team of 4 or 5 volunteers. Starting Jan 2024
- A favourite event for the kids and a good money raiser!

Uniform sales
8-10 hours per sale (max. 3 sales per year)

- Ideally a team of 3 volunteers.
- Planning: Signup sheet for volunteers and comms.
- Event management: help with set up, sales and pack up
- Disposal of unsaleable items, thank you comms.

Film Night
~10 hours per year

- Ideally a team of 3-4 volunteer from Rec & Y1 parents
- A favourite of the little ones.
- Very low effort, good fundraiser and very rewarding event

Fireworks team
1-2 additional volunteers needed

- Pre-event planning and coordination
- On the event area management

Thank you to Cindy Le for stepping up as CSA Chair from January 2024

Events

- Fireworks wash-up
- Pre-loved Christmas jumpers Sale
- Christmas wreath workshop
- Christmas fair & 2nd hand uniform sale
- Christmas cards
- Infant film night

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Timeline

November	
22nd	Pre-loved Christmas jumper
December	
5th	Christmas wreath workshop
9th	Christmas fair & uniform sales
January	
TBC	Swish night
February	
TBC	Infant film night
March	
11th	Junior Disco - Y2/3
18th	Junior Disco - Y4/5/6
April	
TBC	Swish night
May	
17th	Bounce-a-thon
June	
8th	Picnic party

Financial update

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Fantastic fireworks event, setting us up for another successful fundraising year!

Thank you ALL – This a massive community success

Profit and loss	Raised this year to date	Prev year 22/23
Fireworks	£19,000*	£19,717
All other events	-	£24,366
Cake sales	£1,351	£3,027
Second Hand uniform sales	£853	£1,486
Easyfundraising/ Amazon smile/ PayPal Giving	£143	£910
Donations received by CSA	£844	£432
General expenses	-£71	-£565
Ticketing costs		-£864
Total raised for Collis Primary School	**£22,120**	**£48,509**

*Estimate – pending final costs & payments

Donations (Academic year 2023/24)

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Donated so far	**£18,346**
16 iPad charging units	£6,085
Music room	£3,000
6D & 6T cake sales - card payments	£327
Term allowance (Autumn)	£3,333
Forest school sessions - last payment	£2,065
Stamps for Y1 posting activity	£122
Zone repairs	£3,010
Gazebo	£403

Planned donations	**£19,190**
Computer suite - first payment	£10,000
Outdoor benches	£1,000
Art/ DT event	£500
School allowance (Spring & Summer terms)	£6,666
Class cake sales	£1,024
Allowance for class activities/trips	TBC
Art studio	TBC

Balance and available funds

Cash balances:	**£41,695.00**
Co-op Bank Account	40,473.30
Natwest Business Reserve Account	£0
Barclays Business Premium Account	£0
Paypal	£0
Cash	£1,222

Available funds:	**£22,005**
Total cash	£41,695
Outstanding payments	-£500
Planned donations	-£19,190

Points to note:

- The Barclays reserve account money has been transferred to the co-op account.

Thank you to old and current CSA members for their persistence getting this done

* Thank you to Mike Rocha for agreeing to provide Independent verification of accounts

Thank you

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