CSA Meeting
Monday 6 December November 2021
Minutes

Attendance:

Committee Members	
Carole Wright	Co-Treasurers
Rebecca Smith	
Sarah Ioannou	Secretary
Liv Labrey	Event organiser (Fireworks)
Jenny Day	Event organisers (Christmas Fair organisers)
Nicola Hanley	
Ann Curtis	
Sian Gaughan	
Parent member	
Ana Zabala-Wynne	

1. Christmas Fair (11 December)

   The meeting was updated on all the arrangements for the fair on Saturday. The grotto, silent disco, entertainment programme, barbeque, cocktail bar provided by 114, food stand by Ruba, mulled wine bar and many other elements had been organised. The bottle tombola needed a "No under 18s" sign.

   Nicola and Jenny were very well-prepared having put in hours of their time to make the event a success. Ten friends would be floating to help on the day and Victor and Raoul (caretakers) would be on site.

   More volunteers and event shelters in case of rain were needed.
   Paul Dowsett (playground coordinator) was happy with the risk assessment. Plans had been made for wet/ windy weather.

2. Financial Update

   Virginmoney has closed down and we need a new platform for fundraising. We agreed the new platform should be easy to use, administer giftaid and charge minimal fees. There are a lot of potential platforms but it is difficult to find one that meets all these requirements.

   Parentkind (a PTA support organisation we are members of) has a relationship with Bopp and we have signed up to trial this payment mechanism – it is low cost and administers gift aid. It generates QR codes or links that people can send around via email and Whatsapp, and then parents can donate via mobile banking. We will monitor how easy parents find it to use, and consider whether to use additional platforms such as Investmycommunity, that the school have signed up with.

ACTION: Monitor payment platforms and consider whether to register for other platforms

Income
The Year 4 party had raised £1000. Cake sales had raised over £500 for the CSA, plus the second-hand uniform sale was very successful with over £500 raised. Glow goodies sale raised £384.

Expenses
Expenses of ticket tailor fees, purchase of additional card machines, purchase of additional tokens for Christmas fair (and future events).

Spending agreed at the last meeting:

- Library IT: Liv Labrey and her husband had provided a refurbished computer for the junior library and new screens for the teachers, **saving £2,000**. The ongoing cost for the library software would come out of the termly allowance provided by the CSA to the Head.
- The line markings had been ordered for the infant playground.
- The mats for the grass had been ordered and science activities for the juniors had been ordered.
- Four quotes for playground equipment for the year 3 play area had been sourced by a parent. Problems in the supply chain for timber might mean a wait for the play equipment.

ACTION: To ask the School when they plan to order the play equipment for the infant playground.

Outstanding items:

- Sun-shelter: A parent has been preparing designs for this but we do not yet know building costs [?or have someone to build it].

ACTION: To ask the School for suitable building contacts and consider putting another request in newsletter for parents. Discuss expected costs with the parent preparing designs.

3. Next meeting: Friday 14 January, at school after drop-off.

Sarah Ioannou

sarahioannou@gmail.com