CSA AGM Minutes, 10 October 2025

Present: Alicia Schutte (Incoming Chair); Helen Swainger (Incoming Secretary); Julia Lowbridge (Comms & External Partnerships); Liv Labrey (Outgoing Fireworks Coordinator); Emer Delaney (Incoming Fireworks Coordinator); Emma Casson (Summer Fair Coordinator); Brit Darby (Easter Event Coordinator); Dora Papp (Class Reps Coordinator); Kevin Hogston (Headteacher); Ciara Steed (Admin Assistant) and five additional parents/carers/volunteers.

Apologies: Anna Laszlo (Treasurer) and Lianne Carvell (Sports Day Coordinator).

Note: These minutes should be read alongside the slide deck presented at the meeting.

Agenda/Welcome (slides 2-3)

Alicia Schutte opened the meeting and presented the agenda which comprised a review of 2024/25 before focusing on the current academic year.

Minutes of AGM held on 31 Jan 2025 (slide 4)

Helen Swainger circulated copies of the minutes of the previous AGM. It was highlighted that the constitution was changed at that meeting, moving the timing of AGMs from January to October. Events that had taken place before the last AGM (and reviewed then) would thus not be covered in as much detail at this meeting as events that had occurred since. The minutes were approved.

Work of the CSA 2024/2025 (slides 5-16)

Alicia provided a short overview of the work of the CSA in the previous academic year.

The main three events (Fireworks Night, Christmas Fair and Summer Fair) raised £30k. Other activities organised by the CSA raised £13k. These included the Bounce-a-thon, infant film night, junior discos, Amazon Wishlist Day, Christmas cards, pre-loved uniform sales, quiz night and cake sales.

Julia Lowbridge presented a more detailed overview of the most recent school-wide events:

Easter Event (April 2025) - The first Easter Event organised by the current CSA team.

- Positives - good weather and atmosphere, presence of the teachers (who were invited to attend and offered a free drink), the appearance of the Easter Bunny, the Easter Trail, new bouncy castle, Monkey Sox sales, balloon sales, professional photography by Inga Judge.
- Learnings - ongoing requirement for more activities for older children, possible future childcare for key volunteers, need for a longer event given high set up time.

Outstanding Event (May 2025) - Additional event planned in two weeks to celebrate the Ofsted result.

- Positives - amazing turnout and atmosphere, longer event and time to set up in the MUGA, site map and briefing for Raul & Victor, photo booth, thank you board, consistent signage, core team with each area owned by a team member, Mr Hogston Jumping for Joy!
- Learnings - ice cream van was too popular (long queue reduced amount spent on other attractions), need to better accommodate children at CATs at after school events.

Summer Event (July 2025) - Circus provided a focus but income was affected by poor weather.

- Positives - good feedback for the Circus, well managed bouncy castles, games, tombolas, balloons, good implementation of learnings from other events, first use of high vis vests, childcare for key volunteers (those working the full event)
- Learnings - new volunteer strategy (by year group) had mixed results, last minute volunteer sign ups resulted in cancellation of some activities, more guidance on volunteer roles may help with recruitment, timing of middle volunteer shift clashed with both circus shows, activities should be physically closer together to help with atmosphere, outsourcing of food favoured going forward, still need more activities for older kids.
- Future objective - to grow the Summer Fair into a major community event similar in scale and impact to Fireworks Night.

Alicia summarised the level of funds raised from cake sales (which goes directly to classes - £7k) and pre-loved uniform sales (which the CSA wants to make more of a first choice for parents - £3k).

Finances 2023/2024 (slides 17-20)

Helen presented the detailed accounts for the previous academic year on behalf of Anna Laszlo. Mike Rocha will independently review the accounts.

£50k in total was raised for the school through CSA activities. This was around £7k less than 2023/24. The difference was attributed to lower income from the Fireworks Night than usual (due to higher costs, static pricing and the issuing of a traffic order by the council) and reduced cake sale income, which was expected due to the agreed reduction in frequency of sales.

£37k was donated to the school with the most significant contributions being for the termly allowance, stage lighting, OPAL upgrades, LED board and infant library resources. Income from the 2024 and 2025 Bounce-a-thons (plus a further £5k) funded the new play mound and obstacle course. A further £3k funded new bouncy castles and accessories bringing the total expenditure to £40k.

Team Structure & Elections (slides 21-24)

Helen presented the current CSA committee structure which comprises four elected roles. Julia and Anna continue in their roles of Comms & External Partnership and Treasurer respectively for another year. Alicia and Helen sought election to the roles of Chair and Secretary respectively, having been co-opted onto the committee in the Summer Term.

Helen and Alicia were elected and the accounts were approved at this point of the meeting.

Alicia presented the structure of the wider team. This has been altered slightly to reflect new events/activities and the downgrading of the Christmas Fair to spread out the larger events.

Tier 1: Liv Labrey will be stepping down from the Fireworks Coordinator position after this year's event. Alicia thanked her for her efforts in running this event since 2017! Emer Delaney will take over. Emma Casson is the new Summer Fair Coordinator.

Tier 2: Joanna McDermott has taken over as the Junior Discos Coordinator and Brit Darby as Easter Event Coordinator. Alicia is organising this year's Christmas Fair. Lianne Carvell joins as Sports Day Coordinator, organising CSA aspects of this event for the first time.

Ongoing: The Cake Sale Coordinator role was removed as this is primarily organised by the school.

Alicia highlighted the two vacant roles of Merchandise Coordinator and Amazon Wishlist Coordinator. ***Post meeting update*:** These were filled by Dora Papp and Klaudia Galuka respectively.

Alicia also highlighted and thanked the CSA's very dedicated group of regular volunteers.

The 2024/25 section of the meeting was concluded.

CSA Big Picture Blueprint 2025/26 (slides 25-26)

Alicia presented the CSA's updated strategy document which sets out its overarching mission and behaviours as well as its overall ambition, projects, tasks, activities and KPIs for the rest of 2025/26.

She particularly highlighted the items the CSA is seeking to fund this year: the termly allowance, classroom upgrades (redecoration and new tables, chairs and fans); *Parent Choice Project*; swimming pool upgrade; OPAL upgrades; CSA coffee machine; CSA clothes rails and CSA shed.

Parents Choice Project (slides 27)

Alicia invited parents/carers to spam the CSA with ideas of potential projects/items that the CSA could fund this year. These will be shortlisted by the CSA and Mr Hogston and the top three put to a parent vote. The intention is for parents/carers to have more say in how CSA funds are spent.

Social Events (slide 28)

Alicia explained that the CSA is continuing to focus on building the parent community by delivering some events which have a social rather than fundraising objective. These included a number of events for new starters in September/October for which positive feedback had been received.

Several more social events are planned for 2025/2026. Of particular note is a *Class Makeover: School Edition* project to help deliver the classroom upgrade at lower cost by parents lending their DIY skills. The CSA is also considering holding regular Friday coffee mornings/takeaway coffee sales in Colliseum Hall. More details for all social events will follow and other ideas are welcomed.

Upcoming Events/Help Needed (slide 29-30)

Liv provided an update on the upcoming Fireworks Night (8th November) which is on track to be another great event. The theme is Glitterbomb and there will be more external food vendors this year. 513 tickets had been sold at the time of the meeting. 60-70 volunteers will be needed.

Alicia outlined the changes to the Christmas Fair which will be after school on Thursday 18th December. This change is due to the need to make the event less volunteer dependent and more straightforward to organise given it falls so soon after Fireworks Night. New features include *Carols by Candlelight* (years 3-6 invited to perform songs from their festive shows) and a *Makers Market* open to children and adults - details to follow. Santa's Grotto and the tombolas will also return.

Upcoming Events/Save the Date (slide 31-33)

Alicia ran briefly through the other activities currently planned for each term.

AOB & Questions (slide 34)

Question: Could there be more events for nursery children e.g. similar to welcome playdate/infant film night for Reception children?

Answer: The CSA is keen to accommodate this. Mr Hogston explained the need for different staffing ratios for nursery children.

ACTION: CSA to discuss further with Mr Hogston/nursery staff what might be possible/appropriate.

Question: Could some pre-loved uniform be sold alongside cake sales?

Answer: The CSA wants to make uniform as accessible as possible but is concerned about logistics of combining uniforms with cake sales on a regular basis.

ACTION: CSA to consider how uniform can be made more accessible to parents. ***Post meeting update*:** The CSA will trial having a uniform rail available at the planned Friday morning coffee sales.

Question: How do people get involved in the Christmas Fair?

Answer: There is a core team which will be meeting to organise the event. Comms will be going out about how to get more involved as a volunteer soon.

Question: Will there be a cost to the Christmas Fair like the Fireworks Night?

Answer: It's likely this will continue to be related to the specific activities e.g. Santa's Grotto.

Question: Has the CSA considered incentivising volunteers e.g. entering them into prize draw.

Answer: Yes, but often as an after thought. It needs to be more part of the recruitment process.

ACTION: CSA to offer clear incentives to encourage early volunteer sign ups for events going forward,

Question: Is there a Whatsapp group for volunteers?

Answer: There is a Whatsapp group for the wider CSA team including regular volunteers. However on-the-day event volunteer requests need to go out to the whole parent body to help ensure that the work load is shared and does not always fall to the same people.

Q&A with Mr Hogston (35)

Mr Hogston extended his thanks to the CSA for its work over the last year and the contribution it has made to the school.

Question: How is it decided how CSA funds are spent?

Answer: It's a collaborative process. The school presents ideas but is aware that it's not appropriate for the CSA to fund certain items. Linking projects to events going forward will help make the process more transparent. Linking the Bounce-a-thon to OPAL improvements has been an example of this.

Mr Hogston stressed that questions from parents/carers are welcomed at any time.

Thank you/Get in Touch (slide 36)

Alicia thanked everyone for attending and the meeting was closed.