

CSA meeting minutes, 11 July 2025

Present: Cindy Le (Outgoing Chair); Alicia Schutte (Incoming Chair); Julia Lowbridge (Communications and Partnerships); Helen Swainger (Pre-loved Uniform Coordinator); Emer Delaney (Cake Sale Coordinator); Emma Casson (Summer Fair Coordinator); Joanna McDermott (Disco Coordinator); Dora Papp (Class Reps Coordinator); Silje Dreyer (Events Team); Lianne Carvell (Monkey Sox/Events Team); Kevin Hogston (Headteacher); Sarah Wooldridge (Bursar) and Ciara Steed (Admin Assistant).

Apologies: Anna Laszlo (Treasurer)

Team Updates

Cindy Le introduced Alicia Schutte as the new co-opted Chair of the CSA. Alicia thanked everyone for their involvement in the Summer Fair and is looking forward to the year ahead.

Alicia thanked Cindy for her hard work and dedication as Chair of the CSA over the last 18 months and for a very helpful handover period. Sarah Wooldridge thanked Cindy on behalf of the School for her huge contribution. It was noted that the Team had grown in size recently.

Emma Casson and Joanna McDermott were introduced as the new Summer Fair and Disco Coordinators respectively. Joanna also may be willing to co-hosting the Quiz next year.

Summer Fair/Circus Feedback

Alicia ran through a review of the recent Summer Fair. The event raised over £4,500. The main positive was the way the CSA Team was organised, with members each overseeing one or two attractions and able to be redistributed as needed.

Crowds were lower than expected perhaps due to the weather or people primarily coming to the Circus show rather than staying around longer.

Getting parent volunteers to help remains a challenge with some attractions cancelled and people then coming forward at the eleventh hour. It was agreed to stick to assigning year groups to run particular attractions, but that *all* attractions need to be assigned.

It was agreed that in future all attractions at the Summer Fair should be on the school field and that we will liaise with other local schools to avoid clashes.

Future of the Christmas Fair

Alicia asked those present what they thought of the idea of scaling back the Christmas Fair due to the closeness to the Fireworks Night and the amount of work involved for the CSA Team and volunteers. She suggested adding activity to the Fireworks Night and Summer Fair instead to compensate for the lost revenue.

The consensus was that a Christmas event could work well as a smaller after school event as there would be a captive audience.

Mr Hogston suggested that students could perform elements of their Christmas performances to the wider school on the MUGA. There could still be a bar (mulled wine!) and Santa's Grotto as this is the most popular/lucrative element of the Christmas Fair.

ACTION: Alicia to develop ideas for a new Christmas event with the School and CSA Team.

Update since the meeting - Christmas Event date set for after school on Thursday 18 December.

Other Events

This year's Outstanding event following the Ofsted announcement was noted as being a very successful celebration event (this was the focus rather than fundraising).

The Easter End of Term event was also successful and to be repeated. The appearance of the Easter bunny was particularly popular!

It was agreed that there would be no large-scale End of Term event in the Summer due to it being straight after the Summer Fair.

Monkey Sox

Alicia thanked Lianne Carvell for funds raised through Monkey Sox - £812 to date. Lianne flagged that she still had a lot of adult sized stock. It was agreed to push adult sock sales. There was some discussion about future sock design competitions but no agreement was reached.

The discussion led on to Sports Day. Mr Hogston explained that the 2025 sports days had followed a new model (all being on one day) and he had not wanted to add extra CSA activities this year, but was open to it being explored in 2026.

Lianne offered to be 'Sports Coordinator' for the CSA. She suggested there could be parent races and CSA fundraising opportunities at Sports Day. It was also agreed that she should apply for the mini marathon again and explore starting a parent's running club.

ACTION: Lianne to develop sports day ideas with Alicia and the School.

Upcoming Events

Jenny Day will be managing a bar and snack stand at the year 6 performance.

Summer Event Team - Help Needed!

Emma is looking for volunteers to help her organise the 2026 Summer Fair. The theme is likely to be 'Collis has Talent', a festival of food and music with more external vendors involved.

Action: Anyone interested in helping with the Summer Fair to contact Emma.

Other Vacancies

Outstanding vacancies CSA Team vacancies are Secretary, Fireworks Coordinator, Amazon Wishlist Coordinator and Merchandise Coordinator.

Cindy has handed over the Christmas card organisation for 2025 to Alicia.

Helen Swainger stated she would consider organising the Amazon Wishlist non-uniform day 2025 as it could involve a sale of existing fancy dress stock. There was some discussion about possible themes e.g. careers and expressing yourself.

Action: Helen to develop ideas for the Amazon Wishlist day with Alicia and the School.

Updates since the meeting

- **Helen agreed to remain as Secretary in a pared back role compared to previously.**
- **Emer Delaney offered to become the Fireworks Coordinator, shadowing Liv this year.**

Financial update - Fundraising

Alicia ran through the financial update provided by Anna Laszlo (Treasurer). Total income for 2024/25 stands at £50k, slightly down from last year. Refer to the agenda pack for full details.

Cake sales raised over £7k for classes. This is down from last year but this was anticipated as cake sales were reduced in number. Emer reported that the frequency feels right now.

Financial update - Spending

Alicia presented this year's expenditure which stands at £45k. Refer to adena pack for full details. She asked attendees for ideas on what we should be fundraising for in the coming year.

Mr Hogston stated that the school had a tight but balanced budget. Now that Ofsted has visited there is an opportunity to think more about the future priorities however it needed some thought as to what would be most appropriate for the CSA to fund.

Julia Lowbridge suggested that a more strategic approach and a concrete wishlist for each event would be good to help encourage parents to contribute.

There was some discussion about the swimming pool which has been mentioned at previous meetings. Mr Hogston agreed it needs upgrading to make it usable all year and more suitable for children with SEN but this will cost at least £200k. It requires a separate fundraising project perhaps focused on corporate donors or grant funding. However his preference would be funding that enables the School to have control of the use (and income) rather than it having to be considered a community asset as might be a requirement of lottery funding.

Action: The School to develop funding priorities and to liaise with the CSA Committee.

The Year Ahead

The dates for next year's events have been set but there was no time to review this.

Any Other Business/Brainstorming

Alicia opened up the floor to other fundraising/community building ideas. She raised the option of separate smaller events focused on Mums and Dads separately.

The idea of Bongo Bingo was mentioned instead of the Quiz Night next year. Having a 'Beat the Teacher' element was suggested.

Action: Alicia to formulate ideas with the CSA Team.

Next Meeting

10 October 2025 - 9am in Colliseum Hall (AGM)