

CSA Meeting Minutes – 30 April 2025

Attendees: Cindy Le (Chair), Alicia Schutte (Co-Chair & End of term event coordinator) Anna Laszlo (Treasurer) Helen Swainger (Pre-loved uniform coordinator) and Julia Lowbridge (Comms & Partnerships)

Infant Film Night & Disco

Film night: Successful event, total profit was £922.87.

Junior Disco: Total profit was £2269.33 which was slightly more than last year, due to ticket increase and expenses were lower as we were able to re-use decorations.

Disco lead Sally Lovett has stepped down, need a replacement.

Learnings: Handing out sweets was very chaotic; it was suggested that it be handed out per class or hand out tokens.

It was suggested that next time we don't do decorations as the kids pull it off.

Maybe look at moving Y4 to the Y2/3 group as the team felt they seem too young to be combined with Y6.

Brief Victor/Rual (care takers) to make sure set-up and clean-up runs smoothly.

Action: Sally Lovett to do a handover to the new person.

Easter Event

Successful event, total profit made was £921.41, which was a great amount considering the event lasted only 30 minutes.

Bar: Good idea as the parents and teachers enjoyed having a drink and socialising whilst the kids were entertained.

Easter trail: Pre-booking sold well but caused a bit of an issue for people wanting to buy on the day. Next time have two queues for pre-paid and buy on the day and at least 3 people working on this activity to ensure a quicker flow of people.

Helium balloons: Always a good item to have, the kids love it. Next time we will not sell raffle tickets on the day as it is too difficult to manage, raffles sales with close on classlist the day before. N.B Raffle – pre-sales on class list needs an option to add the buyers contact details.

Activities: We need an activity for the older kids. We have asked the student council to suggest some ideas. Any other ideas welcome.

Uniform sale: As usual this was great; the parents love the opportunity to buy second hand uniform.

Learnings: Extra person to oversee/runner to make sure all in running smoothly.

We need a better system to recruit volunteers, suggestion was made to offer a child-minding service to the volunteer's children as childcare is often a problem for the volunteers. It was suggested that we ask the CATS staff to assist.

Signage needed to direct people to activities and on what each stall is selling.

Double check zettle to make sure all categories and prices are correct

Increase duration of event

Bouncy castle: Look into a different insurer

Great idea to invite teachers to join the event

Action: Cindy to follow up with CSA insurance

Quiz Night

Successful event, total profit made was £651.40. The feedback from parents was very positive and would love to do this again.

Learnings: Next time have two quiz masters.

Encourage teachers to have a team.

Bounce-a-thon

Everything is running smoothly with the organising of this event. No further comments made.

Summer Fair

Main points covered.

Early bird tickets are on sale now.

Comms has gone out and posters are up.

Activities/stalls/vendors confirmed: Circus, Little Gym, Monkey Sox, tombola (it was suggested we do toys instead of chocolate), ice cream station, sweet shop, Liberation cocktails and Ruba.

Activities: other options are being looked into and confirmed; Bubble football, beat the goalie, go carts, any other ideas welcome.

Food: Ruba has been confirmed but we are looking into a Pizza food truck to provide another option.

Raffle: Julia is still sourcing prizes to raffle off, Alicia to assist.

2nd Hand Clothing Drive

Helen found a company “Little Recyclers” to collect excess clothing (especially grey uniform which we have a lot of) and shoes.

We would like to ask parents to donate non uniform clothes (including adult clothing). Proposed date is Friday 20th of June, put a call out to parents to donate in the morning, Helen and team of volunteers will sort pack out in order to have the sale on the same afternoon. Little Recyclers to collect left over items.

If it works, we can look at doing this twice a year

Collections: we will only collect on the day specified, office will be notified not to accept more donations.

Prices: Pricing of uniform will be reviewed and adjusted for the new school year. It was suggested that we hold a once-off clearance sale as we have an excess of grey items.

Fancy dress: will be sold at the summer fair.

School uniform: will be sold at end of summer term event.

Pre-orders: it was suggested that we look at orders for people who can't come to the event, the logistics will be looked into by Helen and a decision will be made later.

Ofsted Celebration Event

We would like to have a celebration once the Ofsted report is back to thank the teachers and staff for their hard work. Something quick after school in the muga with balloons, bouncy castle. Kevin to say a few words.

Roles & Recruitment Drive

Fireworks Lead

Christmas Fair Lead

Disco Lead

Secretary

Events Manager

We did not get a chance to specifically discuss this but it is an ongoing agenda for the CSA, we will discuss this at the new parents meeting in June and continue to advertise.

LED Display Sign

There was no time for this agenda item.

CSA Update for PFG

There was no time for this agenda item.

CSA to get really involved in the Nursery and Reception to welcome new parents.

There was no time for this agenda item

Next Meeting

Friday 13 June 2025 at 9am in Colliseum Hall