CSA AGM minutes, 31 January 2025

Present: Cindy Le (Chair), Anna Laszlo (Treasurer), Helen Swainger (outgoing Secretary), Liv Labrey (Fireworks Lead), Emer Delaney (Cake Sales Coordinator), Dora Papp (Class Reps Coordinator), Alicia Schutte (End of Term Event Coordinator), Kevin Hogston (Headteacher), Sarah Wooldridge (Bursar), Ciara Steed (Admin Assistant), Penny Madoc-Jones (Governor), Alison Beardon (Governor), Helen Samuel (Governor) and two additional parents/carers.

Apologies: Julia Lowbridge (Incoming Communications & Partnerships Manager)

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

Agenda/Welcome (slides 2-3)

Cindy opened the meeting and presented the agenda which comprised a review of 2023/24 before focusing on the current academic year.

Minutes of AGM held on 2 Feb 2024 (slide 4)

Helen Swainger circulated copies of the minutes of the previous AGM. These were approved.

Work of the CSA 2023/2024 (slides 5-9)

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

The 2023 Fireworks Night and Christmas Fair alone raised half of the total income last year. No summer event was held in 2024. Other events organised by the CSA included the Bounce-a-thon, Infant Film Night, Junior Discos, Pyjama Day, Christmas cards, second-hand uniform sales and cake sales. Classlist was introduced to improve CSA comms and help strengthen the community.

Finances 2023/2024 (slides 10-13)

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

£57k in total was raised for the school through CSA activities. £50k was donated to the school with significant contributions to IT provision, the termly allowance and the new art room.

Kevin Hogston noted that in recent years the CSA had helped to support the school's investments in specialist arts and music provision.

There was some discussion around cake sales which raised £13k last year. This high figure was attributed to sales being held weekly and funds being distributed to classes. Cake sale income will be lower this year due to the number of sales having been reduced based on parent feedback.

Proposed Change to the Constitution (slides 14-15)

Helen Swainger outlined the proposed change to the CSA's constitution. This would allow the CSA to hold its Annual General Meetings in the Autumn term. The proposal was unanimously agreed.

New Team Structure & Elections (slides 16-21)

Helen Swainger presented a revised CSA team structure.

The committee now comprises five elected roles. Cindy and Anna continue for a second year. Julia Lowbridge was unanimously elected as Communications & Partnerships Manager. Helen stepped down from the role of Secretary. Two roles are currently vacant (Secretary and Events Manager).

The wider team of event/activity leads has been formalised into a tiered approach.

Tier 1: Liv Labrey stays as Fireworks Lead for a 7th year. Summer and Christmas Fair Leads are vacant.

Tier 2: Established teams exist for the Infant Film Night, Junior Discos and Bounce-a-thon. Pyjama Day is to be rebranded following feedback and a lead organiser is still sought for this.

Tier 3: Emer Delaney continues as Cake Sales Coordinator, Alicia Shutte joins as End of Term Event Coordinator and Helen moves to Pre-loved Uniform Coordinator. Merchandise remains vacant.

Dora Papp has volunteered to become Class Reps Coordinator and will work closely with Julia to provide support to Class eps and help improve consistency across classes.

Anyone interested in the vacant roles is encouraged to get in touch with Cindy.

The 2023/24 section of the meeting was concluded.

CSA Big Picture Blueprint (slides 22-23)

Anna presented the CSA's new 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 2024/25.

This year's ambition is to exceed the £57K raised last year.

Financial Update 2024/25 YTD (slides 24-25)

Anna presented the year-to-date financial position. £28k has been raised, with the largest events having already been delivered, income from the Fireworks Night lower than previous years and cake sales contributions also being lower. The target of £57K+ was thus noted to be ambitious.

Anna presented the funding wishlist. Spending of £46k is planned this year. The largest investments will be the termly allowance, new stage lighting, a play mound/climbing walls and a new storage shed and bouncy castles for the CSA.

Events Review 2024/25 (slides 26-30)

Liv provided an update on the 2024 Fireworks Night, attended by around 2,400 people. Income was less than previously due to higher costs, static pricing, the issuing of a traffic order by the council and having to pay for first aiders. This year Liv is considering whether to outsource food to reduce costs.

Helen Swainger and Cindy provided an update on the Christmas Fair which exceeded the previous year's income despite the poor weather. Helen ran through parent feedback collected by Julia. There was some discussion centred on how being inside helped create atmosphere, that the support of staff was appreciated and that different ways to incentivise volunteers are being considered.

Anna highlighted that year to date cake sales figures are lower than last year as anticipated. Emer Delaney reported that parents seemed supportive of a reduced number of sales and that having charity cake sales earlier in the academic year had worked well. It was noted that it is disappointing for children when cakes run out early at a sale.

Anna briefly talked through the smaller activities delivered to date. Several new activities have been trialled (Christmas puddings, Christmas Banger) and the team is very open to people bringing new ideas to the table. The Christmas card process will start in October this year.

Upcoming Events (slide 31)

Cindy presented the remaining activities for 2024/25 (Junior Discos and Summer Fair).

Helen Samuel asked whether any parent only events were being considered as these had proved popular in the past. This could be good for community building and could be low effort.

Cindy responded that the last parent only event had been cancelled due to low support (Swish). The team would like to organise something for parents but that having enough volunteers to organise such an event was the issue, with the Summer Fair being the current priority.

ACTION: Cindy to look into the possibility of holding a quiz night or other parent only event in future.

Help Needed (slide 32)

Cindy stated that volunteers with DBS will be needed for one of the junior discos and for the Bounce-a-thon. Volunteers are also sought to help organise the Summer Fair and contribute to the CSA sheds project (new storage shed and replacement existing shed).

AOB & Questions (slide 33)

There was some discussion about whether more targeted volunteer call outs e.g. for support with the sheds project, might gain more traction so they are not hidden in wider comms.

Kevin extended his thanks to the CSA for their work over the last year and the contribution it has made to the school.

Helen Swainger raised the idea of holding a day when parents and staff could bring in unwanted clothes which would be collected in exchange for a financial contribution. This idea was supported.

ACTION: Helen Swainger to explore organising a trial event.

Key dates (slide 34)

The next meeting is Wednesday 30 April, 8pm at the Anglers.