



Annual General Meeting
31 Jan 2025

Agenda

- **Welcome**
- **AGM - 2023/24 (last year)**
 - Minutes of AGM held on 2 Feb 2024
 - Work of the CSA 2023/2024
 - Finances 2023/2024
 - Proposed Change to the Constitution
 - New Team Structure & Elections
- **2024/25 (current year)**
 - CSA Big Picture Blueprint
 - Financial Update 2024/25 YTD
 - Events Review 2024/25
 - Upcoming Events
 - Help Needed
 - AOB & Questions

A large, light gray silhouette of a tree is positioned on the left side of the slide, extending from the top to the bottom. The word 'Welcome' is centered horizontally and partially overlaps the right side of the tree silhouette.

Welcome

Minutes of AGM held on 2 Feb 2024

Work of the CSA 2023/24

(Sept 2023 - Aug 2024)

Summary of 2023/24

1

Raised **£44k in 2024/25! Plus £13k on cake sales!** THANK YOU to EVERYONE!

2

£54k worth of donations to the school contributed to a **new art studio, computer room upgrade, theme days** and much more.

3

Obtained a space in the school for the storage of **pre-loved uniform** which enabled improved organisation of stock and uniform sales.

4

Began roll out of Classlist to improve CSA communications and help build a **more connected school community**.

5

A new team came on board to lead the CSA!
A review of roles and ways of working began.

Main Events - raised £28k in 2023/24



Fireworks Night 2023

Raised: £20k



Christmas Fair 2023

Raised: £8k

**Unfortunately we
were unable to run a
summer event in
2024.**

**BUT...look out for our
circus-themed
Summer Fair coming
your way in
July 2025!**

Other Activities - raised £10.5K in 2023/24



These included: Infant film night, Junior discos, Bounce-a-thon, Pre-loved uniform sales, Amazon Wishlist, Christmas cards

Cake sales - raised **£13k** in 2023/2024

These were held weekly and comprised year group sales as well as individual class sales.

Sale frequency was reduced for 2024/25 following feedback.



Finances 2023/24

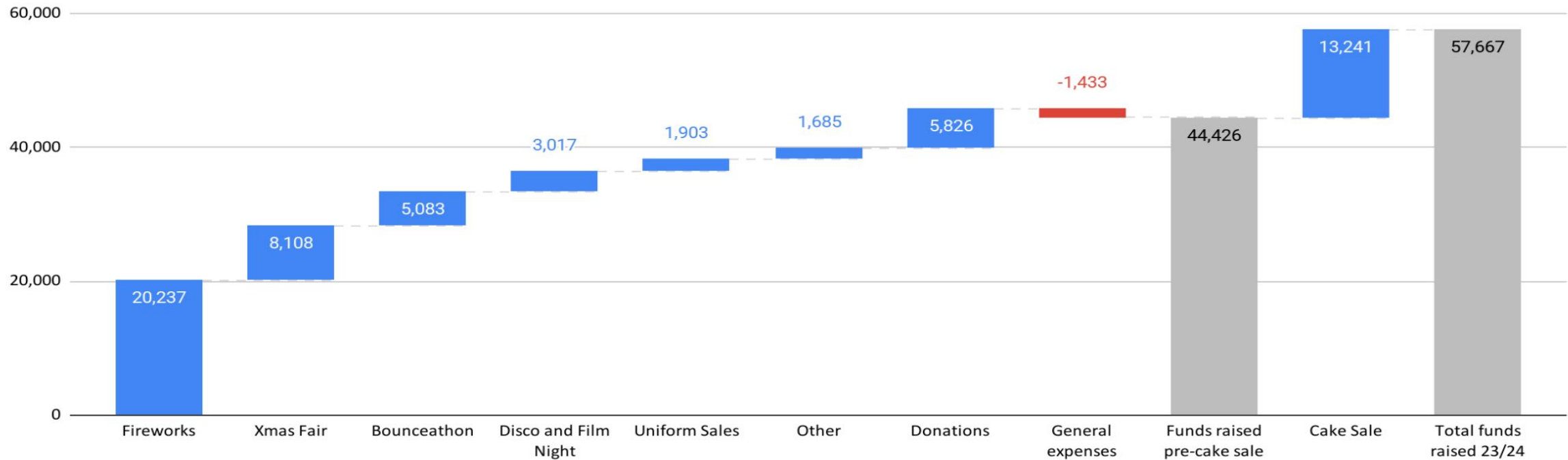
(Sept 2023 - Aug 2024)

Charity Requirements

- CSA is a **registered charity** - registered number 1036853.
Officers of the CSA are also Trustees for the Charity
- Requirement to prepare and file accounts with the **Charities Commission** to retain charitable status. These show total amounts raised, money spent, and donations given to the school in accordance with the constitution of the CSA.
- Accounts for the last academic year are presented to the AGM for approval.
- Mike Rocha is the independent examiner of the accounts.
- As a charity we can benefit from gift aid and can also benefit from workplace giving programs and other volunteering schemes.

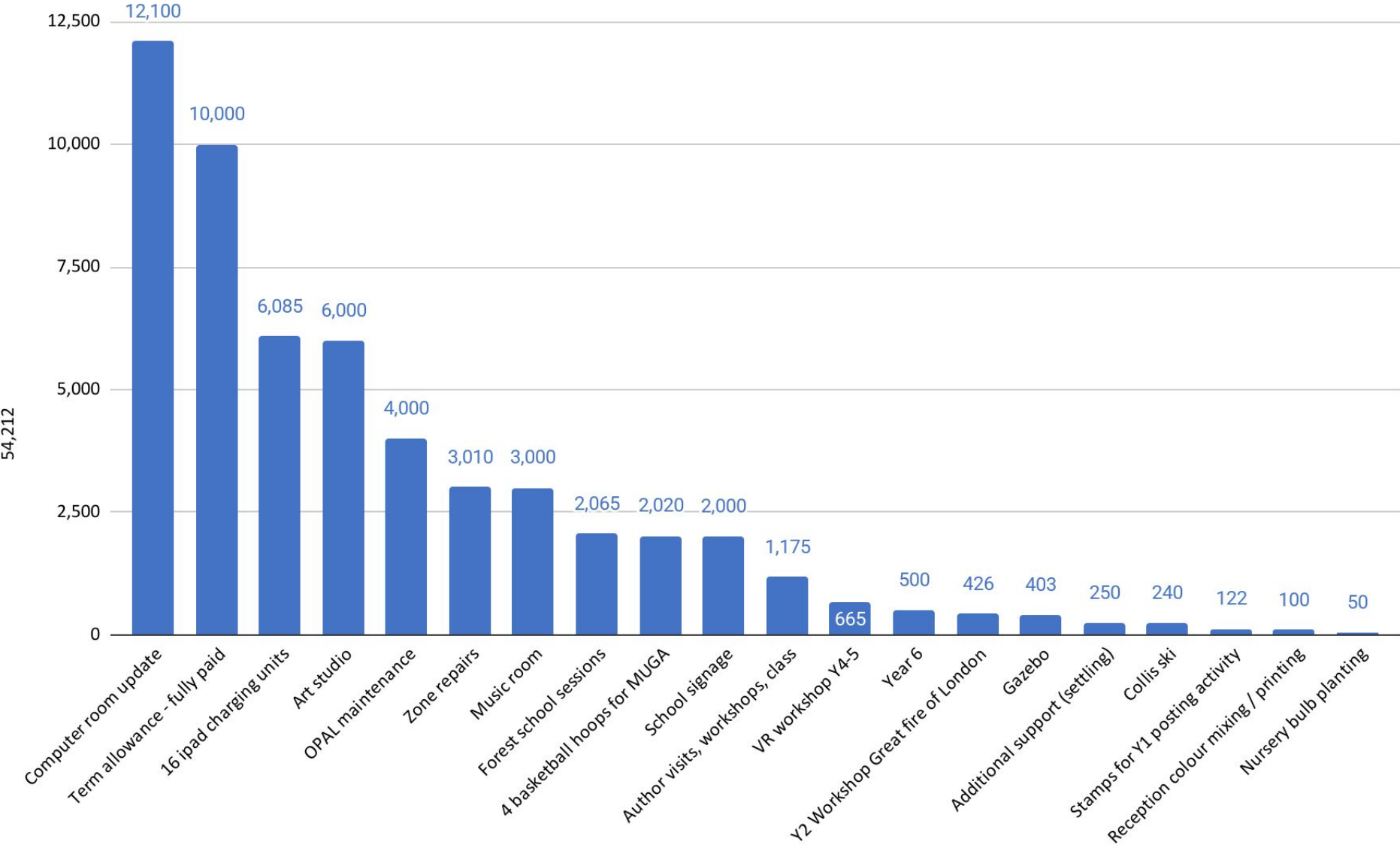
Finances 2023/24 - Fundraising

Thank you so much everyone for supporting our events. CSA activities **raised £57k** for the school.



1. Fireworks Night is our main event, with over £20k raised, similar to the previous year's results.
2. The Christmas Fair raised over £8k, slightly less than the year before.
3. The Bounce-a-thon raised over £5k, similar to 2022/23.
4. Smaller events such as Uniform sales, Junior discos raised another £6.6k.
5. We received Direct Donations from parents through donation matching schemes: £5.8k, twice as much as 2022/23.
6. General expenses include costs that are not specific to individual events: ticketing cost, memberships, investments.
7. **The biggest win in 2023/24 was cake sales, raising over 13k funds!**

Finances 2023/24 - Donations



The CSA donated over £50k to the school to fund improvements in IT equipment, activities and workshops for pupils and other areas. See [here](#) a full list of donations in 2023/24.

Proposed Change to the Constitution

Proposed Change to the CSA Constitution

The CSA Committee is proposing to amend the Constitution to enable it to hold future AGMs in the Autumn Term. This will better align them with the school year.

Existing wording in the Constitution that is to be replaced:

MEETINGS:

The Annual General Meeting (AGM) shall be held within 28 days of the start of the Spring term.

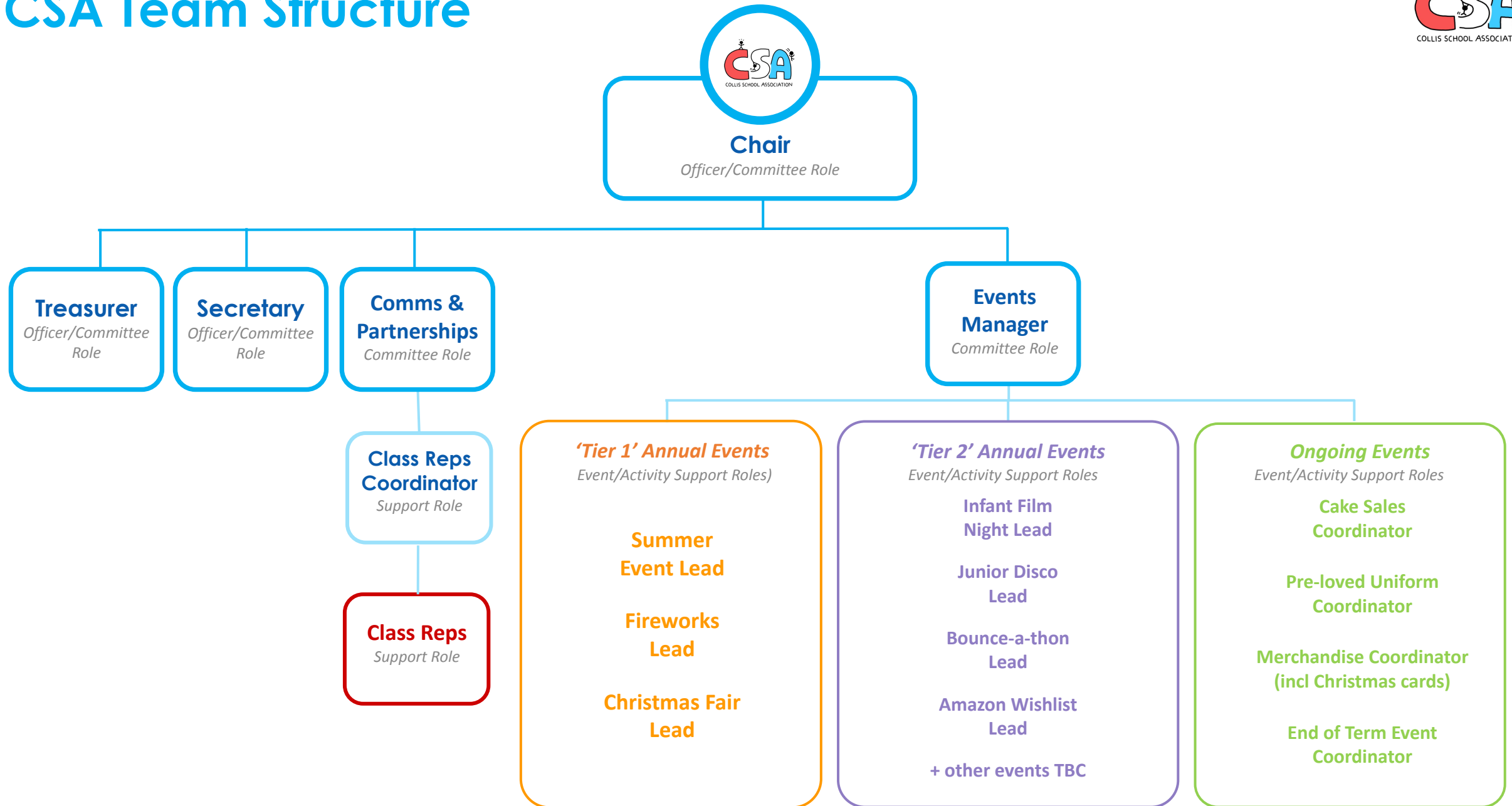
Proposed new wording:

MEETINGS:

The Annual General Meeting (AGM) shall be held within 8 weeks (56 days) of the start of the Autumn Term.

New Team Structure/ Elections

CSA Team Structure



Support for Class Reps

Class Reps are an amazing part of the Collis community. We know Reps are busy people so we would like to offer more support going forward.

- A new **Reps Coordinator** will be the main CSA point of contact for Reps going forward.
- They will help to ensure consistency in communications across all class groups and will work closely with the new CSA Communications & Partnership Manager.
- To help achieve this a **Class Rep role description** will be drafted with guidance on rep tasks
 - We would love to get the input of existing reps on this!
 - It will be circulated in the Reps WhatsApp Group
 - The Parent Focus Group will also have an opportunity to review this.

Thank you to all Reps for all your support!

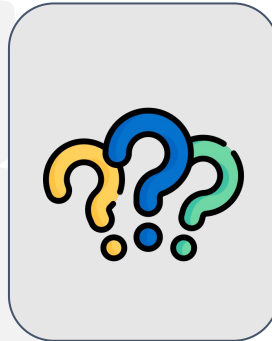
Meet the CSA Committee



Cindy
CSA Chair
Officer/Committee Role



Anna
Treasurer
Officer/Committee Role



Vacant
Secretary
Officer/Committee Role



Julia
Comms &
Partnerships
Committee Role



Vacant
Events
Manager
Committee Role

Meet the CSA Event/Activity Leads



Dora
Class Reps
Coordinator

'Tier 1' Annual Events



Liv
Fireworks
Coordinator

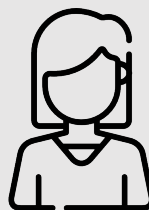


Vacant
Summer Fair
Coordinator



Vacant
Christmas Fair
Coordinator

'Tier 2' Annual Events



Char
Infant Film Night
Coordinator



Sally
Junior Discos
Coordinator



Caz
Bounce-a-thon
Coordinator



Vacant
Amazon Wishlist
Coordinator

Ongoing Events



Emer
Cake Sale
Coordinator



Helen
Pre-loved
Uniform
Coordinator

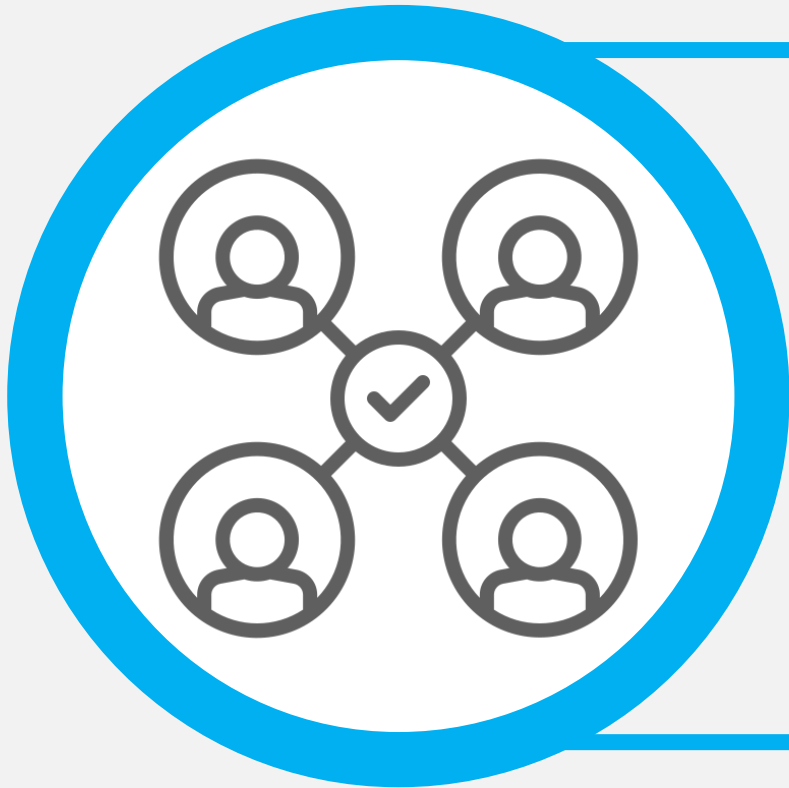


Vacant
Merchandise
Coordinator



Alicia
End of Term
Event
Coordinator

Elections and approvals



All officers and committee members will be elected and minutes, accounts and the constitutional change approved, unless anyone objects.

Please raise hand now if any objections.

The Year Ahead 2024/25

'Big Picture Blueprint' 2024/25

MISSION

To unite the Collis community
to enrich the educational experience
and strengthen school facilities; through frequent, fun, fundraising activities!

AMBITION

To deliver fundraising growth in 2024/25 vs 2023/24 (ie. exceed £58k net)

KEY TASKS

Streamline internal
(parent)
communication to be
efficient & effective

Improve parent
**engagement &
participation** in
attending, contributing
to, and leading events

Develop CSA
committee culture that
is open & inviting to
encourage enrolment

Build collaborative &
**constructive
relationship with school
& staff** to deliver events
& agree fund allocation

Build long term, mutually
**beneficial partnerships
with local external
businesses** who have
strong fit with Collis

ACTIVITIES

3 x 'TIER 1' EVENTS ANNUALLY
Summer Event, Fireworks,
Christmas Fair

**4-5 x 'TIER 2'
EVENTS/ACTIVITIES ANNUALLY**
Infant Film Night, Junior Disco,
Bounce-a-thon, Amazon Wishlist Day

**ONGOING (BI-WEEKLY/MONTHLY/
TERMLY) EVENTS/ACTIVITIES**
Cake sales, Pre-loved Uniform sales, Merchandise
sales (incl Christmas Cards), End of Term event

PROJECTS

ENRICHING EDUCATIONAL EXPERIENCE
Art Studio Resources, Shelving & Books for
Libraries, Classroom Globes

STRENGTHENING SCHOOL FACILITIES
OPAL Maintenance, Stage Lighting for
Shows, Swimming Pool Improvements

IMPROVING CSA EFFICIENCY
CSA Shed, Bouncy Castles

CSA KPI's

EVENT ENGAGEMENT

All CSA Committee & Event Lead roles filled
By end of 2025; no vacancies going forward

VOLUNTEER ENGAGEMENT

Volunteer slots filled at least 2 weeks prior
to 'tier 1' events

VISITOR EVENT SATISFACTION

75% of visitors rating 'Tier 1' events as
'Excellent' or 'Very Good'

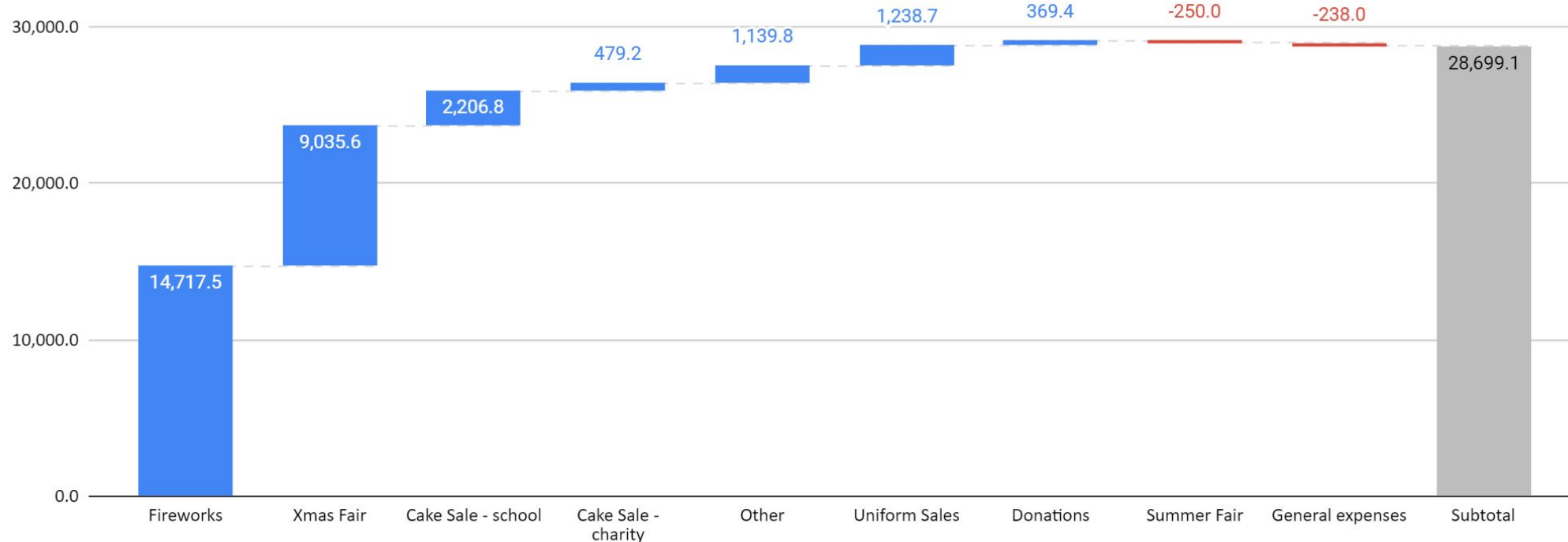
BEHAVIOURS

Act as Owners of a Business that the School Community **WANTS** to be part of!
We will operate with **Collaboration, Inclusivity, Openness, Entrepreneurialism, Efficiency and Fun** in all that we do!

Financial Update Year-To-Date 2024/25

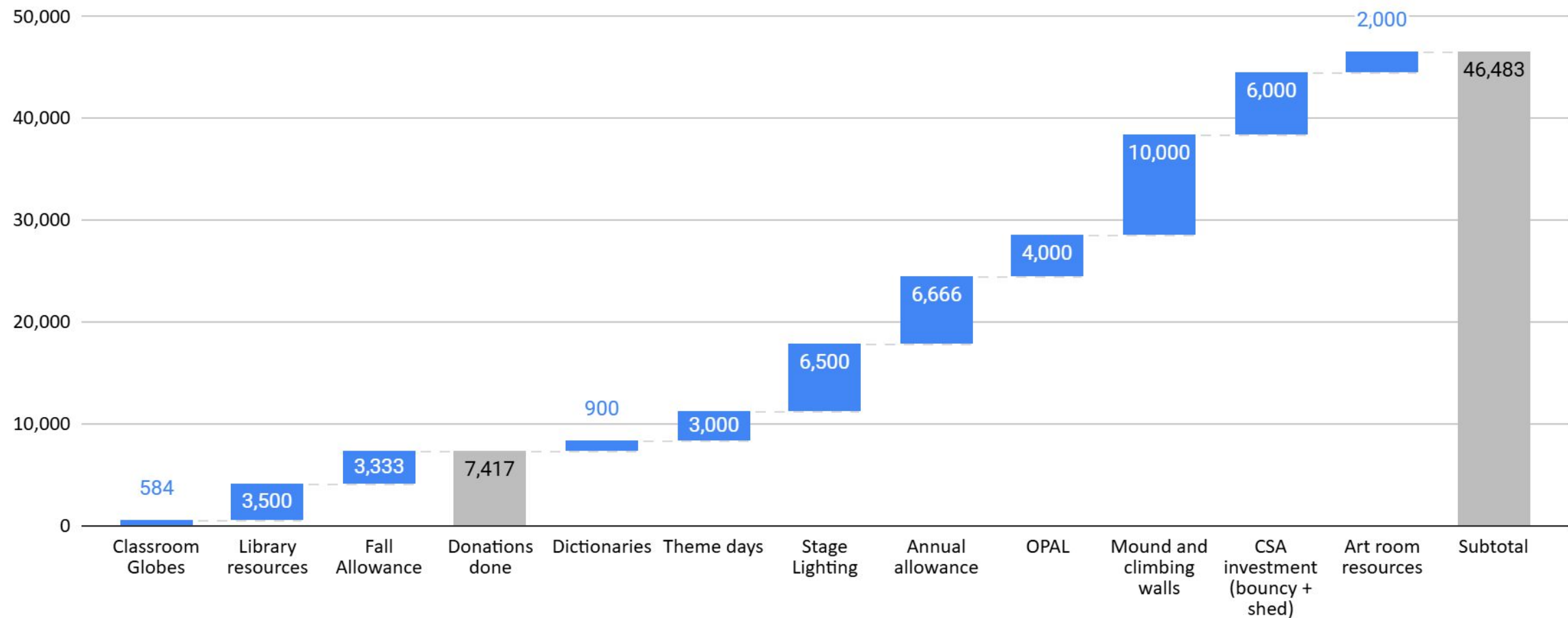
Thank you so much everyone supporting our events.

CSA activities have **raised over £28k** for the school; half of which comes from the popular Fireworks event.



1. Fireworks Night raised over £14k, which can potentially increase by 2k due to no council invoicing temporary traffic order. **(27% below last year's** results (18% behind w/o council invoice). This is due to increase in cost at similar level of pricing.
2. The Christmas Fair raised £9k, **12% over last year's** results. This includes the end of year Xmas Banger event and silent auction. Santa's Grotto **+40%** and Raffle **+34%** vs last year.
3. Cake sales are at £2.7k, **significantly behind last** year YTD £4.5k. This is due to fewer events as well as less sale per event.
4. Uniform sales raised £1.2k YTD
5. Other events include Pyjama Day raising £260 (plus 120 books) and Xmas cards raising £880.

Current Funding Wishlist 2024/25

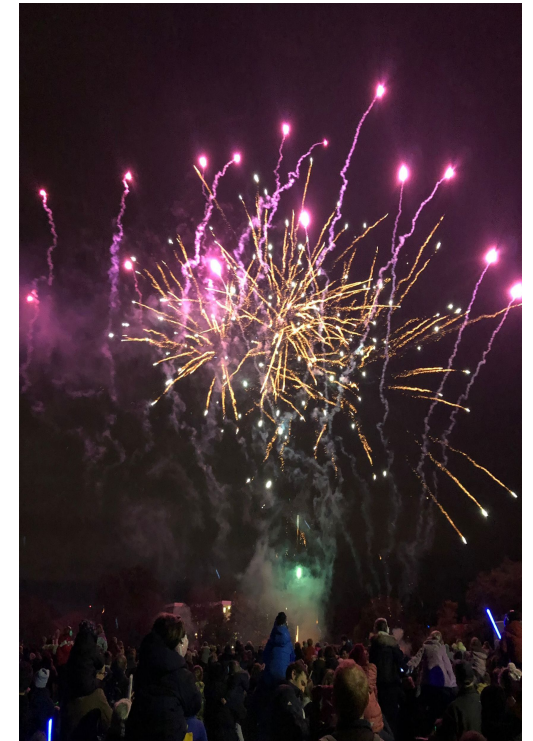


We are keen to source ideas from the parent community about other items that would benefit the school.

Events Review - 2024 Fireworks Night raised £15k

2023 raised **£20,195** , vs 2022 raised **£20,208**

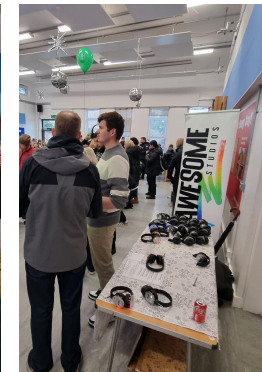
Save the date, **Saturday 8th November 2025.**



Events Review - 2024 Christmas Fair raised £9k

2023 raised £8,065 vs 2022 raised £8,518

Save the date, Saturday 6th December 2025



Events Review - 2024 Christmas Fair

Feedback and learnings

- New event team and terrible weather but the Collis community still came out in force!
- Feedback obtained from parents:
 - **75% rated the event Excellent or Very Good!**
 - Price increases were noted, likely due to proximity to Fireworks Night
 - Good comms about last minute changes, but generally need to be more streamlined
 - Lively atmosphere with everyone being indoors (although some congestion)
 - Need to offer more activities for older children and stagger stock for tombolas etc
 - Silent Disco worked well with food/bar options in Colliseum Hall
- Amazing support from school staff, sponsors, vendors, raffle prize donors and volunteers
- We are looking at different ways to incentivise volunteers for big events going forwards.

Events Review - Cake Sales YTD

£2,206 raised so far
for classes on cake sale events



Events Review - Other

Pyjama Day - Event to be rebranded in 2025/26 following feedback.

Christmas Cards - Good fundraiser. Process to start earlier in 2025/26 and completed in school.

Christmas Puddings - New fundraising event this year!

Wreath making - Enjoyed by those who attended, but relatively low ticket sales.

Christmas Banger - New End of Term celebration event went down well. More planned!

Uniform Sales - Lots of donations, thank you! Future sales will be half termly.

Socials

- Welcome back/new joiner drinks - Mostly attended by Reception parents. To be repeated!
- Reception/nursery playdate - Cancelled due to poor weather. Hold earlier in 2025/26.
- Playground meetup - one event trialled, to be repeated.

Thank you to everyone who has contributed or volunteered to date.

Upcoming Events

	AUTUMN TERM			SPRING TERM			SUMMER TERM		
	OCT	NOV	DEC	JAN	FEB	MAR	MAY	JUNE	JULY
BIG FAMILY FUN		FIREWORKS Saturday 9 Nov 4:30pm - 7pm	XMAS FAIR Saturday 7 Dec 12pm - 4pm					SUMMER FAIR Saturday, 5 July 12pm - 4pm	
NO ADULTS ALLOWED!	PYJAMA MUFTI DAY (to launch Amazon wishlist) Friday, 26 Oct		XMAS FAIR MUFTI DAY Fri 29 Nov - BOTTLE TOMBOLA Fri 6th Dec - CHOCOLATE TOMBOLA	INFANT FILM NIGHT Monday, 27 Jan		JUNIOR DISCO Year 2, & 3 Monday, 17 Mar Year 4, 5, & 6 Monday, 24 Mar	BOUNCEATHON Friday, 16 May		

Successfully completed!!

BIG Family fun events: Working very well. BIG fundraisers, positive feedback. Need more volunteer support.

No Adults allowed: Lower effort events, popular with kids, good income stream.

Book your babysitter: TBC

Upcoming Events/Help Needed

Would you like to meet fellow parents and get more involved in our school community?

We will need **on-the-day volunteers** for the following events (sign up sheets coming soon):

- **Junior Discos (must have DBS)**
- **Bounce-a-thon (must have DBS)**
- **Summer Fair**

We are also looking for **organising help for the Summer Fair** and **parents with DIY skills to join our Shed squad!** Please get in touch with Cindy on collis.school.association@gmail.com if you are interested in either of these!

All roles will have support from the CSA committee

**Questions, suggestions, any
other business?**

Dates to remember

Mon 17 Mar	Years 2 & 3 Junior Disco
Mon 24 Mar	Years 4, 5 & 6 Junior Disco
Mon 7 - 21 Apr	Easter holidays
Wed 30 Apr	CSA meeting
Fri 16 May	Bounce-a-thon
Fri 13 June	CSA meeting (School hall)
Sat 5 July	Collis Circus Summer Fair

PLUS half termly Pre-loved Uniform Sales

Check Classlist 'What's On' page for latest info!

Get in touch

Cindy Le, Chair

collis.school.association@gmail.com

Anna Laszlo, Treasurer

csa.treasurertw11@gmail.com

Vacant, Secretary

csa.teddington@gmail.com

Julia Lowbridge, Comms and Partnerships

collis.csa.comms@gmail.com

Thank you!