

CSA meeting minutes, 12 November 2024

Present: Cindy Le (Chair), Helen Swainger (Secretary), Liv Labrey (fireworks event organiser) and Julia Lowbridge.

Funding wishlist

Helen and Cindy ran through the school's wishlist for 2024/25 as follows:

- termly allowance (£10k total)
- play mound and climbing walls (£10k)
- OPAL maintenance (£4k)
- improvements to the infant library (£3.5k)
- theme days (£3k)
- dictionaries/thesauruses for years 5 and 6 (£900)
- globes for all year 1-6 classrooms (£600)

A number of other items are still to be confirmed including replacement stage lighting for Harlequin Hall and additional resources for the new art room.

The CSA is considering buying two of its own bouncy castles for events (£2.5k) as well as a new storage shed (once a location has been agreed with the school) (£2.5k).

Having a longer term fundraising target such as more substantial improvements to the swimming pool was discussed. Julia advised that some children are put off by the pool being cold and having quite a number of flies. The CSA is very open to having such a target.

ACTION: Julia to raise the swimming pool at the next Parents Focus Group

Events review

Previous events were discussed briefly and will be revisited. The final figures for the excellent Fireworks Night organised by Liv are not in yet.

Upcoming events

The list of CSA events for the remainder of this term and for the Spring term was shared as follows:

- Fri 29 Nov [Mufti day - Chocolate tombola](#)
- Mon 2 Dec [Wreath making workshop](#)
- Fri 6 Dec [Mufti day - Bottle tombola](#)
- Sat 7 Dec [Christmas Fair](#)
- Fri 10 Jan [Pre-loved uniform sale](#)
- Thu 16 Jan [Charity cake sale](#)
- Mon 27 Jan [Infant film night](#)

- Fri 7 Feb [CSA AGM](#)
- Mon 17 Mar [Junior disco years 2 and 3](#)
- Mon 24 Mar [Junior disco years 4, 5 and 6](#)

Christmas Fair

A detailed discussion about all aspects of Christmas Fair planning comprised the main part of the meeting. Actions are too detailed and numerous to be recorded here and have been noted separately for the benefit of the Christmas Fair Team. The major items were as follows:

Santa's Grotto: Julia provided an update on Santa's Grotto which she is coordinating. We now have four new Santa's from the school community and we are very grateful for their involvement. The Fun Factory has come on board as a sponsor for the Grotto and will also sell balloons at the event. Decoration of the grotto is still being finalised.

Food and drink: It was agreed that the best approach is to get external caterers to sell food and for the CSA to focus on drinks sales. An external provider of cocktails is however to be explored.

Raffle: The list of raffle prizes was reviewed. These are to be finalised early the week commencing 18 November for launch on Friday 23 November. We are very grateful to all raffle donors.

Health and safety: It needs to be confirmed asap with the school whether external first aiders need to be supplied for the event.

Publicity: The first comms were agreed to go out the following day advertising the launch of Grotto and Silent Disco ticket sales on 15 November.

Volunteer help needed

The volunteer [sign up sheet](#) for the Christmas Fair was finalised and has now been launched.

The Summer Fair is the main other area for which volunteers are currently sought. Those interested in helping organise the event are encouraged to fill in this [sign up sheet](#).

Cake sales

There was no time for this agenda item.

ACTION: CSA committee to follow up with the cake sale coordinator about whether there are any further improvements that can be made to school cake sales.

Support for Class Reps

There was no time for this agenda item.

ACTION: CSA committee to draft a role description for review by Class Reps Whatsapp group and Parent Focus Group.

Next meeting

Friday 7 February, 9am in Colliseum Hall (AGM)