

CSA Meeting Minutes, 16 January 2026

Present: Alicia Schutte (Chair); Helen Swainger (Secretary); Julia Lowbridge (Comms & External Partnerships); Emma Casson (Summer Fair Coordinator); Klaudia Galuca (Amazon Wishlist Coordinator); Ciara Steed (Admin Assistant) and one additional parent/volunteer.

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

Welcome/CSA Team (slides 3-5)

- The Team is now complete with Dora Papp taking on Merchandise Coordination and Klaudia Galuca joining as Amazon Wishlist Coordinator.

Blueprint/Year to Date Summary (slides 6-7)

- No financial target for the year was set as income wasn't expected to exceed last year's £50k. However, £29,782 has already been raised, so reaching £50k again is possible.
- Since the last meeting, funding requests for additional nursery shading (identified by Ofsted) and new sports team kits were approved and added to the Blueprint's Key Projects.
- The CSA would still like to contribute to the swimming pool project.
ACTION: CSA Committee to explore whether a specific element (e.g. new changing rooms) could be funded, potentially ahead of the wider project.
- The CSA also still intends to fund materials for Class Makeover Day. The possibility of obtaining discounted paint was discussed.
ACTION: CSA Team to investigate any opportunities for paint discounts.

Review of Actions from the Last Meeting (slide 8)

- Nursery events
 - A playdate for the new nursery intake will be held in September following the Reception playdate format.
 - An activity for this year's nursery children is also being planned as part of the Easter End of Term Event (primarily Early Years/KS1).
- More regular uniform sales
 - The team plans to trial mini uniform sales (one rail) alongside Friday morning coffees in the Colliseum Hall (8:30–9:15am). Coffee could be takeaway or sit-in. Agreed that a self-service model with card payment will be explored due to volunteer availability.
 - **ACTION:** CSA Committee to investigate coffee machine options.
- Volunteer incentives
 - Incentives should be publicised earlier. The idea of childcare support for volunteers (similar to last year's summer event for the core team) was revisited.
 - **ACTION:** Summer Fair Team to consider Summer Fair volunteer incentives.
 - **ACTION:** CSA Committee to consider childcare options for core team and other volunteers.

Finances (slide 9)

Income breakdown was presented. Further discussion points were as follows:

- There was a request from the Parent Focus Group to include children's year groups on the back of Christmas cards.
ACTION: Dora to check feasibility.
- There was a suggestion to sell a Collis hoodie, potentially via a design competition.
ACTION: Klaudia to discuss hoodie ideas with Dora.
- Charity cake sale raised £173 (card only). Timing and lack of teacher awareness were identified as factors for low sales. Agreed the CSA would match the amount raised.
ACTION: CSA Committee to check if the charity cake sale could move to September.
ACTION: Ciara to ensure teachers are informed in advance so promote it with their classes.
- A new cake sale trolley is needed. Helen is drafting updated cake sale guidelines. This should cover the use and collection of tupperware as it attracts vermin when left in the CSA shed.
ACTION: CSA Committee to purchase a new cake sale trolley.

Events Review - Fireworks Night (slides 10-12)

- Fireworks Night raised over £20k (up from £15k last year). Alicia thanked Liv for her amazing efforts organising the event over the last few years.
- Increased ticket sales drove the higher income, despite sales being capped due to scaffolding and challenges obtaining a Temporary Event Notice (TEN) for alcohol.
- Helen is applying for a personal licence, enabling up to 15 TENs per year (instead of five) to be applied for, and is also exploring a Premises Licence for events over 500 people. Klaudia offered to connect the CSA with a local councillor for advice.
ACTION: Klaudia and Helen to follow up councillor involvement.
- Use of tokens (rather than card-only) was confirmed to allow children to make purchases independently.

Events Review - Christmas Fair (slides 13-15)

- The Christmas Fair and associated activities raised £3.5k (down from last year), which was expected due to its smaller scale.
- Poor weather and a clash with CATs limited the indoor space available. Being straight after school meant volunteers were not at their stands in time. Future Christmas Fairs will be held indoors on a Saturday but will likely remain smaller than previous events.
- The amount of leftover alcohol from bottle tombolas was noted. Hopefully less alcohol needs to be purchased for future events, but bottle tombola should be reviewed going forward.
ACTION: Summer Fair team to consider optimal tombola mix for that event.
- Secret Shopper was popular but needs more donations.
- The Makers' Market was very successful and will be repeated.

Events Review - Other (slide 16-20)

- Amazon Wishlist / Celebrating Us Day raised £269 plus 97 books (snack sale income to be added).

- Wreath making, Christmas trees and puddings raised £300 in total; uptake remains low. Puddings will not be repeated.
- Agreed that wreath making will move back to a Monday, possibly in November to help get ahead of the competition.
- Christmas tree sales may benefit from being held at the Saturday fair again.
- Uniform sales raised nearly £2k. After new rail costs, net income was £1,250. Strong sales figures were attributed to regularity, price increases and the online order form.

Year Ahead - Class Makeover Day (slide 22)

- Provisional date is 25 April. Planned as a parent social event with possible BBQ. Children cannot attend unless activities are arranged.
ACTION: CSA Committee to explore whether TP Camps could run that day.
- Capacity for another parents' event was discussed; agreed this could only happen if the entertainment is externally provided.
ACTION: Julia to ask Paul Dowsett about repeating Bongo Bingo for parents.

Year Ahead - Parent Choice Project (slide 23)

- Discussed the intention to focus this initiative on projects to be funded next year.
- The need for costs against some of this year's projects was raised.
ACTION: Helen to request costings for Class Makeover Day and nursery shading from school.
- Air conditioning was raised again in case this can be funded in time for this summer.
ACTION: Alicia to investigate costs for portable air-conditioning units.

Upcoming Events - Infant Film Night/Junior Discos - 26 Jan, 16 & 23 March (slide 25)

- All events are progressing as planned.
- Agreed that the Infant Film Night should move to February in future to allow more preparation time after Christmas.

Upcoming Events - Easter Event - 27 March (slide 26)

- One-hour event after pick-up on the last day of term, focused on younger years with a specific nursery element. Alicia is meeting Brit Darby on Wednesday to plan further.

Upcoming Events - Summer Fair - 4 July (slide 27)

- The event is being themed as a music festival. Event will be 12noon-5pm, external acts are being sought including a performer for younger children early in the day.
- Years 3-6 will also be invited to develop acts to perform, rehearsing weekly at lunch time for six weeks leading up to the event. One act per class to be selected to perform (12 acts).
- Agreed that acts could be any type of performance, not just music.
- Agreed that a teacher's act could be a good addition.
- The ticketing strategy was discussed, currently proposed at £8/adult and £4/child.
- Agreed to explore whether a better-known act could be secured to justify pricing.
ACTION: CSA Team to follow up any contacts with higher-profile performers.
- Agreed the name of the event will be Collis SummerFest.

Bouncy Castle Update (slide 28)

- It was reported that ownership of the bouncy castles puts additional responsibilities on the CSA which are difficult to properly fulfil due to the castles not being fully under their control.
- Agreed that the CSA should proceed with trying to sell the castles to another party and hire them back for CSA events.

AOB - CSA Instagram Page (slide 31)

- The school is going to be launching an Instagram page (alongside a new website) and wants to use the CSA's existing Instagram handle. The CSA therefore needs to rename its account and it needs to be clear to external audiences what the CSA does.
- Agreed the new handle should CSA_Collis.Parents.Association

AOB - Meeting with Devenports (slide 31)

- The CSA has secured a meeting with Devenports Estate Agents on Wednesday to explore a possible sponsorship arrangement between them and the CSA.
- Alicia and Julia discussed and agreed on the presentation and approach.