

CSA AGM Minutes, 16 October 2026

Present: Alicia Schutte (Chair); Helen Swainger (Secretary); Anna Laszlo (Treasurer); Julia Lowbridge (Outgoing Comms & External Partnerships Coordinator); Emma Casson (Summer Fair Coordinator); Dora Papp (Class Reps Coordinator); Amy Vogel (school governor); Kirsten Roy (school governor) and nine additional parents/carers.

Apologies: Emer Delany (Fireworks Coordinator), Monika Edwards (Partnerships Coordinator) and Klaudia Galuoka (Amazon Wish list Coordinator).

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

Welcome/Agenda (slides 2-3)

Alicia Schutte opened the meeting and thanked everyone for attending, particularly the two school governors. The agenda was presented.

Minutes of AGM held on 10 October 2025 (slide 4)

Helen Swainger circulated copies of the minutes of the previous AGM.

Chair's Report 2025/2026 (slides 5-12)

Alicia provided a short overview of the work of the CSA during the previous academic year.

The three main family events raised £38k. Of particular note were:

- The scale of **Fireworks Night**, which is attended by over 2500 people and raises over £20k.
- The trial of the **Christmas Fair** as an after school event in 2025, which will return to a Saturday this year due to logistical issues.
- The success of the summer fair, rebranded as **SummerFest**, which raised £12.5k.

Other activities organised by the CSA raised £9.5k. These included the Bounce-a-thon, infant film night, junior discos and easter event. Pre-loved uniform sales raised £3k.

Alicia also highlighted the £7k raised through cake sales and explained that these funds go directly to the school to be spent on resources for the respective classes.

Treasurer's Report 2025/2026 (slides 13-16)

Alicia presented the draft accounts for the previous academic year on behalf of Anna Laszlo. As a registered charity, the CSA is required to have its accounts reviewed by an independent examiner.

The draft accounts showed that £64k was raised through CSA activities, an increase on 2024/25 (£50k).

Only £14K was donated to the school in this period, with the most significant contributions being for the termly allowance, sports equipment and class workshops. Many of the more substantial projects for which funding was allocated in 2025/26 were pushed into the current academic year. This means we are starting the year with a very healthy balance sheet and significant spending planned.

New CSA Policies (slide 17-18)

Helen explained that the CSA has developed a [Safeguarding Policy](#) to clarify safeguarding arrangements at CSA events. Most importantly, it clarifies the remit of the school's safeguarding team and the reporting procedure in the event of an incident at a CSA event.

Amy Vogel asked whether CSA events were ever held off the school premises. Helen and Alicia confirmed that events involving children were not held off-site.

Helen also presented the [Challenge 25 Policy](#), which the CSA has introduced now that it holds a Premises Licence for the school.

Team Structure (slides 19-22)

Helen presented the current CSA committee structure, which comprises three elected roles for the forthcoming year. Helen and Alicia will continue in their roles as Chair and Secretary respectively for another year. Anyone interested in these roles for 2027/28 is encouraged to get in touch. Anna stood for re-election as Treasurer, having completed her initial two-year term.

Julia Lowbridge stepped down from her committee role as Comms & External Partnerships Coordinator. Alicia thanked Julia for her huge contribution to the CSA over the previous two years and presented her with gifts on behalf of the CSA.

Helen presented the structure of the wider team, comprising coordinators of Tier 1 events (Fireworks Night, SummerFest and Christmas Fair), Tier 2 events (Bounce-a-thon, junior discos and other smaller events), and ongoing activities (class repping, merchandise sales, cake sales and uniform sales).

It was explained that Monika Edwards had taken on the Partnerships element of Julia's role as a non-committee role. Communications will sit with the committee for the forthcoming year.

Approvals/Elections (slide 23)

Helen asked those present to approve the 2025/26 minutes, draft 2025/26 accounts, new policies and committee roles. Approval was given.

The Year Ahead 2026/2027 (slide 24-29)

Alicia highlighted the forthcoming Fireworks Night (7 November) and Christmas Fair (5 December), both of which need parent volunteers to help make them happen. As a thank you, free tickets are available for Fireworks Night volunteers and free tokens for Christmas Fair volunteers.

Alicia also briefly ran through the other activities currently planned for each term. The dates provided for the junior discos remain subject to change.

AOB & Questions (slide 30)

There were no further questions or business to discuss.

Thank you/Get in Touch (slide 31)

Alicia thanked everyone for attending and the meeting was closed.