

Minutes of the CSA meeting on 26th April 2016

Present:

Committee: Mel Mack, Rebecca Godecharle, Rebecca Perfect, Anita Muir, Rakhi Khetani, Jamie Parkins

Head Teachers / Staff: Mrs Edwards (Infants), Debbie Sharp

Other Attendees: Natalie Booth, Dawn Woodley, Sarah White, Ian Hayter, Carolyne Young, Eli Rose, Harsha Patel, Bhaswar Baral

Apologies:

Mrs Campbell (Juniors)

Start: 7.30pm

Close: 9.30pm

KEY DATES TO NOTE:

CSA Summer Fair Planning meeting: Tues 10th May, Oak Room 7.30pm

AGM - October 5th 2016

MINUTES

1. Approval of Minutes from last meeting

Approved Bec Perfect (first), Mel Mack (seconded)

2. Infant Disco – Fri 29th April, £850 raised (£115 spent on tuck)

165 tickets sold for infant disco, strong sales

Direct payment on School Gateway successful. No further help required

3. Sponsored Read, £729 raised

Agenda item at the next meeting to understand options to extend to different activities, increase reach to nursery, reception, infants and juniors

4. Communications

- a) Requirement to centralise all CSA events on a planner to ensure there is no major conflict with other activity planned via the schools, for example.

Centralised planner to be created Anita Muir. Each activity has a nominated lead for the school office to interact with and for new parents to be able to contact.

Centralised planner to go up on school notice boards along with photo and contact details of event lead

b) Feedback on communication of CSA minutes.

Requirement to extend circulation of CSA meeting minutes beyond the current format via email. Decision made to circulate minutes via the following methods:

- School Newsletter (Sarah White to act as editor prior to circulation)
- Facebook push
- Email circulation – CSA email group
- Email circulation – CSA website email group

Options to gain interest from new joiners to the school via opt in. Debbie to explore.

c) Engagement improvement plan

Cascade required to inform parents of what has been funded via the CSA in the last 6 months to be included in the school Newsletter.

Action: School to send photos of recently bought items.

CSA School Notice board – idea to be pursued to understand costs (funded by sponsorship), implementation and how it would be maintained on a regular basis to improve notification to parents of upcoming events and how funds are being used. Agenda item for the next meeting.

5. Utilisation of Funds – Junior / Infant split

Infants: £56,565 in 10 years

Juniors: £47,108 in 10 years

Account Balance: c£20k

Proposal from prior meeting £7,500 for iPads & Secure box for Junior School to aid teaching and developing music skills.

Approved: Unanimous in favour (Mel Mack – first, Rebecca Godecharle – second)

6. Pool Maintenance

Further information on cost / benefit required to understand the complete position of renovating the pool. The Governors will need to contact CSA if support is required.

7. Summer Fair

Action: Send letters from Heads asking for help at stall or do jobs (Debbie Sharp)

Meeting 10th May 7.30pm Oak Room (Infant School) to progress allocation of duties.

AOB

A) Smartie tubes – fill with coins, bring to the summer fair to exchange for a wristband.

To be progressed via Summer Fair meeting.

B) Requirement to have one method to order non Mapac items e.g. school bags (currently on CSA website & school office). Proposal to run via the school office only.

Proposal passed by: Mel Mack, Rebecca Godecharle (seconded)