

# **CSA AGM 2017**

## **CASSIOBURY SCHOOLS' ASSOCIATION ANNUAL GENERAL MEETING**

**5th October 2017**

**Cassiobury Infant School, Belmont Wood Avenue, Watford**

**7.30pm - 8.35pm**

### **ATTENDANCE**

Committee Members: Mel Mack, Rakhi Khetani and Jamie Parkins

Non Committee Members: Brayan Moras, Miyuki Lloyd, Julia Girolanie, Michelle Richmond, Josie Hayllav, Lucia Eagen, Sarah Cattle, Joy Ross, Diana Egyedova, Aysha Khokhar, Neema Morel, Nisha Sondo, Gaurav Pareth, Shaun Maistry, Priscilla Chowdhury, Elly Rose, Lisa Hollan-Beck, Dawn Woodley, Raman Shaima, Natalie Booth, Jeremy Alden, Tauseef Jan & Ian Hayter

School Staff: Jenny Sherry

Absences: Mrs Cooper

### **PREVIOUS AGM MINUTES**

Proposed as accurate by Rahki Khetani

Seconded - Elly Rose

### **CHAIRS' REPORT**

Thanks very much to everybody for turning out, this is a great attendance and it's lovely to see so many new faces.

This meeting is a bit more formal than normal as it's the AGM, which means there are certain procedures we have to go through every year before we move onto our fundraising activities. All the committee stand down each year and have to be re-elected if they want to stand again. I'm not standing this year due to work commitments but I'd like to say a couple of things before I go.

Firstly, prior to being this involved with the CSA I had little understanding of the sheer volume of work that goes on to organise school events, and sometimes it's only when you are in a position to look under the bonnet that you see what goes on. Every event that you attend, every newsletter you receive and every grant to the schools is a result of an enormous amount of hard work behind the scenes. Sometimes weeks of persuading local companies to give prizes, organising legal issues & risk assessments, planning rotas and equipment, financial planning and such, and the people who do all this hard work are not just the ones you see here. The results of this can be amazing - it's a beautiful feeling when you're standing in the midst of the summer fair and feel part of helping hundreds of people to enjoy themselves, whilst raising thousands of pounds for the school and our children.

Secondly, it's increasingly obvious how busy parents are, and as a result we've recently suffered from a declining number of people stepping forward in person to volunteer. I'd like to make a plea to all those here and in the school community - if you can't make a meeting, or attend an event, it's really important that you still make it known when you're available to help, even if just on a keyboard or phone for a few hours here and there. That way tasks can be shared amongst many people, rather than being on the shoulders of the

ones who are able to physically attend meetings. When people don't step forward we risk overburdening the people who do volunteer, which isn't fair on them when the benefits are shared amongst all the children.

## **TREASURERS' REPORT**

### **The Year Ended 31 July 2017**

During the year ended 31 July 2017 a total of **£20,418** was received from events, donations and from the sale of school uniform which was similar to last year's £29,797.

Profit from fundraising events, which is the amount the Association is free to spend on projects enhancing Cassiobury schools pupils' education following approval by the Committee, totaled **£10,266**.

The principal fund-raising events like the Summer Fair continued to be popular and raised £5,896. This year we again benefited from parents working together on events such as the Quiz night, Children's Disco, Music Night and Readathon. Collectively, contributing £4,370. Grants to fund additional learning activities paid to the schools totaled £17,929.

The Head Teachers prepare expenditure funding requests for the committee to consider at its meetings. Once approved these requests are prioritised in line with funding available and in accordance with the general principle that both schools should benefit equally from general funds raised, taking one year with another.

### **The Coming Year**

The Association considers itself to have been successful in the fulfilment of its aims during the year ended 31 July 2017 and intends to continue its fundraising and social activities into the new academic year. The committee recognises the heavy dependency on fund raising events to deliver grants for projects and continues to explore other ways in which donations and gift aid can form a larger proportion of its resources. The association currently has approximately **£13,360** available to be used for projects in the coming academic year.

### **Finances**

The association has adopted a reserves policy that requires general fund balances to be kept at no lower than £4,000 to ensure the Association has sufficient resources with which to deliver the programme of projects and allow for contingencies. The reserves are held in an interest-bearing account, with the charity's Bankers, National Westminster Bank plc in Paddington, Central London.

Accounts verification by Roger Pratcher.

Proposed: Jamie Parkins

Seconded: Mel Mack

Additional questions from the floor

*Q. How are the funds balanced between the two schools?*

A. The aim of the CSA is to split the funds evenly over time. Some years, one school will receive more and then vice versa. All the funding is detailed on the CSA website. We can confirm that over the last 7 years the funds have been evenly distributed.

*Q. Why was there a drop year on year in totals raised?*

A. This was due to the non running of the Christmas Fair which normally brings in a profit of around £4,000

## **COMMUNICATIONS OFFICER REPORT**

We have a number of channels at our disposal and throughout the year we've used them all to communicate the efforts and impact of the CSA. Facebook continues to be an easy and cost effective way

to distribute news but we struggle to get enough followers. We'd like to encourage more people to "like the CSA" in order to grow our reach.

Twitter is another easy way to share fun and engaging stories rather and the website continues to get traffic from people looking at the recently funded projects. Throughout the year we've struggled to find a consistent voice in the way that we communicate. Newsletters we send have poor click through rates and are generally received by an audience that is old and unengaged. The schools kindly include us and our news in various newsletters but we need to find a consistent way to distribute news through both the school and our own channels. Too many times a question can be answered by looking at the CSA website but people don't know the website hosts all this content.

JustGiving continues to be a successful means of fundraising and is cost effective for the CSA and increases the ability of each child to raise more when in use. The Readathon was a successful example of this.

EasyFundraising is a cost effective way to raise money online but again, despite plenty of marketing, it continues to only be used by a handful of committee members.

One challenge for any incoming officer is to decide the future of the website. Both schools have their own websites and no doubt more traffic. A positive relationship between the CSA, Junior and Infant websites is required.

#### **HEADTEACHERS REPORT (INFANT SCHOOL) - Mrs Cooper**

*Read on behalf of Mrs Cooper by Jeremy Alden*

Apologies for missing the CSA AGM and an opportunity to meet with you. At present I do not feel able to provide a Head's update as I have only been in post 5 weeks and don't have anything to update on...sorry! As head of the infant school, I will support the CSA in any way we can and will support fundraising initiatives as appropriate. I am also more than happy to spend any money that you are able to donate! In terms of support with funding this coming year we would welcome support with developing our outside area for the Early years gardens, and creating outside learning spaces for KS1. Forest school could certainly do with an injection of cash to develop a more enriched environment for the children. Within the school we would like some support with the development of manipulatives for maths, eg numicon, counting beads, 10 square, Cuisenaire rods to name but a few. ICT is also an area to support including cameras for classes (both for adults and children to use) and also equipment such as beebots and microscopes. Also, the Reception classes would love some interactive TVs like the rest of the school. That is just a small list to be starting with!

Events that have been successful in other schools I have been in have include a film night for the children (pinched idea from another school was to have this around Christmas shopping time to give parents longer time in the town), secret shops (for children to buy gifts at Christmas / mothers day / fathers day), quiz nights for parents. Nothing new or imaginative at present I'm afraid.

Many thanks for all the support you have given / are about to give and I look forward to meeting you all later on in the term.

#### **HEADTEACHERS REPORT (JUNIOR SCHOOL) - Miss Sherry**

Thank you for the events that have been organised over the past year such as the Summer Fair.

The improved outside area in the Junior School playground has gone down well and a great improvement on it's previous condition. The iPads have also been effectively used by the musical students in class.

We've learnt a lot from fundraising throughout the year and it does appear that parents are increasingly cash rich and time poor. Despite the best efforts of the committee this might be something worth tapping into. As Head teacher I cannot mandate that staff attend evening or weekend events and so every amount of support from the committee is appreciated. The fundraising activities in school time have been well received and have raised funds for a variety of national causes.

One suggestion, in times of increasing child inactivity is that we make use of the fabulous Cassiobury Park for some form of joint schools fundraising event. We'd like to utilise JustGiving to give the children the chance to be fundraisers in their own right. We look forward to working with the CSA on such an idea.

### **ELECTION OF OFFICERS & OTHER KEY ROLES**

#### **Chair**

Elected: Mr Nabeel Khokhar

(Nominated by Aysha Khan Mack / Seconded by Melanie Mack)

Vote: Unanimous For (26), Against (0)

#### **Vice Chair**

Elected: Mrs Aysha Khan

(Nominated by Neema Morel / Seconded by Melanie Mack)

Vote: Unanimous For (26), Against (0)

#### **Secretary**

Elected: Mr Ian Hayter

(Nominated by Melanie Mack / Seconded by Dawn Woodley)

Vote: Unanimous For (26), Against (0)

#### **Treasurer**

Elected: No one was elected

In this instance current Treasurer Rahki Khetani has volunteered to remain in the position until a replacement is voted in at the next CSA Committee meeting to be held in the next 2 weeks.

#### **Website Officer**

Elected: Mr Shaun Maistry

(Proposed by Melanie Mack / Seconded by Jeremy Alden)

Vote: Unanimous For (26), Against (0)

#### **Communications Officer**

Elected: Mrs Priscilla Chowdhury

(Proposed by Jeremy Alden / Seconded by Jamie Parkins)

Vote: Unanimous For (26), Against (0)

#### **Other committee members to join officers:**

Elly Rose, Neema Morel, Lucia Eagen, Joy Ross & Tauseef Jan

### **APPOINTMENT OF INDEPENDENT EXAMINER**

Roger Pratcher.

(Nominated by Rakhi Khetani / Seconded by Jamie Parkins)

Vote: Unanimous For (27), Against (0)

### **AOB**

It was asked to be put on record by Mrs Sherry and Mr Alden that the CSA committee of Melanie, Rhaki and Jamie had done a tremendous job in steering the CSA and ensuring it was another successful year of fundraising in support of the school.

### **CSA AGM 2017**

Date set for Tuesday 18th September 2018, 7.30pm, Cassiobury Infant School

**Meeting Close: 8.35pm**