



Meeting Minutes: 30th September 2025.

PART ONE COMMITTEE & SLT 7pm.

Attendees: Georgia Norton (Chair), Leon Choueke, Gemma Cox, Mel Solomou, Natasha Cobain, Magda Watson, Adri Loubser, Judit Santak.

1. GN welcomed new committee members and noted the need to update CF's administrative matters and plan for succession with several Year 6 parents involved.
2. Our new Link Governor will be Michael Wang and GN is meeting him on 3rd November, 2025, to discuss ways of working with the Governing Body, aligning with school improvement strategy and inclusion, and creating smoother processes for evaluating and managing requests from school.
3. GN introduced a proposal to fund **new flooring on East**:
 - Context: the carpets and vinyl are 14 years old and now most of the underlays have perished and tears have opened up, which is increasing the risk of trip hazards. GN noted that staff have been patching flooring themselves with tape and glue.
 - Scope: one room in Nursery, all four Reception classrooms and their two 'middle areas' of reception, four Year 2 classrooms, and a Year 1 classroom is urgent.
 - Middle areas in Reception will need to be done in alignment with cabinetry replacement, the costing for which is being finalised (approx. £8k).
 - Cost: we got two quotes for flooring and recommend going with the latter, £28k and carrying out the work over October Half Term. Some site manager over time will be needed. The money will come from accrued sponsorship and rolled-over unallocated fundraising if the Committee agrees to combine the funds and approve this.

ACTION: Committee approved East flooring proposal.

4. GN noted that the next priority is the **West Playground main play equipment** unit replacement:
 - A revised design is coming from our preferred supplier, which will be reviewed by staff and consulted on with children. GN shared that site visits with GC and meetings with Laura Bosworth about outdoor learning and play space have taken place and noted that equipment is being shortlisted with the supplier and greening of the site with volunteers is planned.
 - The roof work on West is happening in the summer so the playground must be installed in March-April during the Easter Holidays.

- Discussion of other priorities around the site, including outside Year 5 which is being repaired by the site managers. Successful Autumn Festival and Silent Disco events are now critical to be able to afford these investments.

ACTION: A cost proposal will be shared at the CF AGM (26.11.25) for Committee Approval.

5. Financial admin discussion:

- ACTION: MW authorised to add GN, EB and NC as bank signatories and online approvers, and remove previous names
- ACTION: MW authorised to add GN to HMRC access
- ACTION: GN to add new committee members as Trustees and update the Charities Commission
- GN noted the TooTooMoo caterer from the Summer Fair has not transferred funds owed yet and she is following-up on that and the Art Projects for Schools company went bust and have not paid us for fundraising with them, which she will also chase, and any loose ends from last school year
- Discussion of our reserve amount and potential events we haven't confirmed in the calendar yet, noting with the struggle to get enough volunteers for existing events it's hard to consider adding new things in

PART TWO: OPEN MEETING FOR PARENTS/CARERS/STAFF.

6. GN started the presentation and recapped CF's role and remit
7. GN introduced the 2025-6 school year committee and noted open roles we are recruiting for, specifically comms and events [a new Treasurer has been appointed since the meeting]
8. GN shared some of the activities CF have done in September, noting the mix of fundraising and community-building, lots of advocacy and support for parents and carers not just organisation of events
9. GN recapped where to get information and how to get in touch with CF
10. GN updated the group on plans for the West playground with sourcing in progress for the main equipment replacement but also that other areas are being discussed and costed-up for investment this school year
11. The Book Shed is now ordered and will be installed behind Year 3 to facilitate outdoor reading (a plan since our Festival Of Reading) and as we look at balancing all the kinds of play for different children outside (in partnership with Laura Boswell)
12. GN recounted the types of sponsorship and partnership with local businesses and community organisations we are working on this year
13. GN listed the items CF is funding this term and upcoming events and activities that are planned, underlining the amount of support and volunteering and contribution required to make any and all of the ideas happen
14. Discussion of the Amazon Wishlist process, GN clarifying a wide range of pricepoints was offered and contributing was purely voluntary and to enhance the classrooms with nice-to-have items, there's no pressure and parents are free to order from other sites (we just have to keep track of what's been checked off the list).

MEETING ENDS 8.15pm.