
MINUTES

Special General Meeting Tuesday 25th April 2017

1. Welcome and Apologies

Present: Tim Harris (Headteacher), Mark Agnew (Chair), Rebecca Russell (Secretary), Carolyn Blanshard (Vice-Chair), Tony Smith (Treasurer), Emma Baker (Asst. Treasurer), Ruth Cohen, Clare Hickman, Sharon Thwaites, Cassandra Passarelli, Frances Rogers, Jackie Lankester, Nicola Strawbridge, Louise Mayor, Tim Dyer

Apologies: Elaine Gamwell, Cat Gaukroger, John Rawcliffe, Helen Hasham, Carolyn Selley.

2. Matters arising from Minutes of the last Meeting

The matters arising would be covered in the agenda. The minutes were agreed and signed.

3. Report from the Headteacher

Mr Harris reported that the first full year of entry into year seven with a fifth form was full with 155 students due to join the school in September as well as a number on a waiting list. A fifth house has been named as Elm and the house colour will be purple. The open days have been very popular with good attendance. Parents or prospective students have also been enquiring about the new sixth form entry which is a positive sign for the growth of the school. Details regarding the new sixth form entry are on the school website.

Despite the pending general election having put many matters on hold, the outreach work by the school is ongoing. In particular, Mr Harris has been in discussions with Exeter University who want to join in with the outreach work as part of a project looking at the eventual uptake of university places by primary school children, focussing on areas in which fewer children currently go onto university. The University will fund the project which will not only enable us to do a lot more work in this area but will also open up access to other grants. Areas in which primary schools will participate include Colyton, Axminster and Shute, as well as into Exeter.

Mr Harris briefly highlighted that, as a result of the changes within the school with GCSE examinations, the school will likely appear at the bottom of the league tables next year. This will, of course, be a 'blip' and we will 'resume normal service' the following year.

Considerable work has been invested into site security at the school as part of our ongoing commitment to safeguarding. There are new signs around the school site and gates and barriers with locks are in the process of being installed to restrict access to

unauthorised persons and maintain student safety. As part of changes being made to the top car park, a new path has been built between the school and the sports hall which not only contributes to safety but speeds up access between periods. The sports staff have reported that it is working well.

Mr Harris commented on what he saw as the sterling efforts of the PA in raising money for the school, particularly the current project which has been for science. The Space4Science appeal is approaching its target of raising £100k towards new accommodation for teaching science at the school. Mr Harris announced that, in light of changes to technology staffing, room T1 will be converted into a science lab. Work will be completed over the summer. £30k of the funds raised by the PA will go towards the conversion of the room together with additional Wolfson funding. The rest of the money raised by the Space4Science appeal will be ring-fenced for science and will go towards the building of further science classrooms in due course.

The results of the recent parental survey highlighted communication as an area to focus on. As part of this commitment, Mr Harris mentioned his upcoming inaugural drop in session on Thursday 27th April. He has set aside time in which parents and guardians are welcome to come to school, without an appointment, to talk to him over any issues which may be causing concern. Further dates are also scheduled. Another area for improvement is the school website. The committee was asked to feedback things that they would like to see on the improved website. A problem with reading emails sent by the school on mobile devices and small computer screens was raised. This will be addressed.

The school has recently begun to develop relations with Alumni. There are several ways in which the Alumni might provide support to the school including as inspiration to students by providing information on careers and by mentoring students applying to certain universities or for particular degree subjects such as medicine. A group of 25 or so current Oxbridge students will be assisting current students with applications and interview techniques for university application. Mr Harris also expressed the school's desire to engage with parents who might be able to offer similar support and inspiration to current students.

4. Funding Requests From School

The Chair reported that the previous requests from the school had been met. Three roll-up portable banners have been bought and are already in use by the science and technical departments at outreach meetings. They will also be on display at school functions such as parents' evenings

The PA has received a donation of £101 from the Goose Fair Committee which has been put towards the cost of the banners (£107) with the PA making up a small shortfall.

The PA has funded the purchase of a new first team rugby strip. The shirts are already in use and display the PA logo on the front in acknowledgement of the support received.

The PA has developed a standard form for use by staff when making future requests for funding from the PA. There were no requests at this time.

5. Treasurer's Report & Space4Science Appeal Update

Tony produced and circulated a financial summary for the period 1st January to 21st April 2017 which shows the PA balance currently available at £10,814. This includes

income for the Garden and Food Festival already received of £1,714, Space4Science donations received of £3,716 with Gift Aid increasing that amount to £4,544. There were also additional donations of £1,121 including a further anonymous donation of £1000 for which we are very grateful once again. Easyfundraising has brought in another £418.

In particular it was noted that the donations towards the Space4Science appeal had increased substantially following a direct, written appeal to parents by the PA. An extra £3,000 was raised in the following month. The PA is extremely grateful for this support.

It was proposed that an amount of £7k be transferred to the Space4Science Appeal bringing the current amount raised to just over £91k. The PA committee approved the transfer.

6. CGS PA Constitution Review

This meeting had been specially convened as an SGM to address several minor amendments to the PA constitution. The changes involved minor amendments to the terminology used within the document to bring it up to date. There being a quorum present at the SGM, these changes were voted on and passed unanimously. Copies of the proposed changes had been circulated to parents prior to the SGM and a copy of the revised constitution is available from the PA if required.

7. Garden and Food Festival 2017

13th May 2017

Sharon and Frances reported that preparations are well underway for this important fundraising event. The main problem is that more helpers are desperately needed – both parents and sixth formers. Areas requiring help include car parking, manning the entrance, overseeing the raffle, BBQ, cake stall and setting up and striking the festival. Anyone able to help should get in touch with the organisers through the PA. Donations are also required for the Tombola and second hand uniform stall. Help is required after school on Friday 12th May and from 8am on Saturday 13th May. Clearing up will take place between 4 and 6pm on the 13th.

This event will raise much needed funds towards the Space4Science Appeal and it is essential that we get good support. An email dedicated to the GFF will be sent out asking for further help and support.

8. Summer Fete

20th July 2017

Ruth and Claire the organisers have started preparations for this school event which is supported by the PA but the bulk of the work will not start until after the GFF has taken place. Once again, help will be sought from parents to help with the running of various stalls.

9. Induction Day for New Parents

Wednesday 28th June 1pm for 2pm start.

Help is needed to support Sally-Anne in the sale of second hand uniform which is always popular at this event. The induction will conclude before the end of the school day to aid traffic congestion.

10. PA Tea for New Parents

Friday 8th September 2.30pm

Help is needed to serve refreshments. Anyone able to offer support should contact the PA. Help is needed from 1.30pm.

11. AOB

Refreshments for School Music Concerts

The PA is continuing to provide this support at future events including the forthcoming Concerto Concert on 10th May and at the Summer Concert. There was some discussion on publicising these events to the wider school community. It is hoped that this will be done both on the website and in the form of a brochure advertising these and other art events at the school.

School Uniform

Mr Harris was asked to investigate the possibility of a second outlet such as the sports shop in Honiton selling new school uniform. The style of the sixth form girls' shirts stocked by Thomas Moore was also discussed.

School Development Officer

Several members of the PA had met earlier with Emma Styles, the new Colyton Development Officer to look at ways in which the PA and the school can work together to raise funds efficiently and effectively to address areas where funding is most required. Highlighting the many ways in which the PA has raised funds over the last few years, for example raising funds for the Music block, purchasing the new mini bus and buying various equipment for the PE department was discussed.

Committee Positions

Mark, our current Chair, has served for three years on the PA committee and will not be re-standing at the next AGM, in line with the constitution, neither will Tony our treasurer. Mark asked the committee to think about standing for these and other roles to keep the good work of the PA going.

Meeting Days

Some parents have suggested that the day of the PA meeting ought to be changed to allow others to attend who can not make a Tuesday. It was agreed that this was a good idea and it would be done for the September meeting.

12. Date of next PA meeting

The next PA meeting will be held on *Thursday 14th September 2017.

- Addendum 06.09.2017: The proposed date of the next PA meeting has been changed to accommodate a Year 9 event and is now scheduled for Wednesday 13th September 2017.

*prepared by Rebecca Russell
Secretary CGS Parents' Association*