



MINUTES

Committee Meeting Tuesday 17th January 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), Katriina Knight, Ruth Cohen, Clare Hickman, Sharon Thwaites, Helen Hasham, Cassandra Passarelli, Frances Rogers, Jonathan Hudston, Jackie Lankester.

Apologies: Heidi Merrett, Matt Day, Elaine Gamwell, Sarah Petrini, Louise Mayor, Carolyn Selley, Madeleine Vercoe, Sharon Chamberlain-Keen.

Mark welcomed and extended thanks to Rebecca Russell for offering to take on the role of PA Secretary.

2. Matters arising from Minutes of the last Meeting

- a) A copy of the excellent Stripes Magazine, produced by the students and funded for this edition by the PA was circulated. Mrs Harvey had extended her thanks to the PA for their support in providing £252. The magazine is also available online. Mark Agnew suggested that the students might explore sponsorship for future editions.
- b) Mark Agnew had held a preliminary meeting with Emma Styles the new Development Officer for the school to see if we can provide mutual support. Emma is currently developing links with alumni.

There being no further matters arising. The minutes were agreed and signed.

3. Report from the Headteacher

Mr Harris presented information on the changes to the leadership structure of the school. Following the departure of Jayne Wainwright, Andrew Gregson had stepped up as Deputy Headteacher and Simon Smith, Head of Sixth, has become an Assistant Headteacher. Fiona Harvey has also taken on a development role within the Leadership Team. The new structure will facilitate better communications between the heads of departments and the Leadership Team.

The departure of Steve Cook as Business Manager is going to be a huge loss for the school and progress is being made on finding a suitable replacement. Following a first round of interviews in which there were no leading candidate, a second round is soon to be shortlisted and there is hope that an appointment will be made.

Mr Harris spoke about the decision to expand the year 7 intake, the opening up of the sixth form to external candidates and the challenges both would bring with regard to

space and funding. It is hoped that the developments in the sixth form would enable the school to maintain its curriculum offer. There are currently 109 students and the Education Funding Agency (EFA) state that 150 (300 in the 6th Form) are required to make funding cost effective. A minimum set size of 18 is the ideal (EFA) to run a subject at A level. In the first year of the expanded sixth form the school hopes to recruit a further 30 students from other schools. The minimum entry requirements into CGS sixth form will be 50 points and it is anticipated that all current students who wish to remain into sixth form will meet this minimum standard. Internal students will be given preferential treatment over subject choice where oversubscription is an issue. For the financial security of the school it is hoped to be able to run as many A level subjects as possible including subjects which are currently seen as 'minority' subjects. The consultation on the new sixth form is open until January 31st. All parents and guardians have been informed by email on the consultation process and all are welcome to comment. Further information and details for making comments are available on the school website under the admissions section.

Mr Harris referred to the National Funding Formula (NFF) which he mentioned in to parents and guardians in an email on 16th December. He circulated a document which set out how the funding works. After detailed examination of the new proposals, it is now clear that CGS will lose out financially, as will many other schools, particularly selective schools with 101 of 103 schools currently set to be worse off. Headteachers have asked for a meeting to discuss the implications of this loss in funding. The impact of the NFF, together with a levy imposed by the Devon LA means that CGS will be short of some £80-90k which is clearly a significant loss to the school. Mr Harris said that the majority of schools in Devon are in a similar position and said once again that the efforts of the PA in raising valuable funds for the school is much appreciated and that the role of the PA in this area is likely to become increasingly essential.

Mr Harris circulated plans for extensions to buildings within the school to accommodate the increase in numbers in the years to come. He has had a meeting with the Parish Council in which some reservations were expressed around increase in traffic around the school.

Mr Harris briefly mentioned the interim reports which are now only circulated online on SIMS. Full reports are still to be circulated on paper.

4. Funding Requests From School

Dr Usher has formally requested funding for two roll-up standing banners for the science department to use when the school is making outreach visits or attending fayres. The cost is projected at £100.

A second request for a banner from Mr Cronk was made informally via Carolyn Blanshard. A suggestion was made to see if the banners could be dual purpose and shared between the science and IT departments.

Following our annual participation in the Colyton Goose Fayre, we are making a request for a donation of £100 to the Goose Fayre Committee. It was unanimously agreed that if we are successful, this funding should be used to purchase the banners. If funding from the Goose Fayre is not forthcoming, it was agreed that the PA would fund the banners independently.

A third request for PA funding has been made by the PE department for funding for a first team rugby strip. Following some debate, it was unanimously agreed that the PA should fund this request which is approximately £250.

5. Treasurer's Report & Space4Science Appeal Update

Tony had produced and circulated a financial summary for the period ended 31st December 2016 which shows the PA balance currently available at £10,118. It was proposed that an amount of £6k be made to the Space4Science Appeal bringing the current amount raised to just over £84k. The PA committee approved the transfer.

There was some discussion about fund raising in general. Tony mentioned that the PA has an anonymous benefactor who has, from time to time, made donations of £1000 to our funds. Clearly we would like to be able to thank whoever makes these donations but they choose to remain anonymous. The PA is, however, extremely grateful for this support.

The 250 Club subscriptions to date this year stand at £2,160, down on last year which was £2,691.

Easyfundraising continues to be a good earner for funds and so far this year since October has raised over £1300. It was decided to promote this way of raising funds to parents and guardians more. It is a relatively simple way of earning funds for the school which doesn't cost anyone – users can elect to have a percentage of their shopping spend with certain retailers donated to a charity, in this case, the CGS PA. Jonathan Hudston suggested that if every family joined, we would see significant earnings from Easyfundraising of up to £60k pa potentially. It was recognised that people may support other charities other than the school but the PA will further promote this via ecomms.

The Space4Science Appeal continues until the end of this academic year when it is hoped we will reach our target of £100k. We currently project that we will achieve £95k after the Garden and Food Fair and Summer Fair. It was agreed to promote direct donations from parents in an effort to meet the £100k target. Mark will write a direct appeal letter to all parents and guardians this term.

6. CGS PA Constitution Review

The PA had previously agreed to review the Constitution. Several minor amendments have been suggested and submitted to the Charities Commission for their comments. These amendments have been informally approved but require ratification by a Special General Meeting (SGM) of the PA or an AGM. It was agreed to make the next PA meeting in April and SGM and defer any further discussion on the constitution review until that date. Changes will be circulated prior to the SGM. Thanks were expressed to Tony for his work in this area.

7. Garden and Food Festival 2017

13th May 2017.

Sharon and Frances have made good headway. They have written to all previous participants and the majority are coming again. One notable exception – the largest plant seller - is unable to attend because of a clash of dates. It has been proposed to increase the prices of some stalls this year. Indoor 4ft stalls remain at £20. Outside a 3m² pitch will be £35 instead of £25 and a 5m² pitch £50. These prices are still very competitive compared with other fairs and the prices were agreed. There will also be a one off surcharge of £20 for hot food sellers of which there will be a maximum of 3. Entry will be free once again and it was agreed to extend the opening hours from 10am to 4pm and to improve the flow around the site. Mark has asked if the flyer advertising the GFF could be ready for inclusion with the new year 7 booklet. This was agreed. Several printers were suggested to be investigated by Sharon and Frances.

There is a need for another helper to come on board to cover the entertainment role and a general need for volunteers to be assigned to the various other roles for the day. It was agreed that Rebecca would email the PA Helpers when Sharon and Frances have clarified what they need specifically. It was agreed that this is a major fundraiser for the year and we should discuss the ways in which we can improve the experience at a GFF sub-committee meeting to be arranged as soon as possible.

8. BCAS 2016 - review

Thanks and congratulations were extended to Helen Hasham and her team for their hard work for the Art Show last year. It was deemed a huge success once again, not only financially, but particularly because more of the local community had been involved. It had been decided to change the traditional Private View on the Friday evening to a Parents' Private View for future shows. The committee will also look at the feasibility of buying our own display boards. The next show is scheduled for 2018 and Helen and the team need more help please.

9. 100/200 Club Review

This item was covered briefly in the Treasurer's report, item 5.

10. Winter Draw and Festive Evening Report

Thanks and congratulations were extended to Carolyn Blanshard and her daughters for a very successful Winter Draw. Two books of tickets had been sent home with students this year which had resulted in an increase in ticket sales £2519 compared with £1575 in 2015. £800 had been pre-allocated to fund the prizes and parents had also been asked to make a voluntary £2 donation towards prizes. There had been a good presence on the website.

Thanks to Nicola Strawbridge and Katriina Knight for their hard work in the organisation of the Festive evening. It was noted that the food was well-received will continue next year.

11. Refreshments for School Music Concerts

Following a request for help received from the Music Department, this was piloted at the St Cecilia's Day Concert. Mr House had been very pleased with the efforts of the PA and a little profit had been made on drinks and snacks purchased. The PA will be happy to continue to provide this support at future events. Sharon Chamberlain-Keen has said she would be happy to help again.

12. Goose Fayre

This item was covered briefly under funding requests, item 4.

14. AOB

School Christmas Tree. Thanks to Tallie B and her fellow students for decorating the PA tree in reception. Carolyn has bought a new supply of baubles for future use.

Year 7 booklet – this is currently in the process of being revamped for the next intake.

Summer Fair 2017 - due to a shortage of time it was agreed to cover this item in detail at the next PA meeting.

12. Date of next PA meeting

The next PA meeting will be an SGM on Tuesday 25th April 2017.

*prepared by Rebecca Russell
Secretary CGS Parents' Association*