

## MINUTES

### **Annual General Meeting Tuesday, 13<sup>th</sup> October 2015 at 7.30 pm Room 29, Coly Building**

#### **1. WELCOME AND APOLOGIES**

**Present:** Richard Bush [Deputy Head], Mark Agnew [Chair], Elaine Gamwell [Secretary], Tony Smith, Chris Gamwell, Diane Overton, Martin Smith, Carolyn Blanshard, Bhavna Chandra, Madeleine Vercoe, Jane Welch, Petra Bacon, Sarah Petrini, Louise Quincey, Jill Shorthouse, Louise Mayor, Tim Dyer, Frances Rogers

**Apologies:** Jayne Wainwright, John Rawcliffe, Izzy McKay, Sara Bor, Steve Came, Matt Day, Susie Mount, Sue Hearnden, Claire Harris, Cat Gaukroger, Denise & Nigel Lyon, Carolyn Selley, Sharon Chamberlain-Keen, Elizabeth Pole, Ruth Cohen

#### **2. MINUTES OF THE LAST AGM**

No matters arising. Previously circulated, agreed and signed.

#### **3. ADDRESS BY HEADTEACHER**

Mr Richard Bush, the Deputy Head, introduced himself and was attending on behalf of Jayne Wainwright who was in London at a conference. They wished to thank the PA for the good work that is done for the school and that it was certainly very much appreciated. It was good to see new parents coming to the meetings and they looked forward to working with them.

The school bus is going well although it recently had a small hiccup but all is now good and it is a great asset to the school. It is used most days for sports fixtures. Jayne also wanted to remark on the success of the new hall and its magnificent revamp. All snagging issues are complete and it is being used as much as possible with all various assemblies and conferences taking place there and is the venue for the next school show, Footloose, in November.

The English rooms and science prep rooms have also been remodelled and are great improvements.

The new 11 Plus system went very well. It is only one day but did not seem to have any adverse effect. The results are being analysed this week and letters are due to go out at the end of next week.

There has been a recent appointment of new member of staff who is to raise the profile of STEM (Science, Technology, Engineering & Maths) with several activities going on though the lunchtime breaks. There have been many competitions too that the school have taken part in and won.

Jayne has met recently with the Wolfson Foundation to put forward proposals for the science improvement project but we will not know the outcome until December. She is very much looking forward to working with the PA on this.

#### **4. CHAIR'S REPORT**

Mark first of all welcomed all to the meeting and expressed his thanks to the committed students, parents, members of staff and longstanding members of the committee. We have had a very successful fund raising year and with the further development of the Garden & Food Fair and Art Show, it should only improve over the coming years. One special new event, the Colyton Art Show managed to achieve what they set out to do and preparation for the next one is already underway which will be held in October 2016.

The PA store cupboard issue has been resolved and we now have two very good sized and well improved cupboards which are managed by Carolyn Blanshard who has now prepared an inventory of the contents held. Carolyn should be contacted prior to any purchases made to ensure we are not duplicating anything we already have.

Thanks goes out to Steve Cook and his site staff who do an excellent job at our events and are always very willing to help.

We have a few up and coming events, the Winter Draw, The Festive Evening, Silent Auction, Garden & Food Fair and the new Science Appeal.

Whilst it is usual for the committee to generally talk about raising money and allocating it to where appropriate the PA also have the role to ensure there is good communication between the school and parents. It was suggested that perhaps a calendar of events could be prepared and issued, or a calendar on the website that covered all events rather than several different calendars. Richard Bush suggested Mark visits him to go through what he would like and they can discuss what options there are to accommodate this.

#### **5. TREASURER'S REPORT**

Previously circulated and agreed amongst the trustees. There were no changes from the last meeting which were really to the year end, 31<sup>st</sup> August 2015. There have not been any additional events and Tony thanked Jill Shorthouse for preparing the accounts. They were proposed by Mark Agnew and seconded by Tim Dyer and thus formally adopted at the AGM by the committee.

Tony explained that any member of the committee is automatically a Trustee and personal details are required by The Charity Commission. He will contact new members for their information.

One question was asked regarding the large sum of money on deposit in the PA account and whether this could generate a larger amount of interest elsewhere. This has been thoroughly looked into but interest rates are low everywhere. A suggestion that the money was given to the school now rather than retained was put forward and Tony will speak to Steve Cook about this. Tony also thanked Martin for his help throughout the last year.

## 6. ELECTION OF OFFICERS

All volunteers were proposed and seconded.

Chair – Mark Agnew

Secretary – Petra Bacon

Treasurer – Tony Smith

Vice-Chair – Carolyn Blanshard

Assistant Secretary – Elaine Gamwell

Assistant Treasurer – Martin Smith

100/200 Club Organiser – Bhavna Chandra

Website Organiser – Alastair Bruce

Social Media Co-ordinator – Louise Mayor

Second-hand Uniform – Sally-Ann Dewhurst

Garden Fair Organiser – Heidi Merrett

Silent Auction Organiser – Matt Day

Art Exhibition Organiser – Sara Bor

Winter Draw Organiser – Madeleine Vercoe

Summer Fete Organiser – Ruth Cohen

Summer Fete Assistant – Claire Harris

Festive Evening Organiser 2014 – Madeleine Vercoe and Jane Welch

Festive Evening Assistant – Nicola Strawbridge.

Goose Fayre stall organiser – Cat Gaukroger

PA cupboard Organiser – Carolyn Blanshard

Book Club Organiser – Jane Welch

Event signage Co-ordinator – Carolyn Selley

## 7. SCIENCE APPEAL LAUNCH

It was proposed to get the appeal launched as soon as possible. It has been agreed to set a target of £100,000 and the name of the project unanimously agreed by the senior leadership team is **Space 4 Science** Appeal. Thank you to Louise for her work on this. It is now down to the mechanism of launching the appeal. ParentPay would primarily be the best method of donation although it was raised that the timing of this should ideally not to coincide with various other requests. The launch on social media will require wording to explain briefly what the appeal is about and what the funds will be used for. Mark will deal with this and provide it to Louise. Louise raised the issue of a budget for advertising and promotional literature and banners. It was also suggested that donations can be made via the social media to encourage donations from outside the school too, particularly on the website.

*Action: Decide on launch of Space 4 Science Appeal*

**MA / LM**

## 8. EVENTS

Art Show - proposals put forward regarding purchase of display boards but it looks like renting is the most economical way forward.

Winter Draw - discussed increase to £3 but as approx. £600/700 is raised with the current £2 donation, it was felt that this would be enough to purchase a maximum of 10 good prizes. It was decided not to ask for actual prize donations this time as there would be too many to draw on the night.

Festive Evening set for 9<sup>th</sup> December.

Garden & Food Fair now have a team together and the Chair urged that a face-to-face meeting is organised as soon as possible to start preparation work.

Silent Auction is underway, as is the 100/200 Club.

## 9. ANY OTHER BUSINESS

Mark mentioned how a conflict of interest can be an issue for the committee if they are employed by the school. Similarly, if they make donations or sponsor events, the committee should make it clear that they are not profiting from such donations. This is to protect the committee from any possible accusations.

Tim Dyer mentioned that a lot of work has gone into changing over from the ParentMail system which did not work well. The new internal school system is now working well.

Elaine mentioned that Julia now seems to receive replies to PA e-mail directly when 'replied to' and has to forward these. This will be looked at.

*Action: Chair & secretary to liaise with Julia on PA e-mail replies. MA / PB*

Tim also mentioned that the Governors are looking at the possibility of a solution to provide school uniform at outlets other than Thomas Moore. The issue of poor stock at Thomas Moore was also discussed.

## 10. DATE OF NEXT AGM

Tuesday, 11<sup>th</sup> October 2016

## 11. DATE OF NEXT COMMITTEE MEETING

Tuesday 12th January 2016