

MINUTES

Committee Meeting Tuesday 19th April 2016

1. Welcome and Apologies

Present: Jayne Wainwright (Headteacher), Mark Agnew (PA chair), Petra Bacon (PA secretary), Carolyn Blanshard, Tony Smith, Heidi Merrett, Louise Mayor, Tim Dyer, Clare Harris, Ruth Cohen, Frances Rogers, Jane Welch, Sara Bor, Diane Overton, Nicola Strawbridge, Carolyn Selley, Sharon Thwaites

Apologies: Madeleine Vercoe, Sally Purefoy, Sharon Chamberlain-Keen, Martin Smith, Matt Day, John Rawcliffe, Alastair Bruce, Elaine Gamwell

2. Matters arising from Minutes of the last Meeting

Jane Welch raised a complaint about item 6 of the initial version of the minutes from January. Mark pointed out that an amended version had subsequently been circulated. Then the updated version of the minutes was agreed and signed.

3. Report from the Headteacher

Mrs Wainwright described the success of our students in a number of recent competitions, such as sporting events, robotics competition, writing competition, poetry competition, photography competition and several other events. One student came second in an international programming competition by Microsoft. Also a handball team event had been held. This is particularly remarkable as our students achieved these successes on top of their ongoing academic work at school. Further details can be found in the School's Spring Term Newsletter.

Mrs Wainwright emphasised that the staff are a source of inspiration to our students and are therefore the school's biggest asset. Unlike other schools facing financial pressure, Colyton Grammar School was fortunate to not have to make any academic staff redundant this year. With the increase in our PAN (pupil admission number) from 2017 onwards the school will hopefully be less likely to have to consider major staff redundancies. The SLT's (Senior Leadership Team's) first priority continues to focus on finding the right staff for our school.

The most recent bid for the new science facilities and Staff House re-development was unfortunately unsuccessful. This means that the work will have to be completed in phases as the money becomes available. The project is dependent on a significant commitment of funds from the school and PA [the Space4Science Appeal]. However, a grant has been received for the refurbishment of the roof and windows of the Feoffees' Building. This will in turn release some more money for the Staff House project. The building project will also receive confirmed financial sponsorship of £26k from the Wolfson Foundation.

Due to the future increase in our pupil numbers, the school will need more classrooms and other teaching space over time. Therefore the school has asked architects to put together plans for possible extension work to existing buildings. Whilst September 2016 will still see the current 4 form entry of Year 7 pupils (124 students), the next academic year will bring the first 5 form entry in Year 7 (155 students), so subsequently each academic year will carry an additional 5th form. Mrs Wainwright emphasised that adding another class to each year group will not lower the school's standards, expectations and ethos.

4. Funding requests from School

Mrs Wainwright showed some photos of students using the newly purchased items from the recent set of approved funding requests, such as the 3D-printer, rolling STEM noticeboard and whiteboards for RPE. Our students seemed to be making good use of this new equipment.

The funding request from the PE Department, which had been suspended until further information was being provided, was re-assessed in the light of additional information provided by the Head of PE. The request for £500 for new athletics vests was approved by a majority vote.

Mark reported that the PA had also managed to fund the second set of whiteboards previously requested by the RPE department, thanks to the £100.- donated by the Colyford Goose Fayre Committee. A special thank-you goes to Cat Gaukroger who is our link to this committee.

5. Treasurer's Report & Space4Science Appeal Update

A financial report was produced which showed the PA balance currently available at £8,256. The Treasurer suggested and the PA committee agreed to make an additional transfer to the Space4Science Appeal of £6k into the dedicated school account, which earns interest of 1.5%. This will bring the PA Space4Science Appeal balance to £58k.

6. Silent Auction Report

The Silent Auction raised a total amount of £3,333.- The publicity for the event via Facebook and the PA website provided an effective way to attract more attention than the previous time. The overall view was that it should be kept as a biennial event, and that it should not be actively advertised outside the school community. The PA committee wishes to thank Matt Day, Sally Purefoy, Alastair Bruce and Louise Mayor for their huge effort in making this our most successful Silent Auction yet.

7. Big Colyton Art Show

The second Big Colyton Art Show will take place from 14th to 16th October in the Cottrill Hall. This will now be a biennial event; the inaugural BCAS in March 2015 raised £11k and was a huge success. Louise Mayor has designed a new logo for the upcoming art show. BCAS organiser Sara Bor reported that the event team are currently in the process of inviting artists to exhibit their work. The submission fee for artists is £20.- for up to six paintings. Our commission fee on any sales will be 35% (increased from

30% at the last BCAS). There will also be prints and Christmas cards for sale in the BCAS shop.

The cafe in the Cottrill Hall will serve hot and cold food and drinks. For this purpose the cafe organiser requires a 2-ring portable induction hob. Nicola Strawbridge will research available products and prices. A decision will be made in September.

Sara explained that there will also be a couple of “artists in residence”, i.e. who will be working during the show and can be observed by the audience.

There will also be a new feature in this year’s art show, a postcard competition: Each artist will create a postcard, which will then be put on display and can be won in a raffle. The raffle tickets correspond to the postcards, so raffle ticket holders can win an original, handpainted postcard. Our staff and art students will also participate in this competition, as well as being able to display and sell their work (at a reduced commission rate of 20%).

It is planned to hold a private viewing on the evening of 14th October, which proved successful at the inaugural art show. Our GCSE and A-Level art students will be given a guided tour of the exhibits.

A sponsorship letter will be sent out to potential sponsors in due course.

8. Garden and Food Festival

Heidi Merrett reported that many of our students will be involved in this year’s GFF. The Drama department, Science department, Art department and Music department will be presenting special performances. This year the PA will also include our second hand uniform stall, run by Sally-Ann Dewhurst. The GFF will also see the return of the popular children’s area.

A site meeting will take place next week to find out what spaces are available for the various stalls. Louise will run the advertising on the PA’s Facebook page. Louise also offered to buy the banners for the PA Barbeque, PA Plant Stall and Children’s Area.

Frances Rogers reported that there is a potential problem, as one stallholder will be selling venison burgers and similar type finger food. This could cause a direct competition for our own PA Barbeque stall which will be run by Tim Dyer and some helpers. Tim stated that he was not content with this situation and hoped that it could be resolved. He raised the concern that it will be difficult to take into account to what extent this will affect the sales on his stall, and subsequently how to determine the amount of food to order in. It was mentioned that the overlap may not be too severe, as the external provider might offer higher priced speciality burgers. The GFF team will need to make the external stallholder aware that there could be a competition. However, it will not be possible to refuse them a space because they have sent a cheque which has already been banked by us.

9. **Summer Fete**

The preparation for the Summer Fete, which will take place on 20th July, are being put on hold until after the GFF. Ruth and Clare will be holding a planning meeting with the PA chair.

10. **100/200 Club Review**

Tony reported that he will be meeting up with Bhavna (club co-ordinator) to discuss a possible overhaul of the club rules, which don't cater for the increase in membership numbers.

Also, the prize money could be raised to make the draw more attractive. The name of the club could be changed to reflect the higher number of members, e.g. "250 Club". This will be raised at the September PA committee meeting.

11. **AOB**

PA book club – Jane Welch has identified a successor as book club co-ordinator, but did not wish to share the person's name until further notice.

Previous PA Committee members – Mark expressed his sincere gratitude to Charlotte Feeney, who has recently resigned from the PA Committee, for her hard work and dedication to the PA over many years.

A big thank-you for their continuous and valuable contributions also goes out to our departing committee members Martin Smith (former treasurer), Jane Welch (former secretary), Louise Quincey, and Sarah Little, whose children will be leaving the school at the end of this academic year.

Date for Summer Fete - last Wednesday of summer term – 20th July 2016.

Governor business – update from Tim Dyer:

- The part-time position for a Development Officer, with the purpose of raising funds and establishing and maintaining alumni contacts, has been created and will shortly be advertised.

- 13th May – The BBC Radio 4 programme "Any Questions?" will be recorded at the school.

12. **Date of next PA meeting and next AGM meeting**

The next PA meeting has been set for Tuesday 13th September 2016.

The next AGM will be held on Tuesday 11th October 2016.

prepared by Petra Bacon (secretary)