

# MINUTES

## Committee Meeting Tuesday 15<sup>th</sup> September 2015

### 1. Welcome and Apologies

Present: Jayne Wainwright, Mark Agnew, Elaine Gamwell, Chris Gamwell, Tony Smith, Martin Smith, Katherine Benson, Nicola Strawbridge, Natalie Markham, Frances Rogers, Albert Chen, Helen Brown, Clare Hickman, Catherine Henley, Bhavna Chandra, Ruth Cohen, Carolyn Blanshard, Matt Day, Izzy MacKay, Petra Bacon, Nick Yall, Sharon Chamberlain-Keen, Richard Benson, Jane Welch, Louise Mayor, Heidi Merrett, Eric Williams

**Apologies:** Madeleine Vercoe, Sara Bor, John Rawcliffe, Charlotte Feeny, Louise Quincy, Diane Overton and Sue Hearnden

### 2. Matters arising from Minutes of the last Meeting

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

### 3. Report from the Headteacher

First of all it was mentioned about the recent incident regarding the fire in the boiler room which was a relatively small incident and was dealt with very quickly and efficiently. The damage resulted in an insurance claim to repair but will not affect the heating system. This leads on to the problems brought to the school's attention with the new ParentMail system. The complaints have been noted and it needs to be put right. Measures have been taken to make changes but it means a temporary internal system for emailing parents is in place for now.

The school is concerned about the science accommodation for the pupils. Science is a strong area of the school and has resulted in very good A level results again this year. The number of students taking science is increasing and there just simply is not enough room to accommodate them. The groups accommodated at present are getting larger which becomes more difficult to teach in the current labs. Up to 12% of science lessons are not in the labs. A financial report was produced with three options to improve the facilities, ranging from extensions to existing building to a major new build. All of these options would be long-term projects which would rely on a significant funding contribution from the PA.

### 4. New appeal launch - Science facilities

It was agreed that this appeal now needs to be launched. It was made clear that although no new building work could begin for at least a year, a major fundraising appeal should be launched as soon as possible. A name for the funding project was discussed although nothing settled. It was agreed to use ParentPay as one method of attracting donations as this has worked well in the past. Since the PA should be contributing to a large project it would be more attractive to set a financial target for the appeal over a set period of time. Two years was considered appropriate. The funding target is likely to be £100k. All were in agreement to launch the appeal this term as soon as possible, and once a suitable name can be agreed.

### 5. Treasurer's Report

A financial report and account was produced which showed after the Summer Fete and the sale of the draw tickets for the Art Show painting the account was in a very good position with approximately £47k. It was agreed that the majority of the funds held may go towards the new science appeal with a retainer for other smaller funding requests from the school. The only question raised was using the potential to try to increase the gift aid relief amount and it was explained that this was done as much as possible but often donations don't qualify for gift aid or donors do not sign the necessary forms. There were no questions about the accounts.

**6. Funding requests from School**

There are no requests at present as the main request is funds towards the science lab project although there are likely to be some smaller ones throughout the year over and above this.

**7. Garden and Food Fair**

Heidi reported that the next GFF is set for 7<sup>th</sup> May 2016. There are a list of jobs that require assistance and these will be provided. It was proposed that a GFF meeting to discuss this will be held the week before half term with a view to creating a core planning management group. The main jobs are organising outdoor stalls, organising indoor stalls, publicity and sponsorships. Catherine Henley and Frances Rogers offered to join the committee as assistants with Nicola Strawbridge and Louise Mayor offering to assist with publicity and sponsorship.

**8. Summer Fete update**

It was noted that there were fewer people through the gate this year but funds raised had increased. It was explained to new PA members how the Fete was a school event and the PA managed many of the larger stalls and the finance.

**9. Future Events**

The Silent Auction is due to be run this school year although we will need to find someone who can organise this. It may be that this can be dealt with at the AGM. Usually it is run by one person and is done online. It is possibly going to be held in Spring of 2016. Mr Matt Day offered to join the committee and organise it.

The Big Colyton Art Show is likely to be held the weekend of 15<sup>th</sup>/16<sup>th</sup> October 2016. Last time the display boards were hired which caused a great deal of work for the organisers with collection and delivery. It has been suggested that if the PA are in agreement some funding could be used towards the purchase of boards although without any idea of cost it was not a decision that could be made as yet. There is also the storage issue that will need to be looked at. The group are looking into storage fees and purchase costs, including the possibility having them made. There is also the potential to hire them out when not in use. More information will be provided at the AGM but principally all were in agreement subject to reasonable costs.

The Festive Evening is booked for 9<sup>th</sup> December. Jane and Madeleine are organising this although an assistant is required. Nicola Strawbridge offered to assist. Unfortunately Charlotte Feeny is unable to run the Winter Draw and someone to take her place will need to be found. It was agreed details of what the position entailed would be requested from Charlotte and that the vacancy would need to be posted in the hope that it is filled as soon as possible.

**10. Recruitment of new officers**

All committee positions are up for nomination at the AGM. A number of members have put their names forward for nomination. There are a few vacancies with no nominations as yet. These are: Winter Draw organiser, Year 7 Parents Contact, Summer Fete assistant & Book Club organiser. A ParentMail will go out before the AGM so all

members have details and can consider hopefully putting themselves up for nomination.

**11. AOB**

The PA store is now getting sorted and the inventory will be updated soon.  
It has been noted that Thomas Moore only stock the school uniform for the summer.  
When they run out they do not order any more supplies.

**12. Date of next meeting**

This has been set for 12th January 2016

**AGM is on the 13<sup>th</sup> October 2015**