
MINUTES

Meeting
Wednesday 13th September 2017

1. Welcome and Apologies

Present: Mark Agnew (Chair), Rebecca Russell (Secretary), Carolyn Blanshard (Vice-Chair), Tony Smith (Treasurer), Emma Baker (Asst. Treasurer), Andrew Gregson (Deputy Headteacher), Emma Styles (Funding and Development Officer), Ruth Cohen, Sharon Thwaites, Cassandra Passarelli, Frances Rogers, Nicola Strawbridge, Louise Mayor, Helen Hasham, Heidi Lister, Denise Lyon, Alexis Vaughan, Pauline Tiffen, Dogan Turker, Lisa Moore, Nicki Spiller,

Apologies: Tim Harris (Headteacher), Clare Hickman, Tim Dyer, Cat Gaukroger, Bhavna Chandra, Matt Day, Sharon Chamberlain Keen, Elaine Gamwell.

In the absence of Headteacher Tim Harris, the Chair welcomed Deputy Headteacher Andrew Gregson and Funding and Development Officer Dr Emma Styles to the meeting.

2. Matters arising from Minutes of the last Meeting

The minutes of the meeting on 25th April 2017 were agreed and signed, proposed Sharon Thwaites, seconded Carolyn Blanshard.

Matter arising.

1. Item 6. CGS PA constitution review. Following minor revisions, the updated constitution has been registered with the Charities Commission.
2. Item 9. Induction day for new parents. This was a successful event for the school. Mark extended thanks to Sally Anne and helpers for running the second hand uniform stall and sale of enamel house badges.
3. Item 10. PA tea for new parents. Another successful event with over 140 new parents in attendance. Helpers were recruited across the board including library and CGS Big Art Show. It was noted that House Tutors were present for the first time. Thanks to all who helped organise the tea, welcoming parents and selling house badges.
4. Item 11. AOB – sale of school uniform. No definite progress yet on sale of new school uniform via an alternative outlet to the sole supplier in Exeter. It is still hoped that an alternative source may be found such as the sports shop in Honiton or potentially a 'shop' within school.

3. Report from the Headteacher

Mr Gregson welcomed all parents and expressed gratitude for all the PA does to support the school. With changes to government funding, the school is looking creatively at how we can accommodate our increase in admission Mr Gregson took the PA members on a site visit around the school to visit the new science lab S4 which

was created from one of the tech labs using funds raised by the PA in the Space4Science Appeal. We also visited the newly refurbished Staff House and a new maths room created from a food tech lab.

Mr Gregson highlighted improvements in pastoral care which has been raised in the school's improvement plans for 2017/18 and in particular the appointment of temporary heads of year to assist the key stage leaders. A year 9 enrichment programme has been instigated which includes well-being, art and culture and critical thinking.

First admissions to the new sixth form have just been received. Mr Gregson explained that all students will need to gain a minimum of fifty points to apply for admission to the sixth form. This should be easily attainable by all existing CGS students. Existing students will be granted priority over new admissions for places and courses.

The school is still working on improvements to the website. A question was raised about SIMS Gateway which is currently down. Mr Gregson informed the meeting that it was unlikely that SIMS would be running again in the near future because of the costs involved. Again another solution is being investigated. As interim reports are stored on SIMS and not everyone has printed these off, it was asked that this be looked into further.

4. Funding Requests From School

The Chair reported that following a previous donation of £252 to fund the student magazine Seven Stripes, the magazine had been highly commended for design and layout and awarded the coveted Best Magazine award and £1000 at the Shine School Media Awards.

There were no new requests for funding from the school.

5. Treasurer's Report

Tony produced and circulated a financial summary for the period 22 April 2017 to 31 August 2017 and the PA accounts for 2016-2017. The Garden and Food Festival produced a surplus of £6,692 which was up £890 on last year. The Summer Fete produced a surplus of £4,502, which was also up £554 on 2016. Total year to date net receipts £35,702, total payments £34,311 net surplus £1,391. Closing balance in the PA accounts after Space4Science funds have been transferred £3,874.

Easy Fundraising was highlighted – in two years this has raised approximately £1900 with only 123 people signed up. Second hand uniform sales have also netted £318 this year.

6. Space4Science Final Report

A proposal to shift the final £10k of funds raised in this appeal to the school was proposed by Tony Smith during the holidays and approved by the committee by email. This was ratified in a proposal by Carolyn Blanshard seconded Helen Hasham. This final transfer means that the PA have reached the target of £100,000 set two years ago to fund facilities for science at our school. This is an amazing achievement and the Chair registered thanks to everyone who had contributed by way of time or donation.

Of the £100,000 raised, £30,000 has already been used by the school in transforming T3 to S4 over the school holidays which means that a brand new science lab was ready for students at the beginning of term. The balance will be ring fenced by the school to be used solely for the improvement of science facilities at CGS.

It was decided that this achievement should be officially marked with a handover in the new lab attended by press. This matter to be discussed further with Tim Harris and a date arranged as soon as possible. The Chair will send an email to parents informing them of the success of the appeal.

A suggestion by Sharon Thwaites that the donation facility for parents on Parent Pay should be kept open after the official closure of the Space4Science Appeal to continue to raise PA funds for the school was agreed upon. A new appeal would be decided in due course after discussions with the school SLT. There was broad discussion over the need to raise awareness further amongst parents and guardians of the essential role fund raising by the PA has in assisting the school in these budget constrained times. There was also discussion about clarifying the fund-raising requests from the school as these are a little confusing and perhaps not widely known.

7. Garden and Food Festival 2017 Report

Sharon and Frances reported that the Festival had been a huge success both financially and also in terms of the general buzz generated by the event. There had been very positive feedback from stall holders, some of whom had sold out of their wares. Some 1300-1400 people had attended the event. The PA had received a letter from Tim Harris thanking us for all our work in putting on the Festival. Moving forward, Sharon and Frances are looking for a helper to co-ordinate the outside stall holders for next year's Festival.

This event raised much needed funds towards the Space4Science Appeal and it is hoped will continue to be a source of valuable income for our school.

8. Summer Fete 2017 Report

Ruth reported that this event was also very successful and out performed last year's fair. The Char expressed thanks to Ruth and Clare and Sharon and Frances for all their hard work on these two key events. It was a great way to end the school year.

9. 250 Club Planning

Discussion on this item was deferred until the AGM.

10. Winter Draw and Festive Evening Planning

10th December 2017 Seaton Town Hall

Preparations for the draw are well in hand. Carolyn has spent roughly £800 on prizes for the Winter Draw which should yield £26-2800 in ticket sales.

Nicola has booked the Town Hall for this year and will also book for 2018. It was agreed to stick to the same numbers and format which was very successful last year. Nicola will liaise with David House regarding entertainment. Alex Agnew will design the programme and publicity again if needed.

11. Colyford Goose Fayre

30th September 2017

Organiser Cat Gaukroger is looking for help to run this year's school stall and for someone to take over next year. A fun day out and again, raises valuable funds for school.

12. Recruitment of New Committee

With the AGM approaching, the Chair is keen to recruit volunteers for posts on next year's committee. An ecomms will be sent to parents and guardians nearer the time.

13. AOB

1. The Chair had received a letter from Steve Cook following his retirement and thanking the PA for all their help supporting the school over the years.
2. Dr Emma Styles, the school Funding and Development Officer spoke briefly about new regulations for data protection for the committee to bear in mind as they are introduced in May 2018. It was felt that it is very important to adhere to new regulations and that someone in the new committee should be charged with the responsibility of ensuring compliance.
3. The committee had brought in formal policies for food handling at public events and for prizes at events involving alcohol.
4. Carolyn Blanshard is finalising the Year 7 Tutor Group Contact lists. She asks this be closed on Friday 15th September.
5. Mark is working on overhauling changes to the website before the AGM.

12. Date of next meetings

The next PA meeting will the AGM to be held on Tuesday 17th October 2017 at 7.30pm in room 29.

A Big Colyton Art Show meeting will be held on Wednesday 4th October at 1.30pm in room 9.

*prepared by Rebecca Russell
Secretary CGS Parents' Association*