

MINUTES – (DRAFT)

Annual General Meeting: Tuesday, 17th October 2017 at 7.30 pm

Room 29, Coly Building

1. Welcome and apologies

Present: Mark Agnew (Chair) Carolyn Blanshard (Vice Chair) Tony Smith (Treasurer) Emma Baker (Assistant Treasurer) Rebecca Russell (Secretary) Elaine Gamwell (Assistant Secretary) Helen Hasham, David Boyce, Lisa Moore, Nicki Spiller, Nicola Strawbridge, Clare Hickman, Tim Dyer, Chris Routley, Alexis Vaughan, Sharon Thwaites, Kirsteen Hall.

Apologies: Tim Harris (Headteacher), John Rawcliffe, Steve Came, Bhavna Chandra, Sally-Ann Dewhurst, Louise Mayor, Alistair Bruce, Sharon Chamberlain-Keen, Denise Lyons, Sarah Petrini, Frances Rogers, Ruth Cohen.

2. Minutes of the last AGM and Matters Arising.

Minutes were signed and approved.

- i) Mark reported that the amendments to the constitution had been made and approved by the Charities Commission.
- ii) The Chair has meetings with the newly appointed Development Officer Dr Emma Styles to co-ordinate funding efforts and identify areas of overlap.

3. Address by the Headteacher

Tim Harris sent his apologies as he had to attend a meeting in London. No deputy was available to attend the AGM in his place.

4. Retiring Chair's Report

Firstly, I would like to thank all the committee, parents, students and staff who have put so much work into raising funds for the PA and therefore the school and our own children. I am reluctant to name individuals, but I must thank our outgoing treasurer, Tony. He, like me, has done the three years prescribed as a maximum in our constitution. Also, Alastair who built and has run the website for many years and is now handing it on.

It has been another very successful and record breaking year. In chronological order, we started with the second Big Colyton Art Show in October. This is one of the PA's two public events. A weekend gallery, shop and café with exciting art, jewellery, ceramics and excellent Christmas shopping opportunities. This raised an astonishing £12,000 for PA funds. We then had an excellent Winter Draw, drawn at the always brilliant Festive Evening in December. This was excellent as usual and a lovely way to end the term. Our thanks to David House for auditioning and directing the performances. The 250 Club with its increased membership and prizes has done very well. We had a deliberately quiet spring term so instead I wrote to all parents to make a direct appeal for donations to the Space4Science

Appeal. More on that later. In May the Garden & Food Festival set new records on visitor numbers - up 30% to 1300 - nearly £7000 raised. The choice of food outlets was increased this year and the event lengthened to give more time to eat it all. As usual we had the Hands-on-Science Team running experiments and rocket launches. Then at the end of term the school's Summer Fete was again blessed with a sunny, but windy evening and both students and parents had a great time, raising £4500. I will leave the Treasurer to go through all the figures. Lastly, Cat and her helpers organised their usual fun stalls at the Colyford Goose Fayre in September. Sadly the weather was not good and the event had to be reduced in size to move indoors.

And now looking forward - the 250 Club will be launched very soon, followed in November by the Winter Draw. The winners of the Draw will be drawn at the Festive Evening on 6th December at Seaton Town Hall. We have the Silent Auction in March and the Garden & Food Festival on 12th May. Then the Summer Fete. The next BCAS is next October and planning is already underway.

All this hard work has a purpose. The Space4Science Appeal £100,000 target was achieved ahead of time in July. This is a huge success and has allowed the school to build a new science lab ready for use by the start of this term.

Our website has just had a major content overhaul and we have made sure that all minutes and the latest agenda are available. We have also added a finances page to show how we raise and spend money. This year we have also revised the constitution and this is also available on the website.

Finally, can I remind us all that the PA is not just about raising money. We also aim to foster good parent/school relations and generally support the school where we can. To this end we handle the second-hand uniform sales. We also give a presentation and sell uniform at the Induction Day for new Year 7 parents and lay on a welcome tea for those parents when their children start in September. Over the last year we have started providing the refreshments at the school's three music concerts at a nominal profit to the PA. We also have the PA Book Club which now has nine branches, the latest in Bridport.

I read a recent article that said that a recent survey of PTA UK members found PTs raise an average of £7k a year. A quarter of them raise over £10k. We raise over £30k.

Thank you all. It has been a pleasure working with you for the five years I have been on the committee, the last three as chair. I wish my successor and the PA every success in the future.

5. Retiring Treasurer's Report

Tony circulated copies of the financial report for the year and the Trustees Annual report. These had been audited by Jill Shorthouse. He reported that overall the amounts raised during the year by various fund raising events was up on the previous year. Copies of the reports available on request and will be circulated with these minutes.

Emma Baker proposed acceptance of the financial report, seconded by Carolyn Blanshard.

Sharon Thwaites proposed the acceptance of the Trustees Report, seconded by Tim Dyer.

Agreement in principle was made to purchase mugs for the servery in Cottrill Hall to the value of £100. Proposed by Mark Agnew, seconded by Carolyn Blanshard. Tim Dyer asked about branding the mugs. Carolyn agreed to investigate the cost of branding the mugs for the January meeting.

6. Election of Officers and Committee Members

a) Election of Chair

Carolyn Blanshard was unanimously elected as Chair and took over the meeting from retiring Chair Mark Agnew.

b) Election of other Committee Members

The following were elected unanimously.

Vice Chair – vacant. To be advertised by eComms

Treasurer – Emma Baker

Secretary – Rebecca Russell

Assistant Treasurer – David Boyce

Assistant Secretary – Elaine Gamwell

Independent Examiner – Jill Shorthouse

Website Manager – Chris Routley

Second Hand Uniform – Sally Anne Dewhurst

Garden and Food Festival Organisers – Sharon Thwaites and Frances Rogers

Big Colyton Art Show Organiser – Helen Hasham

250 Club Organiser – Bhavna Chandra

Winter Draw Organiser – Carolyn Blanshard

Summer Fete Organiser – Ruth Cohen

Summer Fete Assistant – Clare Hickman

Festive Evening Organiser – Nicola Strawbridge

Silent Auction Organiser – vacant. To be advertised by eComms

Book Club Organiser – Heidi Merrett

Music Event Refreshments – Sharon Chamberlain-Keen

Social Media Manager – Louise Mayor

Goose Fayre Organiser – Lisa Moore

Year 7 Contact – Carolyn Ware

The new Chair, Carolyn, welcomed everyone to the committee and thanked out going Chair Mark Agnew and Treasurer Tony Smith for all their hard work and dedication to the PA for the last three years and more.

7. School Funding requests

The following requests had been received by the PA and were approved by the AGM.

- i) £588 for a drying cabinet for the science department
- ii) £462 for melting point apparatus for the chemistry department
- iii) £681 for a variety of art equipment including clamps and a new flash light for the art department.
- iv) £322.72 as half the cost of new robots for computer science.

In addition, a payment of £194 for newspapers for the sixth form study centre was approved.

In light of funding requests i) and ii), a question was raised about the funds raised by the Space4Science Appeal. It was noted that the costs of the new lab had been considerably higher than initially thought and all funds raised had gone into paying for this new, state of the art lab, which was already in use by students.

It was decided that a new appeal be launched at the beginning of the academic year 2018/19. In the meantime, the PA would continue to consider funding requests from the school at future PA meetings.

8. Events Updates

a) Big Colyton Art Show – BCAS 12th – 14th October 2018

Helen confirmed the first meeting and said there was a need for a Deputy Chair and this was to be advertised in eComms.

b) 250 Club

It was agreed to provide cheques to the winners of each draw rather than do by BACS.

c) Winter Draw

Carolyn Blanshard reported that the tickets for the draw had been designed and were ready for printing. It was proposed that Carolyn be listed as the promoter on the tickets rather than a representative of the school. The school address would be used as the address of the promoter. This was proposed by Mark Agnew and Seconded by Rebecca Russell and carried unanimously. Emma Baker will contact EDDC to inform them of the change in name of the promoter. A sum of approx. £800 was ear marked for prizes for the draw proposed by Carolyn Blanshard, seconded Mark Agnew. £700 in parent donations had been received so far. Two books of tickets would be sent out to every family. Volunteers were asked to help with envelope stuffing.

d) Festive Evening – Wed 6th December

Nicola and her team had the event in hand. A flyer would be sent out with the WD tickets. Katriina is helping with food. Some year 12 helpers would be needed. The cost of the hall is £112.50 booked for 5th December 2018* - 180 people max, tables of 8-10. A formal invite to be extended to Tim Harris to attend.

*This date was subsequently changed to 12th December 2018.

9. Any Other Business

The name on the draw tickets to be changed from Steve Cook to Carolyn Blanshard with the school address. This had been approved by Ryan Lewis.

10. Dates of next meetings

- i) AGM – not to clash with BCAS
- ii) Wednesday January 24th 2018

Prepared by Rebecca Russell, Secretary CGSPA