

MINUTES PA Meeting

Wednesday 24th January 2018

1. Welcome and Apologies

Present: Carolyn Blanshard (Chair), Rebecca Russell (Secretary), Emma Baker (Treasurer), Nicola Curtis (Vice Chair), David Boyce (Asst. Treasurer), Anne Harvey, Louise Mayor, Helen Hasham, France Rogers, Sharon Thwaites, Alexis Vaughan, Chris Routley, Heidi Lister, Fiona Day, Gill Moger-Taylor, Paul Moger-Taylor, Simon Garner, Barbara Garner, Lisa Moore, Nicki Spiller, Mark Agnew, Tim Dyer, Cassandra Passarelli, Clare Hickman, Ruth Cohen.

Apologies: Tony Smith, Elaine Gamwell, Nicola Strawbridge, Sharon Chamberlain-Keen.

In Attendance: Tim Harris, Headteacher

2. Minutes of the Last Meeting

These were approved, proposed by Sharon Thwaites, seconded Helen Hasham.

3. Headteacher's Report

Tim Harris was pleased to report that the school remains oversubscribed and has received around 35 external applications for the new Sixth Form in 2018/19 so far. The new SIMS parent app has gone live and the student app is due to be launched in the next week or so. It is hoped to make better use of the calendar facility on the app so parents can be kept more up to date on school information. The new school website which has been outsourced for development is almost ready and content is being uploaded for launch at the end of January.

There have been discussions around standardisation of the school uniform in a phased-in process to have one uniform rather than the current 'boys' and 'girls' uniform, i.e. one colour blazer rather than two with grey trousers or skirts. Discussions have also started about how the sixth form uniform can be made smarter. These discussions are at an early stage and some student consultation has taken place. There was considerable debate amongst parents present and a variety of views for and against were expressed. Mr Harris announced that moves to have CGS uniform available from an alternative outlet to the Exeter store have been realised as uniform will now also be available from the sports shop in Honiton. Rather than introduce a track suit, Mr Harris said that it would be acceptable for

students to wear the school hoodie and plain jogger bottoms after sports or drama to make better use of inter-curricular time.

The school is developing a sharper focus on pastoral care to address increasing levels of stress and anxiety amongst young people from a variety of sources. Designated heads of years will be in place by September and a head of well-being will be appointed to have oversight of pastoral support. Students have already started mindfulness practice at school.

The school is addressing better use of space on the premises as a direct response to current funding issues. Changes in funding for selective schools which should have been addressed by the new funding formula have not materialised. Development funding which was promised has disappeared and consequently, the school is facing a considerable challenge to accommodate the new intake over the next few years and beyond. The funding situation overall both regionally in Devon and nationally is currently very confused. There is an immediate need for six new classrooms. To build these would cost approximately £3-3.5 million. This money is not available so the school has to think creatively and make difficult decisions about space. It has been decided to convert the current drama studio into two classrooms with a mezzanine level over which will provide space for pastoral care. Drama lessons will move to Cottrill Hall and the Green Room. In future, exams will take place in the sports hall. A new sixth form study room has been created in the library after relocating resources to another part of the school. A café area will be created in the sixth form study centre to ease pressure on Take Five. The school is in discussion with LED to restrict their activities at the sports hall to outside school hours only and introduce a fitness suite to use as an additional teaching space and for general fitness for the school community. However, these changes are not enough and increasingly tough decisions have to be made. The school is currently consulting with colleagues about the discontinuation of D&T teaching. Current numbers of students at GCSE and A level are very low and not cost-effective. Students who had already started GCSE and A level D&T courses would be allowed to complete them but no new courses would be offered. Once again there was considerable debate on this subject. Mr Harris reassured parents that D&T was not required for students to undertake engineering degrees and for those students with an interest in the subject, enrichment activities such as Formula 1 and VEX Robotics would continue to be offered.

4. School Funding Requests

The Chair gave a summary of funding requests approved since the last PA meeting in September at the AGM in October. These were:

Drying cabinet – science department £588

Melting point apparatus – chemistry £462

Art equipment - £681

50% contribution towards new robots – computer science - £322.72

Newspapers for the sixth form study centre £194

It was agreed to check whether funding for the newspapers is required as an ongoing donation and whether these are in the library or the sixth form centre.

Tim Harris presented a request for funding for the drama department for mobile modular staging for Cottrill Hall. The sum requested was £3812. As the request had not come in to the PA two weeks before the meeting as requested of the school, the Chair deferred the decision to be taken later. Details would be emailed to the committee.

It was asked if the PA received notes of appreciation from the various departments following our donations. Mr Harris said that the donations were greatly appreciated and that he would make sure formal thanks were paid to the PA in recognition of all the hard work in fund raising in future.

5. Treasurer's Report

Emma distributed copies of her report which is attached at the end of these minutes. Changing the accounts over with the bank had been difficult and time consuming. Highlighted in the report was £476.66 raised by Easyfundraising.org.uk which she pointed out is a pain free way for parents to raise money for the PA simply by registering to do any online shopping with certain retailers through the Easyfundraising.org.uk website. The current surplus stands at £7092.07.

6. Winter Draw and Festive Evening 2017 – review

Carolyn was very pleased to record successful winter term events. The Festive Evening had been a great success with lots of student talent on show. Mark Agnew proposed thanks to Nicola Strawbridge for organising the evening again, to Katriina Knight and Sharon Chamberlain-Keen for preparing the food and to Carolyn Blanshard for organising the Winter Draw which was made on the night. We will need a new Festive Evening Organiser at the AGM as this was Nicola's last one. 12th December 2018 has been booked at Seaton Gateway for this year's event. The Festive Evening raised slightly less than last year with a net £ 778.76 and the Winter Draw was up on last year raising £ 2,412.32.

7. 250 Club update

Organised by Bhavna Chandra, this has raised £1689.77 so far this year after deductions for ParentPay.

8. CGS PA Book Club update

Carolyn updated the meeting on the relaunch of the CGS PA Book Club. There are now eight groups in Bridport, Colyford, Exeter, Honiton and Ottery, Sidmouth and Newton Poppleford, Somerset, West Hill with a new group starting up in Musbury/Axminster following an influx of new members.

Around sixty members have registered so far via the PA website in compliance with new data protection regulations which come into force in May. It is hoped that more will sign up

before the deadline. The group now have a Facebook page. Mark asked how many members were in the group originally, but unfortunately this was not known as none of the details of the PA Book Club were handed over to the PA by the previous organiser. Tim Dyer asked why the PA had not consulted with the members of the Book Club about the data protection changes. It was made clear that all efforts were made to engage with the organiser and consult existing members but the PA was refused access to the database. Without access to the database it was impossible to contact the Book Club members which meant that the only recourse was to relaunch the entire Book Club. The PA were denied access to the names and contact details of the individual group leaders so it was impossible to engage and consult with them. GDPR had been discussed at the September PA meeting and it was made clear that the PA, as a registered charity, had to comply. This was not optional. Sharon Thwaites pointed out that the PA had consulted as fully as possible under difficult circumstances. The Book Club is moving forward with the same friendly, inclusive ethos with which it was founded in a transparent and open environment. Carolyn was very pleased to announce that the annual get together of the Book Club which sadly did not happen last year will become a fixture on the PA calendar. We are currently awaiting a date from best-selling author and screen writer Patrick Gale to come and talk to us in 2018 and another internationally best-selling author has already indicated she may be able to come in 2019. Mark asked if these events would be open to other parents and Rebecca confirmed that Book Club members would have priority booking for the author events but the tickets would be made available to other parents and the wider school community after that. Carolyn announced that we would be recruiting a new Book Club Organiser to take over asap.

9. GDPR update and implications for PA

After addressing GDPR compliance with the 250 Club and PA Book Club, Carolyn confirmed that we would be ensuring that data held for the other PA events and the PA Helpers list was also compliant.

10 Silent Auction 4-18th March 2018

Carolyn reported that Carolyn Ware has made excellent progress in gathering a great variety of items for the auction. The auction will be live from 4th – 18th March and will close on Sunday evening. Sharon Thwaites suggested a 10pm finish and this was agreed.

11 Garden and Food Festival 12th May 2018

Sharon and Frances reported that preparations are underway. Alexis has developed an excellent new website for the GFF at <http://www.colytongardenfoodfestival.uk/> The website has an online application form. There have been applications from roughly 30 stall holders so far and money is coming in already.

A prosecco stall is planned and it was agreed to buy in bulk to cover the first evening of the BCAS as well. A flyer is going to be produced by Louise Mayor and it should be ready to be included with the new year 7 booklet so it can be fully advertised to new parents, possibly

combined with the BCAS on the reverse. Lisa advised that a temporary event notice licence is needed for selling or sampling alcohol at the GFF and she offered to advise. Sharon will speak to Ryan about organising this.

12 Big Colyton Art Show 12-14th October 2018

Helen stated that her committee had already had several meetings and that the budget for BCAS had been agreed and signed off with Treasurer Emma. The Friday evening of the show weekend will now be open to parents as a special preview from 3.35pm to 8pm with a gala opening at around 7pm with prosecco served. It is hoped this will increase footfall on the first night. There are a number of workshops planned which children can book onto over the weekend in the art block. There will be a charge for these places and will include still life and painting. A new payment machine needs to be sourced. Chris suggested other payment methods and this will be explored by the team.

The question was asked about access to the school site with the new security gates in place for dropping off paintings etc. Mr Harris said that visitors would have to be escorted onto site during school hours.

Helen asked for someone to come forward as deputy Chair to shadow her and learn how the show is organised as this will be her last BCAS as organiser.

Mark suggested adding the BCAS to the leaflet produced to publicise music, drama and art events in the school. Alex A is also designing this leaflet and will be asked to include BCAS information.

13 AOB

1. Carolyn proposed that a Summer Draw be introduced along the same lines as the Winter Draw. A budget of £800 was agreed to purchase prizes as with the Winter Draw and voluntary donations of £2 would be requested from parents to cover this cost. This was proposed by Sharon Thwaites and seconded by Chris Routley.
2. Mr Harris confirmed that the new security gates would be in operation from next weekend so visitors would need to park in the visitors' car park. This is part of the ongoing security and safe guarding within the school.
3. Mr Harris asked parents if they would be happy with a digital copy only of the Colytonian magazine rather than a printed version. The majority of those present would still prefer the paper version.
4. Mr Harris was asked if the school could publicise the dates of internal and external exams to all parents well in advance to enable families to plan. Mr Harris agreed that more information would be available for parents on the SIMS parent app and the new school website.

14 Date of Next Meeting

Tuesday 17th April was agreed. 6.45pm for 7pm in room 29 of the Coly Building.

Prepared by Rebecca Russell January 2018