

## MINUTES PA Meeting

Tuesday 17<sup>th</sup> April 2018

### 1. Welcome and Apologies

**Present:** Carolyn Blanshard (Chair), Rebecca Russell (Secretary), Emma Baker (Treasurer), Louise Mayor, Helen Hasham, Sharon Thwaites, Alexis Vaughan, Mark Agnew, Nicki Spiller, Clare Hickman, Jenny Wood, Carolyn Selley, Clair Brown.

**Apologies:** Sharon Chamberlain-Keen, Sally-Ann Dewhurst, Frances Rogers, Lisa Moore, Ruth Cohen.

**In Attendance:** Tim Harris, Headteacher

### 2. Minutes of the Last Meeting

These were approved, proposed by Carolyn Blanshard, seconded Helen Hasham.

#### Matters Arising

- a) Carolyn confirmed that the request for funding for modular mobile stage units by the drama department for £3812 had been approved by the committee.
- b) The Silent Auction had raised £3345.
- c) Mr Harris confirmed that the dates for internal and external exams would be on the website. He was asked if term dates for the 2020 calendar year could be published as soon as these were available to assist parents in planning holidays etc.

### 3. Headteacher's Report

Mr Harris confirmed that the school were addressing recent problems with eComms, some of which were not getting through to parents. They had not been happy with performance of the system for some time and Capita are scheduled to come in to consult on a new product which will hopefully improve delivery and formatting. The committee agreed to carry on monitoring the situation. In the short term, Mr Harris agreed that eComms would be posted on the website so parents can check they are receiving all notifications.

The school had been granted £26k from the Wolfson Trust to be used in science and the refurbishment of the S4 lab. Mr Harris proposed repaying part of the £100k donated by the Space 4Science Appeal and then using this to fund the installation of wifi for the science block as some of the rooms currently have no access. There was some discussion about whether this met the original aims of the appeal. A vote was taken and it was unanimously agreed that the wifi should be funded.

The school will be collating all its funding requests on the website at the end of this half term to make it easier to see what is required rather than allowing departments to come forward with individual requests on an ad hoc basis. These would be in major areas which the PA fund raising could support.

The school has invested in a second, lighter mini bus in school livery. The new bus can be used by younger members of staff which will make transport considerably easier. This saves money hiring a mini bus.

Since the last meeting, the Trustees had agreed that technology will be removed after the current GCSE and A level students have completed their exams. Some of the equipment will be retained by the school so that students with an interest in the subject may still have access to enrichment activities such as Formula 1 and VEX Robots. This decision will be fully communicated to parents once the legal process involved is complete.

Mr Harris confirmed that no other subjects were in danger.

#### **4. School Funding Requests**

There were no funding requests.

#### **5. Treasurer's Report**

Emma distributed copies of her report which is attached at the end of these minutes. Highlighted in the report were payments already coming in for the GFF of £1900, £1867.02 from the 250 Club and most of the payments had been received for the Silent Auction with just one payment of £100 outstanding. The current surplus stands at £12,170.36 with the payment for the modular staging still to come out of this amount.

#### **6. Big Colyton Art Show**

Helen reported that Marina has raised £1550 in sponsorship so far to cover the printing of brochures etc. Alexis has agreed to do the website for the show and Jackie Spurrier will be helping to run it and it was asked if Jackie could be made an admin on the FB page. The Paypal readers have arrived and these will be used for both the GFF and the BCAS. The next meeting will be held on April 23<sup>rd</sup>. The BCAS will be promoted at the GFF and advertising will be stepped up after this event.

Helen is due to meet with Ryan Lewis and the ground staff to go over details. It was also agreed that Helen accompany Mr Harris to outreach meetings at the local primary schools to promote the workshops available at the BCAS and to involve as many of these schools as possible. Helen is still short of a deputy chair and if anyone would like to volunteer she would be very grateful.

#### **7. Silent Auction Review**

Carolyn confirmed that the Silent Auction had raised £3345 with all but £100 received. She extended congratulations and thanks to Carolyn Ware and Chris Routley for all their hard work in making it a success.

#### **8. Garden and Food Festival 12<sup>th</sup> May 2018**

Sharon reported that there were some really good stalls booked for inside and outside with the hall being pretty full. A couple of new plant stalls were booked as well as garden equipment, topiary and a garden blacksmith. There was an excellent choice of food stalls booked, both hot and cold.

Carolyn Selley had kindly organised the signs again and these are ready to go up. There is still a lack of parent helpers for the day. Some of our previous years' helpers had retired and we are desperately in need of helpers for the car park, prosecco stall, plant stall, café and childrens' area which includes craft activities, games and Hand On Science. An eComms will be sent out this week again asking for help. Rebecca will ask Chris if there is a way of exporting the PA helpers list.

#### **9. Summer Fete 23<sup>rd</sup> July 2018**

Clare stated that planning will get underway after the GFF. Carolyn reported that the Summer Draw was in hand.

#### **10. Year 7 2018/19 Parents' Tea and Handbook**

Carolyn circulated copies of the PA Handbook for 2018/19 which had been designed by Alex Agnew. The handbook directs new parents to the PA website to sign up for various PA activities including the helpers list and book club so that we are GDPR compliant. Everyone felt that Alex had done a splendid job once again.

The new parents' tea is set for Friday 1<sup>st</sup> September. Helpers will be needed please.

#### **11. AOB**

1. The Alumni are now called Old Colytonians. All parents and Old Colytonians will be invited to a tea reception to be held at the Houses of Parliament on June 19<sup>th</sup>. AN invite will shortly be circulated.
2. There was a request for the button to give donations to the PA be reinstated on Parent Pay. Mr Harris will investigate.

#### **12. Date of Next Meetings**

Next PA meeting Tuesday 18<sup>th</sup> September 2018.  
PA AGM Wednesday 18<sup>th</sup> October 2018.

Prepared by Rebecca Russell April 2018