Colyton Grammar School PA

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Chair Neil Sewell

CGS PA Meeting

Minutes

20 November 2024 – Blue Ball Inn, Sidford - 7pm

Welcome, Present and Apologies:

Present:

Neil Sewell (Chair)
Stephen Carp (Treasurer
Kathryn Klaentschi (Secretary)
Nicky Tait (Vice Chair)
Sarah-Jane Isitt (2nd Hand Uniform)
Seb Swana (Web manager)
Alex Drake (Assistant Secretary)
Andrea Hodges (Marketing Lead)
Nell Robertson (Events Support)
Ciara Wood (PA News)

Apologies:

Amber Peters (Parents' Co-ordinator)

2. Handover Progress

- Neil has chair email. Kathryn met Neil and Nicky for handover.
- Treasurer handovers not completed. **ACTION:** Steve to chase Kathryn E for handover.
- Amber (former secretary) has handed over to Kathryn.
- PA News: Ciara first post last week.
- Sarah-Jane handed over for uniform. **ACTION:** Kathryn to talk to Alex regarding a new role in a few weeks.
- Caroline needs a replacement for the book club. Need to fill event roles.

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3. Tech Review

- Question raised about whether the school would accept an integrated website for the PA.
- Seb wants to move the website host to SiteGround.
- Neil asked about the purpose of the website (e.g., uniform shop, ticket sales, advertising space).
- Neil has used PTA Events.co.uk in the past.
- Seb suggested migrating more Google Drive content to Dropbox.
- Kathryn proposed creating additional email accounts for more committee roles and placing the additional emails on the PA website.
- Seb offered to show committee email users how to integrate their email with Gmail and other webmail accounts
- **ACTION:** Neil, Seb and Steve to discuss website and cloud storage separately.

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4. Annual Planning Cycle

- Neil provided planning template for events that the event lead should use to document the planning and execution of each event.

- Template leads identified for each event (see below).
    - Winter Draw
        - Create template for winter and summer draws.
        - Template leads: Andrea and Neil
    - Summer Fête:
        - Template lead: Kathryn
    - 500 Club:
        - Steve suggested allowing entries throughout the year, with pro-rata subscription costs.
        - Template lead: Steve.
    - BCAS (Big Colyton Art Show, biannual):
        - Template lead: Nell
    - Goose Fair
        - 5-7 people needed to support the event.
        - ACTION: Neil to chase Goose Fair re CGS PA split of proceeds from 2024 event.
        - Template lead: Heidi Lister
    - Spring Fair/Garden and food festival:
        - Raised £3,500 last time. Local community focused; parents and staff don't attend.
        - Template lead: Kathryn
    - Merchandise:
        - Bags and tea towels
        - Template lead: Alison

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5. Winter Draw

- Tickets selling via ParentPay.
- Seb to enable ticket purchase options on the website.

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6. New Events

- Fun Events for Pupils:
    - Ideas include: disco, laser tag, go karts, battle of the bands, Colyton's got talent, photography competition, Christmas cards, workshops and talks by parents/teachers/older pupils, online quizzes, online Easter egg hunt, Online escape room, mega LAN party, hackathon, offerings at summer fete (water slide, candy floss, bouncy castle), silent disco, cake sales, fireworks display.
    - ACTION: Nel to share details of previous third-party who ran an online quiz.
    - Disco: could be held on the last (half) day of term. School may not agree due to their plans for that time.
    - Perhaps transport issues (dispersed geography) by encouraging car or asking Dartline for a later coach service.

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7. PA News

- Published monthly on second Thursday, plus specials as required.
- Neil outlined annual schedule
- Talk about parents not feeling well informed about certain school events
- Template leads: Andrea and Ciara

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8. Second-hand Uniform and Lost Property

- Sarah-Jane proposed selling excess inventory (e.g., trousers, shirts). Assent given. Sell unwanted items by weight.

- Sarah-Jane suggested using commission sales for parents, although this would diminish proceeds for the PA.
- Sarah-Jane asked for a link from the CGS website to the PA uniform shop.
- Need to make clear that uniform donations should be clean and saleable.
- Consider post acceptable/unacceptable comparison for parents via PA News.
- Parents saying their children can't access lost property because of clubs and lunch break.

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9. Christmas Trees

- Discussion about Christmas trees used at school. ACTION: Neil to discuss with Mr Harris whether CGS wants the PA to provide a tree and, if so, which one. Neil to dispose of any unwanted trees and repair the other.

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10. Period 3¾

- General discontent expressed about the change to clubs and uncertainty about the new system. ACTION: Neil to discuss with Mr Harris to clarify the situation. Talk of surveying parents to collect views on the new club system.

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11. Constitution Review

- Not discussed

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12. Policies

- PTA lacks policy documents. Parenthood recommends nine.
- PA needs policies for
    - complaints,
    - conflict of interest,
    - safeguarding,
    - expenses (Steve and Nicky),
    - social media (Andrea), and
    - risk assessments (Nel).
- Kathryn downloaded and shared Parenthood generic policies for modification to suit CGS PA needs by the appointed committee members.
- Committee to review and finalize policies.

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13. AOB

- Set up a bank card and petty cash box for the PA.
- Discussion re class reps engaging with the PA
- ACTION: Nell to ask Amber if possible to create a WhatsApp group for incoming year 12 parents.

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14. Next Meeting:

- Scheduled for either 15th or 22nd January 2025.