Web www.colytongrammarschoolpa.org.uk
Email chair@colytongrammarschoolpa.org.uk
Chair Kathryn Klaentschi

CGS PA Meeting

Minutes

21 January 2025 – Colyton Grammar School – Mr Harris Office 6pm / Teams

1. Welcome, Present and Apologies:

Present:

Neil Sewell (Chair)
Nicky Tait (Vice Chair)
Kathryn Klaentschi (Secretary)
Stephen Carp (Treasurer/500 Club)
Tim Harris (Headteacher)
Alex Drake (Assistant Secretary)
Sarah-Jane Isitt (2nd Hand Uniform)
Seb Swana (Web Manager)
Andrea Hodges (Marketing)
Ciara Wood (PA News)
Nell Robertson (Events)
Caroline Pearce (Book club)
Hannah Oram (BCAS)
Isabel Gonzalez-Arcelus
Oana Popescu
Lola Oguntunde
Ronan

Apologies:

Amber Peters (New Parents)

2. Minutes of last meeting agreed: Agreed by the committee members.
3. Financial Update: SC advised that an issue with the bank was preventing the handover from Kathryn Elcoate to be fully completed but this was in hand. Signatories to the bank account will be the Treasurer, Chair and Vice Chair. SC advised that there was approximately £18,000 in the bank. Subsequent email provided the following:
    a. Year 7 Disco raised £34.72
    b. Winter Draw raised £2,153.75
    c. Event refreshments over the autumn term raised £602.30
    d. The Menopause Evening raised £755.88

    The access level for Zettle machines was questioned together with need for Wi-Fi access for evening functions. Actions: 1) Zettle access levels to be reviewed (NS/NT/SC). 2) TH to ask IT to include PA Chair in communications for Wi-Fi password changes (completed).

4. Handover progress
    a. Kathryn (Constitution and policy bits)- KK will send template policies by end of Jan and drafts to be prepared by end of February for review at next committee meeting. Constitution to be circulated to be reviewed with any proposed update to be presented at next AGM.
    b. Seb (Web / tech bits)- SS / NS and SC had an initial meeting to review the web services that the PA use. SS is currently updating emails and migrating over from One.com to Siteground which will save £400 this year alone ono the main site as well as saving for the BCAS (Big Colyton Art Show) site. It is proving difficult to move. The new site will have the domain name of cgspa.org.uk. Uniform shop is ready to go on the website. **Action:** 1) KK to send list of required emails to SS. 2) Drive storage to be discussed (SS/NS)
5. Review of previous quarter
    a. Winter Draw – ability to buy tickets on the website increased sales but most dramatic uptick was following a pitch at an evening concert. PA to promote ticket sales / events at future school concerts/events where appropriate.
    b. Y7 Disco - a much enjoyed event. Query raised about charity donation given organisation by PA who support fund raising for the school. Future events supported by PA will be for school funds only. Query raised for future school discos e.g. Y8 or Y7/Y8 combined. **Action:** TH to discuss internally and advise.
6. Planning Next Quarter
    a. Spending - a general discussion was had on process for providing funds to the school. KK advised that it was normal practise to keep £5k to meet future PA commitments. Fund Raising targets are agreed at the AGM. It was agreed that these could be updated by simple vote at general PA meetings. The school's finance officer (N. Whitfield) should submit funding requests for items meeting the agreed fund-raising targets to the PA Chair and Treasurer who will facilitate the release of funds. It was noted that the current fund-raising targets were to provide outdoor/sports equipment (e.g. benches, table tennis tables etc). Mr Harris also requested that monies be made available to purchase screens e.g. for the dance studio. This was agreed by the simple show of hands at the meeting. Hannah Oram advised that Table Tennis England may have a pot of money that could be accessed to fund table tennis tables. **Actions:** 1) HO to find out what is possible and advise Tim/PA Committee. 2) NS to ask Neil Whitfield for amount currently required and facilitate funds transfer.

    KK asked for feedback on purchases to be made (when have they happened) together with photos for Social Media. Also to consider 'branding' with plaques on items donated "Donated by the Parents' Association 2024". **Actions:** 1 TH to facilitate a photo library together regarding items/areas that the PA as funded equipment and/or upgrades. 2) NS to organise donation plaques.

    A general discussion took place looking at other options for fund raising. Oana Popescu suggested adding donation options to Parent Pay for specific items. photo library together regarding items/areas that the PA has funded equipment and/or upgrades. **Action:** to be discussed at PA Committee meeting.

    Ciara suggested requesting parents that are employees, particularly of large firms, to look at their company's CSR budgets for charitable donations. We discussed an interview showcasing how this has successfully been done to be put into PA News. **Action:** CW to facilitate.

7. Longer Term Planning
    a. BCAS – October dates were possible but there was a desire for a November date. **Actions:** 1) TH to advise if November date possible. 2) NR to put plan together once dates agreed.
    b. Summer Fete - the date was confirmed to be 22nd July. PA would like to consider additional stalls to the standard Cakes, 2nd Hand Uniform, 2nd Hand books and BBQ. **Actions:** 1) TH to advise Summer Fete lead. 2) NS to liaise with fete lead to determine provision of additional stalls.

Other events were discussed: fireworks, cake sales, ice cream sales (could be run by PA on a regular day, 100-year anniversary. **Actions:** 1) TH to discuss ice cream sales in school and advise 2) KK to add other events for discussion at next Committee planning meeting including how to recruit event leads.

8. **PA News -** We discussed more publicity of what PA had provided to the school both on PA news and Social Media; having videos of PA members talking about what they do and having a 'headline grabber / enticement to read' in the covering email that is sent out with PA news. **Action:** CW to liaise with Anna Salter to deliver 'headline grabber'.
9. Operational Items
    a. 2nd Hand Uniform and Lost Property - Sarah-Jane advised that there was too much 2nd hand uniform with at least 1/3 of it was being culled and sent to recycling. She has not found anywhere that we buy the recycling due to school logos. The website shop is close to launch. We agreed to review the pricing of items and, costs of payment processing through on-line shop would be added to the price of the item rounded up to the nearest 50pence. We also agreed that we should aim to have a 2nd Hand Uniform shop at all parent events. **Action:** S-JI to prepare articles for PA News launch as well as Social Media/Class WhatsApp groups and CSG Weekly letter when on-line shop ready. To also include description of what is acceptable for donation to the shop and a call out for any known organisations that buy old uniform for rags.

    Lost property - concerns were raised on how well the lost property process was working including how the lost property bin in the sports hall fed into the main process. We also discussed if there was a policy to transfer unclaimed lost property to 2nd hand uniform. **Actions:** 1) TH to review lost property process and advise.2) S-JI to determine / propose policy for transferring unclaimed property to 2nd hand uniform.

    b. Parent View – Period 3 ¾- Tim advised that a review was currently underway with the student body. Kathryn queried the availability of clubs outside of Period 3 3/4 . Tim advised that these should now be viewable on the school website.
10. **Any Other Business -** Tim Harris shared some of the funding challenges that the school has, expressing the importance of the funds raised by the PA. It was suggested that this information could be shared in a video interview. Tim also advised that Lizzie Mayne had replace Dr Emma Styles as the Development and Fund-Raising Manager. **Action:** NS to meet with Lizzie to support fund raising efforts.
11. **Date of next meeting -** Tuesday 13th May for main PA meeting. **Action:** KK to agree interim Committee Planning meeting date.