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Chair Neil Sewell

CGS PA Meeting

Minutes

18th March 2025 – 7pm

Blue Ball Inn, Stevens Cross, Sidford, Sidmouth EX10 9QL

1. Welcome, Present and Apologies (2mins)

   ## Present:

   Neil Sewell (Chair)
   Kathryn Klaentschi (Secretary)
   Stephen Carp (Treasurer/500 Club)
   Sarah-Jane Isitt (2nd Hand Uniform)
   Andrea Hodges (Marketing)
   Nell Robertson (Events)

   ## Apologies:

   Nicky Tait (Vice Chair)
   Alex Drake (Assistant Secretary)
   Seb Swana (Web Manager)
   Ciara Wood (PA News)

2. **Minutes of last meeting agreed.**

   Action Items: Action items were reviewed and target dates updated. Please see attached spreadsheet.

3. **Financial Update:** No new fund-raising events since last meeting. Stephen is still waiting for Lloyds Bank to provide his access levels to be able to provide current financial report. Escalation required with Lloyds by end of month if not resolved. Once Stephen's access sorted, further access changes to be updated. Access to the Charity Commission site was also discussed and Stephen confirmed that he had access during the meeting. This should enable further updates of trustees to be completed.
4. **Email / Domain update**: This complete. A massive thank you to Seb for facilitating the change which we know has been a time-consuming process. **Action:** Neil to email wider PA group to advise of changes enabled by Seb.
5. **Discussion**:
   a. 2nd hand uniform website shop launch – everything is ready to go. Three-pronged attach with PA News, WhatsApp groups and CSG weekly newsletter mention. Additional publicity to be done by Andrea on Socials.
   b. Dairy of Events – **Action:** Kathryn to speak to Seb about having a simple yearly diary of events where the PA is involved / leads.

c. Event lead recruitment - **Action:** Nell and Kathryn to discuss roles and next steps for recruitment.
d. Refreshments – **Action:** Kathryn to do sign-up form and email out via WhatsApp groups.
e. Parent Pay donations - **Action:** to be added to the Lizzie Mayne meeting
f. Merchandise - we agreed that we should continue with merchandise but, needed stock in all colours. **Action:** Nell to follow up with Alison Lang to determine if new 'lead' required or whether Alison is able to effect. Once resolved, we should look at option to sell through PA website.

6. Last Quarter review – no activities to report on/discussed.
7. Planning Next Quarter (15mins)
    a. Spending: Benches and tables – **Action:** Neil to follow up with Neil Whitfield on funds required / notification of spending.
    b. Other discos, Easter event: Y8 disco unlikely to occur given no notice by school. **Action:** Neil to plan Quiz & Fizz evening in Exeter.
    c. Summer Draw – **Action:** Neil to liaise with Frankie to set up Summer Draw.
    d. Summer Fete – **Action:** Neil to investigate running a Treasure Hunt.
8. Longer-term Planning (10mins)
    a. BCAS – Hannah Oram has started the preparation with a planning meeting due on 19th March.
    b. Garden and Food Festival – event lead needs to be in place before end of school year to initiate planning in September. See above for event-lead action.
9. PA News (2 mins) – we discussed if it was required more regularly than monthly. All agreed that monthly was still relevant but, ad-hoc specials could be run when needed. More connectivity needed between socials and pa news to 'support' messages. **Action:** Andrea to arrange meeting with Ciara, Neil and Kathryn to discuss plan.
10. Operational Items (10mins)
    a. Trustee update – **Action:** Kathryn to liaise with Stephen to update Charity Commission site.
    b. Parent View – Period 3 ¾ (5mins) – not discussed.
    c. Policy review
        i. Social Media – thank you to Andrea for reviewing template. The policy was approved. We agreed that it should be reviewed on an annual basis given the pace of social media change. **Actions:** 1) Kathryn to maintain record of approved policies and review dates. 2) Kathryn to discuss possibility of Policy section on PA website with Seb.
    d. Planning Templates – see Action Log updates
11. Any Other Business (5mins)
    a. 500Club - Stephen asked whether we should run a half year option at half the entry cost. This was agreed. **Action:** Stephen to create post for WhatsApp/Social media to promote.
12. Date of next PA meeting: 13th May