Colyton Grammar School
PARENTS' ASSOCIATION

Web www.cgspa.org.uk

Email chair@cgspa.org.uk

Chair Sebastian Swana

25/26 Committee Roles

Much of the business of the committee can be achieved virtually and via email, but attendance at committee meetings is recommended, to share knowledge and experience, as well as to get to know one another and build collaboration. All role holders have voting rights and it is, therefore, important to respond when requests for action are circulated. Please do consider sharing any role you have an interest in. We welcome everyone with an interest in the work of a PA, we are all happy to offer advice and expertise where needed, and no prior experience is required!

Role	Duties	Activity	Current post holder
Chair (Committee member and Trustee)	Main contact between school and PA Works with school to identify funding targets Chairs PA meetings Co-ordinates an overview of PA Events Close working with Secretary	All year	Sebastian Swana*
Treasurer (Committee member and Trustee)	Monitors and actively organises all financial activity, eg, banking, accounting, payments Provides written and verbal reports to PA meetings Provision of floats for events Link to Charity Commission Liaises with finance office and auditor Identifies and works with Independent Examiner as required for annual accounts review. 1st signature on bank account Purchases Lottery Licence from EDDC Submits returns to EDDC for any draws completed Link to Parent Kind Owner of Stripe Account Administrator of PayPal Account Administrator of PayPal POS (Zettle) Account School link to Parent Pay	All year	Stephen Carp
Secretary (Committee member and Trustee)	Supports committee work as needed Organises PA meetings, attends meetings and produces minutes, monitors actions (with Chair) 2nd signatory for financial activities		Ruth Nixey*

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Vice Chair (Committee member and Trustee)	Duties as arranged with Chair	All Year	VACANT
Assistant Treasurer (Committee member and Trustee)	Duties as arranged with Treasurer	All Year	VACANT
Assistant Secretary (Committee member and Trustee)	Maintains database of key contacts, including parent helpers Maintains PA WhatsApp groups and emails Works with school GDPR legislation advisor to support PA compliance with the GDPR	All Year	Kathryn Klaentschi**
Marketing Lead (Committee member and Trustee)	Oversees and organises all aspects of publicising and marketing of PA events. Oversees and organises all aspects of PA presence on social media platforms. Works closely with Chair, Secretary, PA News lead and co-ordinates with school social media team.	September-July	Andrea Hodges
Independent Examiner	Work with treasurer to audit accounts	September	n/a
Website Manager	Updates and monitors technical issues with PA website and email. Manages web hosting including emails. Partners with Marketing lead for content.	As required	Sebastian Swana
Parent Liaison (Committee member and Trustee)	Sets up incoming Year 7 WhatsApp groups and encourages new members to join PA Book Club and PA helpers group. Sets up admin group of class WhatsApp reps for each year group. Distributes PA communications through class WhatsApp groups. Attends Y7 Induction Day and New Parents' Tea Party.	All year, especially June & September	Amber Peters**
Second-hand Uniform Organiser	Manages donations of second-hand uniform and sales on stalls at key PA events, and some school events. Manages the online second-hand uniform shop, including collation of orders and leaving orders at the school reception, weekly (term time), ready for collection by those purchasing.	All year	Sarah-Jane Isitt

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	Donations and the distribution of second-hand uniform all managed on the school grounds. Support for marketing given by the PA Marketing Lead. Support for the online shop (IT) given by the PA Website Manager.		
Grant Writer	NEW ROLE for 25/26 This important role involves identifying suitable grant opportunities, preparing and submitting applications, and ensuring all deadlines are met. Your work will directly contribute to securing essential funding for various school projects and initiatives, enhancing the educational environment and opportunities for our students. You'll be working as part of a supportive team of parents who are committed to making a positive impact on the school community. While previous experience in grant writing is beneficial, it's not essential. We are primarily looking for someone with strong organisational skills, excellent written communication, and a proactive approach. If you are interested in applying your skills to support the PA, we encourage you to get in touch. We look forward to hearing from you.	All year Regular reporting, including at committee meetings.	VACANT
Sponsorship Lead	Sources sponsors for community events (GFF, Festive Fair, BCAS) Partners with Marketing Lead	Across all events	VACANT
Book Club Coordinator	Maintains member lists Liaises with individual group leaders on new titles Encourages, adds and welcomes new members	All year	Caroline Pierce
PA News editor	Drives content and collates articles. Collates PA News articles and liaises with school to publish to parents. Works with Marketing Lead and Chair.	All year	Andrea Hodges**
Big Colyton Art Show (BCAS) Lead	Biennial public art show. Project manages event from inception to completion: – Books date and space	One year ahead of October event	Hannah Oram

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	– Sources artists – Organises art workshops and any other creative activity – Curates exhibition – Produces publicity blurbs – Recruits helpers Outreach visits to schools (as required)	Regular reporting, including at committee meetings	
Festive Fair (FF) Lead	Project manages event from inception to completion: – Plans, books, and organises site plan of stall holders – Sources, contacts and maintains links with food and drink vendors – Plans and books entertainment – Schedules publicity – Recruits helpers	June – December Regular reporting, including at committee meetings. Event in December	VACANT
Garden and Food Festival (GFF) Lead	Project manages event from inception to completion: – Plans, books, and organises site plan of stall holders – Sources, contacts and maintains links with food and drink vendors – Plans and books entertainment – Schedules publicity – Recruits helpers	September-April/May Regular reporting, including at committee meetings. Event in April/May	Being disbanded
Summer Fete (SF) Lead	Organises all PA stalls: BBQ, Drinks, Cakes, Books, Summer Draw/500 Club, Uniform. Coordinates helpers	May – July Event in July	VACANT
500 Club Organiser	Publicises and allocates numbers every year Organises draws and notifies secretary and treasurer Liaises with committee as required Provides report at committee meetings Completes and submits lottery return to EDDC	All year Regular reporting, including at committee meetings.	Stephen Carp
Colyford Goose Fair Lead	Liaise with CGF committee. Recruit helpers, set, run and clear games stall, store games Provides report to January committee meeting	September	VACANT
Summer and Winter Draw organiser(s)	Buys/sources and organises prizes. Arranges processes and systems to sell tickets and collect monies Liaison with school, treasurer and committee Provides a report at committee meetings	September-December and April-July	Frankie Phillips

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School Event Refreshments Organiser	Plans event support with school Purchases refreshments, recruits helpers. Manages float, parent helper rotas Liaison with Treasurer and Secretary	September - July	Nell Robertson Kathryn Klaentschi

*These roles were elected by emergency meeting on 16 October. A full election to confirm them to be held at the EGM on 12 November.

**This role to be voted on at the EGM.

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