Colyton Grammar School
PARENTS' ASSOCIATION

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Chair Neil Sewell

Colyton Grammar School Parents' Association
Registered Charity No. 273999

ANNUAL GENERAL MEETING
15th October 2025
To be held in Headteacher's office at 6pm or via Teams

Meeting link: https://tinyurl.com/26zj94fz

Meeting ID: 315 304 072 130 9
Passcode: ah2N6Qn6

1. **Welcome, Present and Apologies:**

   Present: Neil Sewell (Chair), Sarah-Jane Isitt, Nell Robertson, Kathryn Klaentchi, Denu Sankey, Stephen Carp, Clive Whiston, Alex Drake, Andrea Hodges, Neal Whitfield, Ruth Nixey

   Apologies: Tim Harris

2. **Minutes from Annual General Meeting held on Wednesday 11 October 2024**.
   a. Minutes reviewed and approved.

3. **Matters arising from the minutes:** None

4. **Chair's Report for 2024/25:**
   a. To be attached

5. **Treasurer's Report for year ending 31 August 2025**
   a. Deferred to EGM

6. **Appointment of Independent Examiner of Accounts for the year ending 31 August 2025**
   a. Not required for fundraising lesson than £25,000

7. **Election of Officers and Trustees of the Committee**

(Note: all committee members are also trustees of the charity)

Chair: Vacant – deferred to emergency meeting (16 October)
Secretary: Vacant – deferred to emergency meeting (16 October)
Treasurer: Stephen Carp
Vice Chair: Vacant
Assistant Secretary: Vacant
Marketing Lead: Andrea Hodges
Website Manager: Seb Swana
Event Support: Nell Robinson
Refreshments Lead: Kathryn Klaentschi
PA News: Andrea Hodges – needs to be voted at EGM
Parents' Co-ordinator: Amber Peters – support from Nell. Need to discuss with Penny Boreman about handover 2025-26

Optional Committee Roles:

Second-Hand Uniform: Sarah-Jane Isitt
Book Club: Vacant
500Club: Stephen Carp
Summer & Winter Draws: Frankie Phillips
Big Colyton Art Show Lead: Hannah Oram – stepping down
Festive Fair Lead: Vacant
Garden and Food Festival Lead: Nicki appointed
Summer Fete Lead: Kathryn proposed
Colyford Goose Fayre Lead: Vacant

8. **Funding Objectives 25/26**
    a. Equipment requests
    b. Duke of Edinburgh activities/equipment
        i. Tracking devices
        ii. Tents
        iii. Misc
    c. Art/music materials
    d. Replace/restore pianos

e. Sarah-Jane raised a concern that the PA's fundraising activities and purchases should be kept discrete so that they are attributable and do not get lost in a general school funds pot.

9. Special Business:

a. Trustee's Declaration and Safeguarding
b. Community Events
c. Potential Fund Raising Activities
    i. Y7 disco: discussion re running it as a ticketed event or via ParentPay. The previous year some proceeds went to a third-party charity, which did not feel as if it fit the remit of the PA. Neil to take up for this year.
    ii. Kathryn remarked that the refreshments team needs advance notice of events to coordinate and that afternoon – rather than evening – events are much harder to staff.

d. Constitution Update
    i. No update – deferred to AGM 2026
e. Implementation of Policies

10. Headteacher's Report

11. Any Other Business:

a. Second-hand uniform
    i. No browsing days planned at present but they have been profitable previously. Stock is generally low. No items have been received from lost property.
    ii. ACTION: Andrea to post call for new stock and to post on the independent Facebook buy and sell groups.
    iii. ACTION: Sarah-Jane to look into sourcing a trial selection of house-themed water bottles and evaluate as potential stock items.
b. Bank mandates
    i. More signatories are needed for the bank account and old signatories removed.
    ii. ACTION: Stephen to add Andrea, Kathryn, and Seb as bank account signatories.

12. Date of next AGM: TBC

13. Date of meetings:

a. Planning Meeting – November Dee to lead
b. General Meeting – TBC January TBC