Colyton Grammar School
PARENTS' ASSOCIATION

Web www.cgspa.org.uk

Email chair@cgspa.org.uk

Chair Sebastian Swana

Colyton Grammar School Parents' Association
Registered Charity No. 273999

Committee Planning Meeting
10 December 2025, 7pm

Held at the Blueball Inn Sidmouth

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

   Present: Andrea, Nel, Stephen, Kathryn, Lulu, Seb, Ruth

   Apologies: Sam, Amber

2. **Minutes from the Emergency General Meeting held on 12 November 2025.**

3. Matters arising: Discussion re. Sarah-Jane. She is very welcome to step back in as a trustee if she would like to. She just needs make a clear decision either way.
Action: Kathryn will talk to Sarah-Jane.
Minutes from the last meeting were signed off.

Action plan from Kathryn:
There is a need to create a 'to do' list / schedule of all activities that need to take place for every event that we run. A chronical sequence of preparations – date, what happens, who is responsible etc.

- Winter and Summer Draws – Andrea will send to Kathryn, by January ideally or March.
- 500 Club – Stephen (remember to add a big push in Sept, especially at the Yr7 Tea Party).
- Summer Fete
- Festive Fayre – We need the schedule ready for January and start preparations in March. Who will write the preparation schedule? Will Craig and Binni run this event?
- Goose Fair – Seb will write an advert for a new family to take over from Heidi Lister. Seb will check his email to see if Heidi has been in touch.

It would be beneficial to set targets for each event and review if the advertising approach we took was successful, especially for the Winter and Summer Draws and the 500 Club.

Merchandise:
Will Alison release her design for the tea-towels and canvas bags? Nell has been talking to Alison. Nell will thank Alison for all her hard work and write a thank you card.
Seb could ask Hannah Oran to prepare a new design?
Kathryn is keen to sell school related merchandise (for example football boot bags in house colours). Sarah-Jane is keen to put stock onto the school website.

PA News
Andrea is doing a wonderful job. We need a schedule of content for the PA news – what should go out and when. Schedules from all events we run should feed into this (e.g. 500 club and draws).
Remember to use a 'hook' to entice readers to click on the link and read the newsletter, e.g. The competition winners are…
Kathryn has a recipe for the next newsletter. The focus is recipes you can make at university. Every other newsletter will contain a recipe.

Bank Card
Updates – Despite many efforts, Stephen hasn't been able to remove the old trustees from the card. Setting up a new second signatory has been challenging. Kathryn is going to visit the bank. Perhaps the account wasn't set up properly? Thanks to Stephen and Kathryn for their efforts. Thanks to Kathryn Elcoate for continuing to sign.

*Stopped looking at the action plan. Kathryn will send the action plan to everyone. She'd like feedback on the remaining points please.

4. Updated accounts from Treasurer. Live view of accounts. Access of accounts (all PA related) and second signatory for bank account.

Stephen provided everyone with current view of the accounts. They were discussed and agreed with many thanks.
Matters arising:
Stripe is holding onto some money for longer than we thought. Some money from the Summer Draw came through in September from July. Querry and we thought the payouts were set up monthly.

There is a separate report for BCAS. Seb has seen a copy. Gift Aid has not been added yet. Ahead of the next BCAS, we need to ask everyone to tick the Gift Aid box. We should prepare some information to go onto the Artist Sign-Up sheet.
The architect has not paid yet. £200 outstanding.
The school put something into their newsletter regarding BCAS, and a report went into the PA News. This was greatly appreciated.

Suggestion that we celebrate what we have raised each term. Perhaps a 'Good News' section of the end of term PA News. This should be included in the PA News schedule.

5. Sharing of accounts, logins and responsibilities
It was agreed that we need to update who has access to accounts (bank, zettle, Charity Commission, Facebook etc). It was also agreed that more than one person should have access to these accounts to aid in handovers, and if something were to happen to a person who has responsibility.
See attached document: Key Account Holders 25/26 for details of who has access / responsibility for each named account.
It was noted that we should change names to roles on this document.
It was agreed that Stephen would withdraw money from the Paypal account, and then close it.
A request for everyone to put required information into the relevant sections of the Google Drive. Members need email addresses to access – Kathryn will send details of how to set them up.
It was agreed that we need to delete old Google Drives, e.g. cgspa.home, cgspa.web and Colyton Festival.

6. Governance update – PA Constitution Plan: Work on the constitution between January and March. Submit the constitution for approval so that we can approve it at the AGM in September.

7. Policy Review – deferred to January.
It was pointed out that we ought to have an Expenses Policy (who can spend, how much etc). Stephen will produce a policy (using one he's already familiar with). Stephen will bring this to the next meeting in January.
Query: Can we link to and from the website policy page?

Suggestion that the priorities should be the committee approved policies. We should use the templates from Parent Kind.
It was agreed that in the next meeting, we should review the Expenses policy and Safeguarding (including volunteers).
We should add GDPR to the list of policies. Seb thought that this policy had already been written / approved and was already on the website. Seb will check.

8. Funding Objectives 25/26
Seb fed back from his discussion with Neal .....
There was agreement from all sides that the PA would like more recognition of what we have raised / given to the school. For example, big signs around the school site, or a page on our/the school website highlighting what the PA has provided.
Another school has a 'Wall of Champions' where individual donors are mentioned.
There was a discussion about Giving Day and how the PA might be involved. The school have asked that we match-fund donations from Giving Day.
The feeling from PA members is that it feels awkward to match parent donations with parent donations. Match-funding should come from an outside agency.
In addition, our constitution prevents our charity from donating to another charity. We are legally responsible for the spending of our funds. We can however donate for a specific, named item. It was agreed that Seb would feed this back to Neal...

9. New Roles.
Seb talked briefly about the new roles that he would like to advertise for. These include:

- Sponsorship
- Prizes
- Database of businesses who will donate / get involved
- Website support
- Recruit staff member, who is also a parent
- Social media: How to manage? Who? New role?

It was agreed that Andrea is already covering social media and additional support isn't required. Seb will create job adverts and ask the team to post them onto groups.
Updates: The Grant Writing Team have already started work. Lizzy has sent a list of available grant opportunities to the team.
Kathryn suggested another person who could join the Grant Writing Team. Her name is Daisy. Kathryn will ask for Daisy's contact details and pass those onto Seb.

10. Schedule/calendar of annual, recurring events, communications and jobs
Already covered in an earlier section of the meeting.

11. Updates from Andrea (PA News and Marketing)
Recap on the planning and schedule required for the PA News and Marketing. Recap on the use of a 'hook' to entice readers to open the PA news.
Suggestion to begin to obtain data from SWAY and testing the popularity of each hook / newsletter with data.

12. Updates from Nell (Events)
It was agreed that we need to identify a new lead for the Festive Fair by January.

13. Updates from Seb (Grant writing, Giving Day)
Already covered in an earlier section of the meeting.

14. Updates: Winter Draw, Disco
It was agreed that the children must bring cash to spend at the School Disco.
It was agreed that more training needs to take place regarding the use of the Zettle machine. Kathryn has prepared the training.
Seb can buy more Rio for the disco if stocks are low following the Christmas Concert.
Sales on the Winter Draw are down on last year. It was agreed that we would do a final push at the Christmas Concert (Seb would announce and a QR code would be printed). A push on WhatsApp would also take place.

15. WhatsApp Groups for September
This item was deferred.
Nel was asked if she could please find the text that was pinned to the top of each WhatsApp group.

16. Spring Plans – Parent Talks?
This item was deferred.

17. Festive Fair
Already covered in an earlier section of the meeting.

18. Any Other Business:
Seb is working on a communications app to possibly replace newsletter and WhatsApp groups.

Seb suggested a possible rebrand of Parents' Association to Friends of Colyton Grammar School. This will be discussed at the next meeting.

Minutes and agendas should be emailed and put onto the WhatsApp group.

All thanked for their hard work!