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

EMERGENCY GENERAL MEETING
12 November 2025
To be held on Zoom

Meeting link:
https://us06web.zoom.us/j/82253763298?pwd=y102k0U3WNRLGqkcK5aoJb8e7a6N17.1

Meeting ID: 822 5376 3298
Passcode: 047773

Welcome from Seb Swana. Thank you for attending. Noted that more than 10 people present at the meeting.

Attendees: Sebastian Swana, Tim Harris, Kathryn K, Sarah Jane, Denu, Timothy Foxx Neal, Clare, Amber, Samantha Caine, Nell Robertson, Craigie, Hannah Oram. Binny, Xiaoyu Yan, Tam, Penny, Andrea, Christian CiPol, Andy Flannagan, Christian CiPol, Stephen Carp, Ruth Nixey

Change to order of agenda –

Section 4 first: Election of officers and trustees of the committee

1. Kathryn Klaentschi proposed Seb Swana for position of Chair
Seconded by Amber Peters

No-one opposed, vote carried.

2. Seb Swana proposed Kathryn Klaentschi for position of Secretary
Seconded by Amber Peters

No-one opposed, vote carried.

3. Seb Swana proposed Sam Caine for position of Vice Chair
Seconded by Nell Robertson

No-one opposed, vote carried.

4. Seb Swana proposed Ruth Nixey for position Assistant Secretary
Seconded by Kathryn Klaentschi

No-one opposed, vote carried.

5. Seb Swana proposed Lulu Xiaolu for position of Assistant Treasurer
Seconded by Nell Robertson

No-one opposed, vote carried.

6. Amber proposed Seb Swana for position of Website Manager
Seconded by Nell Robertson

No-one opposed, vote carried.

7. Seb Swana proposed Nell Robertson for position of Events Manager
Seconded by Amber Peters

No-one opposed, vote carried.

8. Nell Robertson proposed Amber Peters for position of Parent Co-ordinator
Seconded by Seb Swana

No-one opposed, vote carried.

9. Seb Swana proposed Stephen Carp for position of Treasurer
Nell Robertson seconded

No-one opposed, vote carried.

10. Seb Swana proposed Andrea Hodges for position of Marketing Lead
Seconded by Kathryn Klaentschi

No-one opposed, vote carried.

11. Seb Swana proposed Andrea Hodges for position of PA News
Seconded by Kathryn Klaentschi

No-one opposed, vote carried.

Optional Committee Roles discussed:

(Agreed that these are not Committee Members)

Second-Hand Uniform: Sarah-Jane Isitt will continue

Book Club: Sarah Boys has agreed to take up the role (not present at meeting)

500 Club: Stephen Carp will continue

Summer & Winter Draws: Frankie Phillips will continue (not present at meeting)

Big Colyton Art Show Lead: Hannah Oram – possibly – for the moment!

Festive Fair Lead: Get in touch via email in you're interested in this position

Garden and Food Festival Lead: Get in touch via email with Nell Robertson (Events Manager) in you're interested in this position

Summer Fete Lead: Kathryn will run if it's on a day when she's not at work. Tuesday is best.

Colyford Goose Fayre Lead: Noted that Heidi would like extra help with the Goose Fayre. Get in touch via email with Nell Robertson (Events Manager) in you're interested in this position

Denu and Craigie put themselves forward to co-lead a future major event (suggested either Festive Fair or Garden and Food Festival). They should meet with Nell. Seb asked for them to please email him after the meeting.

Section 2. Treasurer's Report for year ending 31 August 2025

The Treasurers Report (for year ending August 2025) was displayed for all members of the meeting to see. Stephen discussed the report and gave an overview of all areas.

Kathryn wasn't sure about the Goose Fayre – she noted that it wasn't on the accounts. Kathryn asked if they can make a donation for last year?

Kathryn and Neal Whitfield will bid for proceeds from the Goose Fayre. Possibility of asking for benches as they benefit the school, and the community who use the school site for sports activities.

The accounts and treasurer's report were formally approved.

Section 3: Appointment of Independent Examiner of Accounts for the year ending 31 August 2025

The appointment of an Independent Examiner was deemed unnecessary as the PA fell below the financial threshold.

Section 5: Funding Objectives

Seb explained that this would be deferred to the next meeting. No opposition.

Seb has meetings arranged with Mr Harris, Paul Bailey, Lizzie Mayne and (hopefully) Mr Brimelow. After these meetings have taken place, Seb will be in a position to talk about Funding Objectives.

Section 6: Special Business

a) Grant Writer: Seb is going to liaise with Mr. Harris and Lizzie Mayne to define grant objectives. **A new Grant Writing subgroup will be formed. Seb has already met with two experienced grant writers who are willing to become involved. Anyone else who is interest in the role should email.**
b) Declaration and safeguarding: Stephen Carp will update the declaration. There is a PDF that everyone needs to sign.

c) Community events: Seb acknowledged that the community-based events are cherished. For example, BCAS. A much-loved event in the community calendar, extremely professional event that raises considerable amounts of money and continues to raise the profile of the school. Seb also acknowledged the huge amounts of work that go into setting up events like that.

d) Potential fundraising activities:
Mr Harris briefly discussed the possibility of linking Giving Day or The Student Experience Fund with the 500 Club. Perhaps more significant prizes and/or corporate sponsorship. Suggestion of those who give regularly to the school being entered into a termly draw. More details and discussion to follow. Idea at the moment, no decisions made.

Seb is looking for ideas for streamlined and efficient events – minimum effort, maximum earning. Please email him with your ideas.
Suggestion for smaller events – Cutest Pet Photo Competition (Suggested £2.50 / £3 per entry, winning photo printed as a poster, second prize photo on a mug. Photos displayed on website, parents to judge. Another idea – online quiz.

Andy – Could we run events in such a way that they both raise money, but also build the social aspect of the school community. A social aspect where parents can meet and build friendships would be appreciated. Seb noted that this is a great idea, but that due to the geographic nature of the school body, it is difficult to get families to come back into school.

Seb will have a phone call with Mr Rowe to discuss the arrangements for the Year 7 School Disco.

Section 7. Any other business:

BCAS! Hannah was hugely congratulated by all for co-ordinating a highly successful art show that raised over £10,000 (exact figures not in yet). Hannah thanked each member of her team, e.g. Seb for IT, Stephen for money, Andrea for being the social wizard, Nell – the liaison queen, Vicky - amazing graphic design, Michelle - the café and everyone else. All other volunteers thanked - it was a massive team effort.

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Chair Sebastian Swana

Section 8. Date of next AGM: 14 October 2026

Other meetings:

3 Dec – Committee meeting
21 Jan – General meeting
11 Mar - Committee meeting
6 May – General meeting
24 Jun – Committee meeting