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
25 Feb, 7pm

Held online

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

   Present: Sebastian, Neal, Stephen, Nell, Amber, Ruth, Andy, Lu Lu

   Apologies: Tim, Kathryn, Frankie, Andrea

---

1. Welcome and Introductions

Sebastian opened the meeting and welcomed everyone. He noted that the minutes from the previous meeting were not available for sign-off. Key dates were confirmed:

- **Next Committee Meeting:** March 2025 (date TBC).
- **Next General Meeting:** 6th May 2025.

2. Financial Update

Stephen presented the financial summary.

- **Current Balance:** Just over £33,000.
- **Outstanding Income:**
  - One outstanding payment from a sponsor for the Colyton Art Show is being chased.
  - Approximately £1,000 in Gift Aid is owed from HMRC.
  - Funds from the Year 7 Disco held on ParentPay need to be formally invoiced to the school for transfer.
- **Account Imbalance:** Two unexplained payments of £100 were received on the first Monday of January and February. The payments have a spurious code ("CAF" and a random number), and the origin is unknown. Stephen has asked the bank to investigate.

3. Rebranding Proposal

Sebastian led a discussion on the proposal to rebrand from "Colyton Grammar School Parents Association" to **"Friends of Colyton Grammar School."**

- **Rationale:**
    - To move away from the preconceptions and stereotypes associated with "Parents Associations" (e.g., just bake sales, being "busybodies").
    - To be more inclusive of former parents, grandparents, aunts, uncles, and local businesses who wish to support the school but are not current parents.
- **Considerations:**
    - There will be some costs (e.g., new URL), but Sebastian can update the website and logo in-house to minimise expense.
    - The change would need to be reflected in the constitution and bank account, though the bank name change can happen gradually.
    - Sebastian has consulted with Paul Bailey (Chair of Trustees) and Tim, who are both supportive. Neal confirmed the school's full support.
- **Vote:** The proposal was put to a vote. All present committee members voted in favour (6 votes from Committee).
- **Decision:** The association will rebrand to "Friends of Colyton Grammar School," effective from the start of the next academic year (1st September 2025). The constitution will be updated accordingly.

4. Review of Last Quarter's Activities

- **500 Club (Stephen):** A January promotion raised an additional £595. Three prizes from five draws remain unclaimed; the school admin team will assist in tracing the winners.
- **Christmas Refreshments (Kathryn via notes):** The mulled wine and mince pie sales at the Christmas concert were a huge success, generating approximately £500 in profit. Mince pies were donated by Tesco.
- **Winter Draw (Stephen):** The draw was successful, but the lottery return form for Devon Council still needs to be countersigned by the assistant treasurer. A profit of £300 was noted.
- **Year 7 Disco (Sebastian):**
    - **Income:** £357 from ticket sales (119 tickets at £3) and £346.80 from tuck shop sales. Total takings: £703.80.

  - **Costs:** £200 for the disco and £180 for tuck. Total costs: £380.
  - **Profit:** The event made a profit of **£323.80**. Unsold stock (~£80) will be sold at future events.
- **PA News & Comms**
  - The newsletter is now fortnightly. A new "recipes" feature has been introduced but needs more contributions from the parent body.
  - The 'Cutest Pet Photo' competition was a simple, low-effort event that raised a profit of **£93.65**. A spring-themed photo competition is planned.

5. Longer-Term Planning

- **Summer Fete:** A confirmed date is still required from the school. Kathryn can lead if it falls on a Tuesday; otherwise, a new lead is needed.
- **Summer Draw:** The lead (Frankie) needs to start sourcing prizes soon. Sebastian has advertised for volunteers to help "tap up" local businesses, with little response so far.
- **Year 6 Induction:** A date is required from the school. Sarah-Jane (Uniform) needs to liaise with Taylor West (t.west@colytongrammar.com) to arrange access and tables.
- **Leavers' Event (Year 13):**
  - Based on previous years' consumption, it was agreed to purchase **80 bottles of Prosecco** for the event. Sebastian will manage the purchase from Tesco.
- **Goose Fair:** Sebastian will issue an appeal on WhatsApp for a local family (in the Axminster/Colyford area) to take over the stall this year. It was noted that a previous stallholder donated £445 for a bench (now in place with a plaque).
- **Festive Fair (Denu):**
  - Denu will liaise with the school to propose a date (likely late November) and check for local clashes. The date will be circulated for approval.
  - The main contact at the school is currently Neal, until a new staff member starts.
  - A list of volunteer roles will be created. The committee agreed to invite student entrepreneurs to run stalls, subject to approval of their goods.

6. Operational Items

Expenses Policy (Stephen):
Stephen presented a draft expenses policy based on recommendations from Parentkind. Key points were discussed:

- **Pre-approval:** Purchases should be pre-approved to guarantee reimbursement.
- **Receipts:** Required for any claim over £10.
- **30-Day Rule:** Claims must be submitted within 30 days.
- **Donations:** The committee agreed it is better for members to claim an expense and then donate the money back, rather than waiving the expense. This allows the association to claim Gift Aid (an extra 25%) on the donated amount.
- **Bank Cards:** A note was added that using bank cards removes the "two-signature" control.
- **Vote:** The policy was voted on and **approved unanimously**. It will be published on the website.

Constitution Update (Sebastian):
Work on updating the constitution will begin now that the name change has been agreed. The plan is to adapt the Parentkind template, have it reviewed by the committee in March, and then submit it to the Charity Commission for pre-approval over the summer, ready for September.

7. Headmaster's Report (presented by Neal)

- **Development Office:** A new Development Officer has been appointed and will start in a few months. They will help link fundraising efforts between the school and the association.
- **School Finances:** The school's published accounts show a planned deficit due to underfunded teacher pay rises. Reserves are tighter than ideal, making the association's fundraising even more critical.
- **Minibus Proposal:**
    - One of the school's minibuses is coming to the end of its lease. Purchasing a minibus outright may be more cost-effective than a new lease.
    - Neal proposed that the new "Friends of" association might consider funding a new minibus. Sebastian and the committee were very receptive to the idea.

    - **Action:** Neal will provide costings and options to the committee at the March meeting for a decision.
- **Community Use:** Neal noted that the school's newly refurbished hall (supported by the PA) has potential for community hire to generate further funds.

8. Any Other Business

- No other business was raised.

9. Date of Next Meeting

- The next general meeting will be held on **6th May 2025**.