

CPS PA AGM Minutes

15th January 2021

Attendees

Katie Holmes (KH)	(chair)	Emily Ramji (ER)
Brian Howells (BH)	(Cooperative Governor)	Alex Smith (AS)
Ruth Box (RB)	(Treasurer)	Lisa-Marie Santelli (LMS)
Gemma Brickwood (GB)		Liz Pearce (LP)
Linden Thomson (LT)		Sonia Davies (SD)
Robyn Sagar-Mahoney (RSM)		

Apologies

Sandra Cunningham (Head Teacher)
Jen Cottingham (secretary)

Welcome

KH welcomed all to the meeting.

AGM Matters

All Trustees of the PA were co-opted in line with AGM requirements as follows:

- Katie Holmes – Chair – nominated by GB and seconded by LMS
- Ruth Box – Treasurer – nominated by LMS and seconded by LP
- Jen Cottingham – Secretary – nominated by RB and seconded LMS

It was agreed that independent examiner Janet Millard would be appointed to review and audit the accounts. It was proposed by KH and seconded by GB that subject to review by an independent examiner the audited accounts and Annual Report are signed off to complete the AGM requirements. This was agreed by all.

Fundraising / Income Generation Updates

RB went through the accounts up to July 2020, discussing fundraising incomes, all expenses and all future commitments.

RB then talked through the PA's current position from August 2020 until Jan 21. She showed us the PA's cash position now and what's available for future donations.

Katie Holmes thanked:

Sonia Davies and her team for the Christmas Hampers which was done on line last year which proved a big success. SD said everyone contributed so generously which was greatly appreciated.

Caroline Plumb for organising the Christmas cards which were thoroughly enjoyed by the children.

Lisa-Marie Santelli for organising the Festive Fun Run.

Brian Howells thanked the PA for carrying on during the lockdown period and for continuing to raise money. He said that the CPSPA pool contribution is a huge help towards funding the pool.

Pool Update

Gemma Brickwood went through the detailed pool plans and said everyone was very excited to start working on the pool. She added that 40 contractors had put in tenders to build with the intention of work starting in July 2021 which would mean the pool would be open for use in Dec 2021. She added that we however need a big push to raise more needed funds. A flyer was sent out to parents and there is a FB page dedicated to the pool with opportunities to donate if you can. Some donations have been made already, with BH confirming a donation of £500 from Claygate Gardening Society.

Gemma confirmed there are between 12-15 tenders to operate swimming schools so there is lots of interest which will generate future income.

We still have £240k to raise to be able to achieve all that is planned for the swimming pool. We need to focus on more fundraising. There is a Surrey Grant called 'Your Fund Surrey' available. There will be more information out through parent mail this week with instructions. Everyone will need to go and 'Like' the project in order to successfully receive this fund.

BH asked if we could draw down £11k now from what has been committed so far, this will go towards architects, planning submission fee and for a structural engineer. He also asked the PA to get communications out to everyone to show that the PA, Governors, school and parents are all joined up in their thinking

KH thanked Gemma and the team for all their incredibly hard work in getting to where we are now. GB and BH also wanted to thank Clive Thompson who has been key to the planning success of the pool.

LMS also wanted to thank Gemma for her 'blood, sweat and tears' as this has been a long and hard process so far.

PA Vacancies:

KH thanked:

Kate Harris who has been Co-Chair for the last 3 years.

Hilary Atherton, who has been responsible for Communications

Julia Cursiter, who has been responsible for Fundraising.

They are all stepping down from their PA roles but Julia and Hilary are helping Gemma with the swimming pool project. Thank you ladies for all your hard work, it is much appreciated.

Roles that now need filling are:

- 1) Co-Chair with Katie Holmes
- 2) Fundraising
- 3) Communications

Please spread the word about these roles as the PA can't exist without all our support. Everyone is welcome, from Reception to Year 6. More than happy for 2 to a role. At the moment times are hard, we are all home schooling but we need help with these roles. If there are grandparents who have some free time or anyone whos furloughed please pass this on.

For both the Fundraising and Communications role there will be handovers, notes and KH will put the Role Objectives alongside these minutes when they send it out.

KH and LMS to discuss the roll of Website designer as LMS is not sure that role is now needed. KH thanked Lisa for all she had done to help improve the school website.

Other matters:

KH asked if anyone has any fundraising ideas going forward. She will call a meeting to discuss this. Do we know of any ideas from other schools, possibly online Escape Rooms, Quiz Nights etc? Could we have more Mufti Days?

It was mentioned that new Reception parents have not had the opportunity to get to meet each other or to see the social side of the school. It was suggested that we have a very informal Zoom evening with a glass of wine in hand, when everyone can join in to the meet those who are part of the PA as well as to discuss future fundraising ideas.

BH thanked Katie for all is doing and for all her effort during this very tough time.

KH closed the meeting and thanked all those that attended.

Date for the next PA meeting TBA