

# Parents' Association Minutes

## 8th June 2021

### Attendees

Emma Miles (EM) – Co-Chair  
Ruth Box (RB) – Treasurer  
Jen Cottingham (JC) - Secretary  
Sandra Cunningham (SC)

Sonia Davies (SD)  
Lisa-Marie Santelli (LMS)  
Tish Schoeler (TS)  
Emily Tye (ET)

### Apologies

Katie Holmes (KH) – Co-Chair

### 1. Welcome

EM welcomed all attendees to the meeting

### 2. Financial update

RB ran through the Financial Report (Aug 2020 – May 2021). The total income raised this year by the PA is £16,612.

Total funds currently available in the PA account are just over £52,000. Approximately £500 of refunds are still being processed for the 2020 Quiz Night that had to be cancelled due to the pandemic. If the PA also deducts the latest “Zen Zone” proposal costs (see item 3), that leaves just under £51,000 of available funds.

The school has committed a total of £50,000 to the pool project. £17,000 has already been paid for the project to date, with a further £33,000 expected to be paid from current funds this year.

That leaves approximately £18,000 available for school funding.

### 3. School funding requests

The school's “Zen Zone” proposals were circulated prior to the meeting and include new seating, beanbags and rugs for the Zen Zone, suitcases for a playtime library and stationery. The school are seeking just under £1500 in total from the PA. All attendees supported the proposal.

SC's plea to parents for suitcase donations had not been successful. JC suggested a reminder should be sent out to parents as requests are easy to overlook.

SC had no additional funding requests to raise at the meeting. She is extremely grateful for everything the PA does and has been impressed at the amount of money that's been raised by the PA during lockdown.

### 4. Claygate Community Pool Update

Plans for the new building and refurbishment of the swimming pool continue to forge ahead. The planning application was submitted earlier this year and is now with Elmbridge Borough Council. The pool team are hopeful that it will be approved in the coming weeks.

Funding has been secured to start works on the build this summer, including the refurbishment of the pool and providing the covering structure. The pool team are also pleased to confirm that the school's application has got through to the final stage of the Your Fund Surrey. They are hopeful that the funding will be awarded later in June which will greatly help in enabling the full plans to be constructed.

A competitive tender process to appoint a building contractor has now been completed. CPS is looking forward to working with the selected contractor to deliver this facility for pupils and the local community. The pool team will be sharing more updates with parents later this term as the details of the build are finalised.

As always, any support for the project will be gratefully received. The PA's fundraising to date has been instrumental in securing additional funding and helping to bring forward a high-quality facility that will be used by many children in years to come.

SC wanted to thank Gemma for all her hard work behind the scenes on the project and the incredible teamwork that's helped CPS get to the construction phase this year.

SD queried whether the pool would remain out of action this year. Parents have been asking whether it will be possible to use the pool before construction work commences, for example for private use and parties over the summer. SC explained the pool was currently out of action due to Covid restrictions. The pool has been closed for a long time and the lining needs to be replaced. It is not feasible to consider using the pool as a source of funding this year.

It is hoped that building materials can start being brought onto the site in the weekends leading up to the summer holidays.

## **5. Current fundraising initiatives**

### **Golf Day**

28 people have signed up to the golf day on Friday 2nd July. It has been widely advertised across social media and in the local community. Two large banners have been put up in Claygate. The PA will continue plugging the event and are seeking auction prizes from parents and local businesses to raise funds.

SC queried how many tickets need to be sold for the event. TS confirmed that the target was 88 tickets. SC queried whether evening slots could be sold separately for the dinner/drinks so that parents who can't attend the day event would be able to join the evening activities. TS will explore the options.

TS has received permission from Dominic Raab to tag his name next to the event on Twitter. TS queried whether she can send the Twitter link via school social media accounts or whether this needs to be done via personal accounts. SC suggested both should be used to advertise the event as widely as possible.

87 local businesses have been contacted regarding auction prizes. Approximately 15 prizes have been donated so far - ranging from low ticket items such as a coffee and pastry from Parade and Albany to

more valuable prizes such as photography shoots. TS will contact class reps to circulate a reminder to parents to come forward with auction prizes.

### **Cake Sales**

The weekly cake sale has resumed which is a very popular event. The last cake sale raised just over £130. The class rota starts this week and as before, money raised will be shared between the PA and the individual classes participating.

JC stressed it would be a good idea to identify separate funding streams for the school as many of the current PA fundraising initiatives are raising funds specifically for the pool such as the Golf Day and the Elmbridge Community Lottery.

### **Elmbridge Community Lottery**

The lottery is raising a steady stream of money each month. It's not a significant amount but in the long-term the funds will start building up. 67 people have bought lottery tickets to date. JC thinks it will be easy to increase these numbers if the lottery was advertised more widely in the community. JC confirmed she will organise another leaflet drop in Claygate.

## **6. Future fundraising ideas**

### **CPS branded stationery and swim towels**

SC queried whether branded school swim towels and stationery would mean children have identical possessions. SC's concern was that 30 children could potentially have the same towel in swim lessons. SC thought it was a good idea but the PA will need to think through the practical implications and how to address these.

JC suggested that branded stationery or swim towels could be produced in house colours. EM suggested that pupils could design their own swim towels as a fundraising initiative (similar to designing tea towels) and then the towels will be different. Attendees agreed to explore the options.

The PA will also consider options for selling branded stationery. SC suggested the branded stationery could be sold at the Friday cake sale. SC mentioned that a parent had also suggested branded metal water bottles. Hilary Artherton had previously obtained two bottle samples but SC has not seen anything more on this. EM will speak to Hilary to explore options.

### **CPS branded tracksuits**

For some parents, it's convenient being able to buy matching items via the school. Shops often don't have the stock or colours. However, there was general consensus that a branded tracksuit should not be mandatory so that parents can source cheaper options if they wanted to. SC commented that a dark colour for tracksuits is preferable but for some reason they are hard to come by and this has been flagged by parents. SC will speak to Debbie who runs the uniform shop to find out how much it will cost to source them. SC stressed she would never want parents to feel obliged to buy branded tracksuits.

EM commented that parents are likely to struggle to purchase non-hooded sweatshirts. SC explained the requirement for non-hooded and non-zipped tops addressed health and safety risks.

### **Movie nights**

JC queried whether it would be feasible to host a movie night before the end of term or whether current Covid restrictions means this would be difficult. SC confirmed it was hard to make the call. She had received updated information about rising Covid cases in Kingston schools. If the Government is

going to delay the 21st June deadline for relaxing restrictions, this could scupper any events which are planned before the end of term. JC commented that in terms of events it was very hard to plan something on the school premises for these reasons.

### **Fun Run**

JC suggested the PA could host another virtual Fun Run in Claygate. It's a tried and tested approach and the same route could be used so would require minimal organisation and would be easy to get up and running in the next few weeks. It also doesn't require the school premises to run the event. SD commented that it's a fun event for the kids but not a great revenue earner. JC agreed to follow up with LMS to see what can be done.

### **Quiz night**

SC suggested another quiz night could be popular and is always a good money spinner. SD mentioned that people are getting fatigued with online social events so it would be good if the PA could organise something in person for parents that would get the most revenue in a short space of time. JC will make enquiries to see if a quiz can be arranged at the Hare and Hounds before the end of term.

### **Pop-up ice lolly shop**

SD suggested that ice lollies could be sold after school on sunny days independently of the cake sales. It's a simple idea and has proved to be popular in the past. Parents could be asked for donations of ice lollies on the day. All attendees thought this was a good idea. SC suggested that as there are 6 weeks left of the year, one class in a year group could run a cake sale on Fridays and the other class could run the pop-up ice lolly shop. EM/RB to update the cake rotas and circulate to class reps.

## **7. Sports Day**

The sports days are on Monday 28th, Tuesday 29th and Wednesday 30th June. The school is seeking volunteers to help with the gazebos which need to be put up on Monday morning at 8.30am.

The PA have been asked to provide squash and rich tea biscuits (also a gluten free option) including cups and jugs for the 3 mornings. All attendees supported this request.

Four parent volunteers are needed to man each gazebo (2 per gazebo) each day so they can give the children refreshments. Also, at the last sports day in 2019 the PA had a coffee stand for the parents to "purchase" refreshments. An honesty box was provided and a parent volunteer would top the coffee machine up with water. In the past, coffee has been donated by Starbucks and local businesses. EM confirmed she would send a plea for parent volunteers via Parentmail. SD agreed to provide the rep contact list she compiled when organising the Christmas hampers.

SD suggested the PA could put together a live volunteering rota (similar to the one used by the Scouts) where parents can offer their time simply by signing up to a link which would avoid the usual to-ing and fro-ing with Parentmail messages. SD and EM agreed to explore options for this.

## **8. AOB**

Class rep roles were discussed. Attendees agreed there needs to be clarification of the rep roles, specifically in relation to PA comms. It should be standard practice for class reps to assist the PA with comms. SC suggested an outline of the class rep role should be advertised to parents before the end of term (when new reps are usually appointed). JC and RB agreed to set up a class rep email list and prepare a job outline for the end of term.

JC reminded the team about PA procedures. The PA's charity articles require at least one meeting per term. The AGM will also need to be held in the autumn term.

SC ended the meeting by expressing her gratitude to the PA for their hard work and on-going support and making the school the community it is. The year has been a very difficult one and the PA has done a great job putting on events and raising vital funds for the school.

The date of the next meeting is TBA.

### **Actions**

- SC to send reminder to parents about suitcase donations
- TS to explore options for evening attendees at the Golf Day and to re-circulate a request for prize donations via the class reps.
- JC to organise a leaflet drop in Claygate advertising the Elmbridge Lottery.
- SC to speak to Debbie in the uniform shop to find out how much branded tracksuits would cost.
- JC to explore options for a Fun Run with LMS.
- JC to make enquiries with the Hare and Hounds for hosting a quiz night before the end of term.
- EM/RB to update the cake rotas to include a pop-up ice lolly shop and circulate to class reps
- EM to send a request for parent volunteers for Sports Day via Parentmail
- EM/SD to explore options for a live volunteering rota
- JC/RB to set up a class rep email list and prepare a job outline for the end of term.