

CPS Parents' Association AGM Minutes 8th November 2021

Attendees

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

Tish Schoeler (TS)
Emily Tye (ET)
Hilary Artherton (HA)

1. Welcome

EM welcomed all attendees to the meeting.

2. AGM items

Minutes of the last AGM

EM confirmed the minutes of the last AGM held on 15th January 2021 were circulated to members in advance of the meeting. All attendees agreed to approve the minutes as an accurate record.

Financial Report

RB ran through the Financial Report (Year ended 31/7/2021). The total income raised in the last school year was £28,368. Outgoings to the Community Pool Project totalled £55,289 (this sum includes previous commitments made by the PA). The PA has also donated a further £10.6k to the pool project, in addition to the original amount pledged. The quiz night held in the summer also raised a considerable amount for the pool, as did the Everest challenge by Michael Knelhams. All money from the weekly Elmbridge Community Lottery is also going directly to the pool project.

The PA's donations to the school last year totalled £3,277. This money has been used towards the school's woodland area, zen zone and library. Smartie tubes were a very popular and successful fund raiser. SC congratulated the PA on their phenomenal achievement raising the amount of money they did in 2021, given the Covid challenges and lockdown restrictions.

RB confirmed she has been sending updates to individual classes on the amounts raised from the weekly cake sales. Last year was different to the norm because cake sales were organised between year groups rather than individual classes. EM queried how class reps arrange for those funds to be spent by the individual classes. RB explained that the class rota can be problematic; those holding the sales in the summer term don't have as much time to invest their funds and benefit from them. A fairer system may be to put all cake sales in one pot and distribute equally between classes. SC commented that the sales were an incentive for individual classes to raise their own money. If teachers are notified about the funds, they should have no trouble investing the funds quickly. RB confirmed she will circulate updated comms to class reps to clarify the position.

TS queried if the cake sale money goes to Ruth in the first instance. RB confirmed it did and she banks all money into the PA account. RB pays whatever funds are owed to the school when directed. This has not happened for a while; RB confirmed she would circulate a note to encourage classes to start using the money. She will also let the teachers know so they can start buying what they need to benefit the children.

Year 6 classes are the exception; they keep 100% of the money raised from their cake sales to pay for an end of school party. RB suggested the Year 6 cake sales should be held early in the school calendar so they have plenty of time to spend the funds.

RB ran through the Financial Report for the current school year (Aug - Oct 2021). RB explained that the total amount is skewed by the ball refunds (amounting to £2660), as the ticket sales are recorded under the previous financial year. Most parents claiming refunds were those who had booked tables of 12. RB explained that the PA has raised around £4000 this school year which is another incredible effort.

The Elmbridge Community Lottery has raised £825 this term which will be passed on to the Community Pool Project. The Spooky Disco and October mufti raised £400 which was an excellent result, given it had to be cancelled at the last minute. School uniform and second-hand sales have raised just under £300. The Golf Day was a phenomenal success and raised just over £2000. This is in addition to £1,500 raised in the previous school year for the event. RB flagged that the total funds published in the newsletter was understated as the final amount came to £3,800.

Money paid out so far this year has included a £200 deposit for the quiz night to secure the venue and a £300 donation for the Year 6 leavers party at the end of the summer. There was also a £250 charge for hiring the school hall for the Spooky Disco. RB will find out if the PA can get refunds from the school for cancelling events in the hall.

Cash in the bank account to date is just over £26,000. The PA owes £3,800 for the pool project, as well as the cake sale money for last year and this year to individual classes. There is also around £500 to pay back if the school ball does not go ahead. This leaves the PA with just over £20,000 in the bank.

Appointment of independent auditor

RB reminded attendees that the accounts need to be audited by someone independent. Janet Miller (ex-parent of CPS) who audited accounts in previous years has agreed to take up the role again this year. All attendees agreed to approve Janet Miller as the independent auditor.

Committee members

EM reminded the AGM that the committee officials (Chair, Secretary and the Treasurer) should be re-elected. To date there has been two co-chairs. Katie Holmes has stepped step down from her role as co-chair this school year which leaves a vacancy. EM confirmed she was happy to continue as the sole chair if a replacement cannot be found. The following individuals were co-opted in line with AGM requirements:

Emma Miles – chair

Ruth Box – treasurer

Jen Cottingham – secretary

TS suggested this vacancy presented an opportunity to plug for volunteers to join the team. Attendees agreed the core team worked well together, but more support is desperately needed particularly to organise and run fundraising events. TS to consider comms on recruitment in next PA newsletter.

Motion 1 – Proposal from two local estate agents for sponsorship exclusivity

EM raised the first resolution for vote i.e. PA to:

- consider rejecting exclusivity requests
- retain the full support of all local estate agent sponsors

- consider offering individual estate agents different sponsorship opportunities

EM explained the PA has been supported by Grovesnor Billingshurst for a number of years. Newton Huxley is also keen to support the school and has proposed an exclusive sponsorship arrangement. JC commented that the PA have discussed this with SC and Brian Howells (School Governor). If an arrangement is considered it would need to be for a considerable sum to warrant cutting ties with other local agents. The general feeling is that the school would like to retain relationships with both agents as both have connections to the school and have been extremely generous. As a community school with strong links in the village, the consensus was that the PA should not enter into a sponsorship deal which would isolate the school from local supporters. Instead, the PA are keen to explore opportunities for offering sole sponsorship for different school fundraising initiatives.

Motion 2 - PA donations to Year 6 end-of-school party

EM raised the second resolution for vote i.e. PA to:

- agree a standard policy that contributions will not be awarded for private events that are not inclusive for all children
- agree a process for assessing donation requests from parents

In the last two years, the PA has donated £300 towards the Year 6 end-of-school party. SC has concerns over donations when the events are being held off-site because it excludes children who are unwilling/unable to attend those events. Before the pandemic, the leavers' party was normally held on school premises for the benefit of all Year 6 children and children could fundraise towards the event throughout the school year. Covid has scuppered fundraising opportunities which was why the donation was offered. SC commented that as soon as you move private events off-site, there will be a section of the school community who will not benefit. The amount of the donation is not in dispute. HA stressed that it was important to recognise that PA donations should be inclusive and for the benefit of every year 6 child. All attendees agreed with that principle.

3. Claygate Community Pool Update

HA provided an update on the pool project. Phase 1 of the project is well underway with the construction team working on the site since August. This phase of the project is fully funded. Phase 1 of the project is the construction of the building to house the pool upgrading the current facility. The foundations for the building are down and the brickwork is underway. The completion of the phase 1 building work will enable CPS children to swim after Easter 2022. Sustainability and the green credentials of the project is extremely important; the PA is exploring options to maximise this. The pool project is also working alongside Surrey to ensure they are aligned with their Greener Futures commitment and initiatives. If this is an area that parents would be interested in supporting the pool team on and giving advice, the PA would love to hear from them.

As part of this project, the team is working with Surrey to address some of the substantial drainage issues the school faces across the whole CPS site. The pool team is incredibly grateful to all those in the CPS community who have supported the PA with their fundraising. The PA would like to reassure families that all contributions to the pool have gone into phase 1 and this would not have been possible without their support.

The careful planning of this project means that by securing funding for phase 1 we could get the children back to swimming as quickly as possible. Phase 2 of the work is the completion and fit out of the changing rooms, community room and upgrade to the pool mechanics and landscaping. A huge thank you to everyone who has financially supported this initiative. The PA would also like to thank

the Golf Day team for their hard work raising £3,800 as this was a very enjoyable event and secured significant funds. Thank you to the tile team who are helping raise the profile of the project around the community. In terms of funding phase 2, the PA is making several applications and looking at a variety of fundraising initiatives. The pool team are in the final stages of working with Your Fund Surrey on an application. The team had an upbeat meeting with the Surrey team about this project last week. If the team are successful this should cover the majority of the costs of phase 2. The team hope to know the outcome of this by the end of the year, however as this funding is not guaranteed they are actively pursuing alternative funds. HA will next update the PA team on the project in January 2022.

4. School funding requests

A summary of funding requests was circulated to all members in advance of the meeting. SC ran through the summary (which included an outside reading gazebo, new picnic benches and tables, school graphics and signage, outdoor games and plant barrels). The purpose of the summary is to encourage parents to give more money if they understand what the donations are for. EM has received comments on the summary from parents. The costs for school art/graphics seems quite steep – would SC consider approaching the local art club leader Laila Carruthers to take on a project with school children? SC suggested this was unlikely to save money as artists are usually just as expensive. A parent has kindly offered to donate a large blackboard to the school.

All attendees agreed that donations should be accepted when offered – and the PA should circulate the list to classes to find out whether parents can donate or source items including picnic tables or benches. TS agreed to circulate comms on the funding request list and seek views on whether parents are able to donate items or purchase some of the smaller items like the plant tubs or playground games outright, or whether parents have particular skills that can help (e.g. carpentry skills to build an outside gazebo) or can seek support from their employees or companies.

RB confirmed the PA had enough funds in the bank to purchase one or two of the items on the list outright. All attendees agreed to donate money for the school graphics/signage which would benefit the school in the immediate short-term. Attendees were also impressed with the outside reading gazebo and agreed to explore fundraising opportunities to purchase a more expensive item like this or something similar.

5. Current fundraising initiatives

Golf Day

JC thanked TS for all her efforts organising the incredibly successful Golf Day. It was not an easy event to organise, but the turn-out was excellent and the support from Dominic Raab at the event was well received and helped to raise the school's profile.

Spooky Disco

JC thanked ET for all her efforts organising the Spooky Disco. This event hasn't run for the last two years so ET had a huge task planning everything from scratch in an incredibly short timeframe. Despite the event being cancelled at the very last moment due to rising Covid cases, ET and her team raised an incredible amount from the impromptu mufti day and selling Spooky art kits.

Cake Sales

The weekly cake sale has resumed and is proving to be extremely popular. All money raised is shared between the PA and the individual classes participating. The funds raised by classes will go directly to the class teacher.

Elmbridge Community Lottery

The Elmbridge Community lottery is raising a steady stream of money each month. JC noted the numbers of tickets have declined recently possibly due to parents leaving the school. JC confirmed she would circulate more comms on this to drum up interest, particularly among new parents.

Quiz Night

This has been booked for Thursday 25th November at the Hare and Hounds pub. Tickets are on sale now via Parentmail and more comms will be circulated via Whatsapp and Parentmail to drum up interest.

Christmas Bazaar

JC is liaising closely with Tess O-Connell (TO) who is leading the Christmas Bazaar team. The online raffle went live on Thursday 4th November. The website is working fine and the draw will take place on Thursday 2nd December. Winners will be notified online. Helen Hatton (who set up the raffle) will also be notified of the winners' names. Once each winner is declared online and have received their prize the funds will be released to the school. TO has collected all prize vouchers and winners can collect at the front entrance table on the day of the Bazaar

Large advertising posters for the bazaar have gone up around Claygate. All stalls have been assigned to a team member and to a class or year level. Class reps were sent all the information last week and are in the process of arranging volunteers. Class reps have also been notified to start collecting for their class hamper for the silent raffle at the bazaar

TO has invited 8 external stores who will make up the Christmas Market. From next week the team will start asking for book donations for the games stall, and then jam jars (year 6 students will collect from the class each day and keep a tally). The class with the most jam jars wins a prize. TO has confirmed a Mufti Day for Thursday 2nd December in order to collect chocolate and bottles for the tombola stalls. The food order has been confirmed with Nicky (school chef) and TO has been in touch with The Game Larder for the meat order.

Regarding Covid contingency plans, TO is considering a one-way system plan if necessary. In the event the bazaar is cancelled, the hampers will be moved to an online auction and the raffle can go ahead as normal. The team will then look at running tombola and jam jar stalls during lunch times for the children. The Christmas craft can be sold as little take home crafts, similar to the Spooky Disco crafts. The team is doing their best to remain plastic free and create as little waste as possible. JC noted a lot of hard work has gone into organising the Christmas Bazaar, and thanked TO and her team for their efforts.

Christmas cards

Many companies offering personalised Christmas cards are already fully booked, including the company that CPS used in previous years. Helen McCallion (HM) is currently looking into other companies. All attendees agreed personalised cards were a great activity for the kids and the PA should try to offer this to parents, even if it does not raise a large amount for the school. SC confirmed she was happy for the children to complete their Christmas designs in school hours so that all children can participate. The risk with sending design templates home in reading folders is that there will be less uptake and some children may miss out. EM confirmed she would follow up with HM to ensure templates are circulated to the school office as soon as possible.

6. Future fundraising ideas

School Ball

The ball team are keen to rearrange the ball to the Spring/Summer term. They are liaising with Sandown and will circulate comms as soon as they are in a position to confirm new dates.

Winter Fun Run

JC suggested the PA should run the Fun Run as a “virtual” event this winter to avoid having to cancel at the last minute and to encourage more families to join. It also means less volunteers are needed on a particular day to man the routes. The last Fun Run did not have many participants, but timing was not ideal being the last weekend of the school year. The Fun Run is currently scheduled for mid-January; EM and HA suggested a Christmas Fun Run instead to attract more participants. This could be organised over the Christmas holidays with a “12 days of Christmas” theme and fancy dress. All attendees agreed with this suggestion. EM noted the 5km route was currently flooded. EM confirmed she will trial an alternative 5km route in advance of circulating comms for the event.

Summer Fete

EM confirmed a summer fete team will need to be set up next term.

Branded stationery

JC has started to research costs of branded stationery and will present options in the New Year.

Swim Towels

All attendees agreed swim towels were a great idea, but timing should coincide with opening of the new pool. EM also suggested the school could design their own swim badges. SC suggested the PA should discuss options with swim teachers nearer the time as they may also have their own ideas.

Movie nights

EM confirmed that movie nights will not go ahead this year due to current Covid restrictions.

Other ideas

SC noted that silicone bracelets (similar to those sold by charities) were very popular in her last school and raised quite a bit of money. EM confirmed the PA will research environmental-friendly options.

7. AOB

EM closed the meeting and thanked all those that attended. Date for the next PA meeting TBA.

Actions

1. RB to circulate comms to class reps and teachers to explain how cake sale funds can be used.
2. RB to find out if PA can get refunds for cancelled hall hire.
3. TS to circulate PA recruitment advert in next PA newsletter.
4. The PA to explore opportunities for offering sole sponsorship for different school fundraising initiatives.
5. TS to circulate comms on SC's funding request list.
6. JC to circulate comms on the Elmbridge Community Lottery.
7. EM to ensure Christmas card templates are circulated to school office as soon as possible.
8. EM to trial an alternative 5km route for the Christmas Fun Run.
9. The PA to research fundraising options for silicone/other types of bracelets.