

**Minutes CGSPA meeting held on  
Monday 14<sup>th</sup> November 2022 18.00 - 20.00**

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

**Present:**

Claire-Louise Hutchinson (Chair, CLH)  
Amber Peters (Secretary, AP)  
Nell Robertson (Vice Secretary, NR)  
Kathryn Elcoate (Treasurer, KE)  
Louise Huntley (LH)  
Sarah Hawkins (SH)  
Sarah Farmer (SF)  
Debbie Whiston (DW)  
Michelle Kelsall (MK)  
Abigail Anthony Edwards (AAE) - Zoom  
Karen Shaw (KS) – Zoom  
Liz Robinson (LR) – Zoom  
Louise White (LW) - Zoom  
Caroline Thomas (CT) – Zoom  
Andrew Gould (AG) – Zoom

**Apologies:**

SallyAnn Freudenberg (Vice-Chair, SAF)  
Louise Huntley (PA Newsletter Communications Lead, LH)  
Caroline Pearce (Book club, CP)  
Kirsty Ford (KF)  
Frankie Phillips (FP)  
Jenny Wood (JW 500 Club)  
Sara Glazebrook (SG)

**2. Minutes of last meeting and matters arising**

- None – These were agreed via e-mail with the new committee members as per the new constitution.

**3. Overview of Events**

- **Year 7 Music Concert 10<sup>th</sup> Nov** – This proved to be a very successful evening, the parents were very great full to the PA for giving their time and providing stickers with the house colour of their child. This enabled them to meet the parents in their child's house. £55.15 was raised.
- **Christmas trees** – Last year SG collected the Christmas trees, it is estimated it will be around £150. AG suggested Innovate may offer to help. A post to go out on social media to ask for companies to donate. NR suggested the Christmas tree farm in Lyme Regis. Alternatively, the PA are happy to pay if we cannot get sponsorship this year and a big push for next year.
- **Festive Evening** - Tuesday 29<sup>th</sup> November – Faye Roberts is going to do the auditions this week so the pupils and parents will know soon, this should push ticket sales up too. Times will be arrival 6.30, Show at 7.00 – 9.00. A platter will be provided, 14 tables, the cost of the tickets will be £10 adults £6.00 children. Seaton Gateway will provide the table covers. Frankie Phillips will provide all that is needed for the chocolate tombola. Sarah Hawkins will speak to Tesco regarding donations and both Sarah Hawkins and Amber

Peters will collect the items. The bar is open for the guests. The volunteers will meet at 3pm to start prep at Amber Peters house in Seaton.

It was asked if Mulled wine could be bought by us and served by them, and we take the leftovers. CLH will speak to the Gateway. The question was raised, would people be bothered by sharing food. A conclusion was drawn that if people did make an issue out of it being shared, we would look at a different way in future.

- **Winter Draw** – £500. Today it went live on Parent pay for a £2. Donation. Frankie Phillips to organise the prizes. The draw is to take place at the school Christmas concert.
- **Christmas Concert Wednesday 14<sup>th</sup> December** – The PA have been asked if they will help with the Refreshments, Nell and the Lyme ladies will help. The 'Tea box' will be available to borrow again from Karen Shaw – thank you. Mulled wine and mulled apple juice, mince pie, tea, coffee, juice, biscuits to be served. Slow cookers to be borrowed and kept warm. Paper cups to be used for drinks so parents can take them into the seated area. Uniform to possible be offered SH to confirm this to CLH.
- **Summer Fayre** – Organised mainly by the school. Andrew Gregson is the main point of contact. All of the pupils hold a stall. The PA supports the fayre by providing cakes to sell, uniform etc, the date is to be confirmed. Michelle Kelsall to take the lead but is unable to attend so she will hand over to either AP, CLH or SF. Tote bags and tea towels to also be sold.
- **Summer Draw** – Frankie Phillips to do this, as per agreed at the last meeting.
- **Tea-towels** – Alison is the lady who designed them has said they are available and ready to be sold. CLH is contacting her so they can be sold at the next few events.
- **Tote Bags** - It was asked if we could have mugs and tote bags for each house to sell along with the tea-towels. CLH to ask Alison.
- **Colyton Spring Craft and Food Fayre - 22<sup>nd</sup> April 2023**– (Re-named) - Due to exams etc the normal date is unavailable. Sara G has very kindly offered to contact the previous stall holder to see if they would like to attend and she will happily help again. Everyone present is happy with this, Thank you Sara. Everyone agreed to help. A task list is going to be distributed and parents will put their name down to show where they can help. A separate meeting to be held to discuss this event will be **January 10<sup>th</sup>, 2023 – Venue to be confirmed**. The BBQ needs to be addressed as the rules and regulations are vast. Questions asked were, could we store the meat in Take 5? Is there a parent who is involved in catering? Could we do a stall for raising money for a bench. Ask Nanna regarding the BBQ for help.  
A shout out on social media please to ask for help.  
Sarah Farmer to do research for requirements for alcohol and food qualifications. CLH to ask her husband re alcohol licence.
- **Sri Lanka Evening** – C-LH to Ask Nanna for an update on this.
- **Summer Ball** – This will be working alongside the school, the evening we will need a bar, raffle / auction, CLH is going to ask school if they will provide food. 1<sup>st</sup> & 2<sup>nd</sup> July. A meeting will be held separately to discuss this event which is to be decided at the next meeting.
- **BCAS Nov 2023** – Liz Robinson to oversee everything. The event will take place next November 2023 once we are back after half term. Another person is needed to help Liz run this as it is too big for 1 person alone.
- **Seaton Book Club** – Dom a year 7 parent is happy to help set it up and this will start asap.
- **High School Musical 1-3<sup>rd</sup> March** – Refreshments provided. Helpers to be confirmed.

## 4. Any Other Business

Shout out for event organiser to help with events throughout the year.

Easy fundraiser – Free money for school from companies, 180 people registered so far. £7700 raised so far.

Amber Peters and Nell Robertson are happy to attend any separate meetings scheduled for individual events to Take minutes.

## **5. Dates of next AGM**

11<sup>th</sup> October 2023 6pm

## **6. Date of next Meeting**

**General meeting:** 17<sup>th</sup> January 2023 6pm CGS

**Event Meeting:** Colyton Spring Craft and Food Fayre 10<sup>th</sup> January 2023 6pm A Peters, Seaton.

The Chair & Vice Chair thanks everyone for coming.