

# CSPA EXECUTIVE COMMITTEE MEETING - MINUTES

Thursday December 9th 2010, Barham House, Cranbrook School – 7.30 pm

2010 / 2011 Executive Committee members:

|                                 |                        |                        |
|---------------------------------|------------------------|------------------------|
| David Hensley (Chairman) (DH)   | Mark Freeman (MF)      | Bob Payne (RP)         |
| Richard Callan (Vice Chair)(RC) | Julie Griggs (JG)      | Liz Prentice (EP)      |
| Kate Biggs (KB)                 | Alistair Hamilton (AH) | Elise Sandison (ES)    |
| Caroline Braybrook (CB)         | Ros Jones (RJ)         | Neil Tomalin (NT)      |
| Simon Cullen (SC)               | Henrietta King (HK)    | Alistair Truelove (AT) |
| Lynn Curtis-Woodcock (LCW)      | John Lacey (JLa)       | Anne Webster (AW)      |
| Angela Daly (AD)                | Julie Lerpiniere (JLe) | Guests:                |
| Ian Franklin (IF)               | Christine Newman (CN)  | Jane <b>Gilmore</b>    |

**Apologies for absence:** David Hensley , Kate Biggs, Neil Tomalin, Bob Payne, Caroline Braybrook, Henrietta King, Simon Cullen, Anne Webster

**1. Welcome** to all including our new House Rep coordinator, Jane Gilmore, taking over from Kate Biggs who introduced herself. A quick introduction was given by each member as there are several new faces.

**2. Minutes of the meeting held on 14.10.10** – were read agreed and signed by Richard Callan as a true copy subject to the correction that there is £20K in the sinking fund, not the science sports fund which is the same as the gym fund.

**3. Report from the Chairman**

Vicki Ingle is retiring from the Executive Committee but staying on the Education Sub-Committee. Appreciation was shown for all Vicki's efforts supporting the CSPA.

**4. Treasurers Report** - £1700 was spent on the quiz evening. The event made approximately £1000.

**5/6 Heads Report and Issues raised by parents:**

- Medical Centre -is funded out of boarding fees but is available for emergencies or illness that arise during the day. Paracetamol should be dispensed at break time rather than during lesson time.
- Student Counselling – This facility is limited by Grania's time and the CSPA funding. Appointments are for half hour slots and the resource is currently 'stretched'. Cranbrook school is happy to maximize the pastoral support available whilst not compromising its primary objective which is the provision of education. AD is going to approach Grania to determine any additional time available.
- Oxbridge - An Oxbridge group is formed in the second term of the lower 6<sup>th</sup> based upon GCSE results (7+ A\*'s), pupil interaction and teacher input regarding the students transition to their 'A' level work. The group is provided with on-going support with swaps with Benenden and Saturday morning work groups. Last year 23 applied and around 4 got into Oxbridge. There are 3 -6 students gaining places at Oxbridge per year at Cranbrook. Cranbrook is slightly above the national average 1 in 6 or 7 compared with 1 in 8. Discussion was held regarding Cranbrooks' stance if students want to go to a university in America. Whilst not frequent, Cranbrook has sent students in the past and support is available should a student wish to move in this direction.
- Parents evening in lower 6<sup>th</sup> – This parents evening is timed for immediately after the first module exam results are available thus providing a vehicle for discussion. The report should be viewed as the document alerting issues/concerns earlier in the year.
- Personal Statements for university – The structured approach that the school follows was outlined. Personal Statement writing instruction starts in the summer term of year 12. There should be a balance between subject information and extracurricular information and feedback is given by Mr. Fuminger and Mrs. Daly. The personal statements are 'vetted' several times during the process. The UCAS meeting for parents in year 12 will provide helpful suggestions - in particular the need to get the personal statements ready early to allow time for the vetting process. Statements should be written by the students themselves and not the parents.
- Student choice in sports – The problem with soccer alongside rugby is that it dilutes teams. The girls have a diverse range of sport including netball and hockey and swimming is being reintroduced. The boys have achieved well and are through to the semi finals in the Daily Mail Plate, a national competition.
- On-line engagement with parents – AD is to look at republicising the Parent Gateway which provides on-line access to data regarding their child's achievements and issues.
- On a sporting front, AD to confirm with the Head of Games whether information for kick-off times for boys and girls can be aligned. The sports match line is updated regularly and provides information on matches.
- Links to the US – The school will help students to apply upon request. There will be no pro-active involvement to instigate links as the case 'doesn't stack up' financially.
- School Calendar – There is a bulletin update every Friday whereby CN takes information for the week from the calendar and posts it on the website. CN will investigate a single click access to improve navigation CN will document the procedure and AD will post on bulletin board or newsletter to publicise.
- An issue was raised regarding provision for disabled children. This is done on an individual basis and has involved rescheduling of class locations in the past. The layout of the school makes it difficult but action is taken on an individual basis where necessary.

AD

AD

AD

CN/AD

**7. Matters Arising** - LCW to request that a letter is sent to prompt further contributors to the CSPA fund (£15 per head). 31<sup>st</sup> August is the deadline for the gift aid claims. Interest is payable if not done on time.

LCW

**8. Report of the Spending Sub-Committee given by AT**

| CSPA No: | Applicant               | Amount | Purpose   |
|----------|-------------------------|--------|---|
| 37       | Chris Leach             | £500   | Car Batteries   |
| 38       | Al Fairey               | £ 90   | Back Gammon Sets                                      |
| 39       | Steve Allan             | £ 45   | Creative Paths Game                                   |
| 40       | Justin Usher            | £700   | Piano   |
| 41       | Isabelle Lavigne Kidney | £340   | French Exchange visit (train fares and entertainment) |
|          |                         |        |   |
|          | Total:                  | £1675  |   |

The above areas of spending were agreed by the executive committee.

Areas to be reopened/reconsidered:-

AH to investigate whether a revised bid for a Junior School prize alone might be made.

AH

Dorothy Ledsham's letter requesting an etching press was read out which would benefit around a third of students taking an art GSCE. Recognition was given that little has been given to the art department in the past but since it is a high capital outlay, it was suggested that a split of funding between the school, the bursar and the CSPA be investigated. AH to contact the bursar.

AH

**9. Social Sub-Committee report given by MF.**

\* The quiz night was a success and 150 tickets were sold. With a more careful layout, 36 further ticket sales could have been accommodated. Profit was around £1000 in line with last year. Feedback on the food and wine was good, particularly in the provision of a more expensive wine offering which did boost sales. It was unfortunate that the boiler broke down and it was a bit chilly by the door. LCW to ask Bursar about draught excluders / curtains.

LCW

Nick Lord and AT to prepare a case for satellite speakers with a view to minimising costs by doing as much of the work as possible in-house. NL/AT

AT

\* Putting away chairs was labour intensive and the possibility of the use of the trolley was raised for future events. LCW to check on location of existing trolleys – thought to be in the old gym.

LCW

\* Burns night is 22<sup>nd</sup> January and Flyers are going out 10<sup>th</sup> December. Cost of tickets is £25 per head including a three course meal with a cash bar on the night.

\* For the Summer event, LCW raised the possibility of the use of the (cspa and/or schools?) marquee being allowed for Nick Lords wedding. NL would be happy to do the lighting and sound system at the summer event as a quid pro quo. Event yet to be agreed.

\* Links are to go on the website for the Blue Book and the 750 club. Membership of the 750 club has increased by 10% and it now has 43 members. The Blue Book costs £20 and £8 goes to the CSPA.

**10. Education Sub-Committee report given by ES.**

The careers fair was a great success. 161 students attended across year 11 and 12 and there were 38 helpers. Discussion was held regarding whether this should be an annual event but past experience suggests that this is counter productive and weakens the impact so the current successful model will be continued. The careers fairs will help to provide an on-going information channel for students and the next careers fair will be accountancy, business management and IT. If you know anyone in any of these fields who would be willing to talk, please contact ES. Special thanks went to CN for her hard work and organisation as outgoing Chair of the sub committee.

(ALL)

**11. Communications Sub-Committee update given by JLa**

JLa to update the website to promote the 750 club and the blue book to parents.

JLa

Consideration is being given to a parent's forum vehicle to enable discussion between parents. This will promote awareness of the Parents Association Website.

LCW to speak to the bursar regarding the placement of a board outside Barham House showing maps and pitches for matches.

LCW

12 AOB

It was agreed that a gift voucher would be given to NL for the arrival of the new baby.

**The Meeting was closed at 9.26pm**

**Dates for the Diary**

**Burns Night – Saturday 22<sup>nd</sup> January**

**Summer Event – Saturday July 2<sup>nd</sup>**

**Next Spending Committee Meeting - TBA**

**Next Social Committee Meeting – Tuesday 14<sup>th</sup> January**

**Next Ed Support Committee Meeting –February 15th**

**Next Executive Committee Meetings – Tuesday Feb 1<sup>st</sup>, Thursday March 31<sup>st</sup>, Tuesday May 10th**