



Coleridge Families Committee Meeting Minutes 9th October 2012

Attendees:

Elizabeth Mackie (Chair)
Fabienne Canale (Joint Treasurer)
Jo Holmes (Joint Treasurer)
Gillian Gray (Joint Treasurer)
Gigi Ramgoolie (Class Rep Coordinator)
Amanda Jones (Class Rep Coordinator)
Lorraine Gerrard (Secretary)
Pete Bacon Darwin (Website Manager)
Shirley Boffey (Head)
Leon Choueke (Deputy Head)
Tim Harris (Governor)
Ralph Buschow (Governor)
Marilyn Sparrow (Governor)

Apologies:

Lucy Davies (Non Executive Committee Member)

Absent:

Karolina Ibrany-Matkovits (Non Executive Committee Member)
Nicholas Thomas (Non Executive Committee Member)
Daniel Andrew (Non Executive Committee Member)

Item 1: Sports Council

Kirk gave an update on the Sports Council:

- Sports provision allocation (funded by CF) in 2010/11 was just under £2,000 and last year, 2011/12 was £4,000. Looking for a similar amount this year.
- Very pleased with investment in kit and equipment. Keen to invest more in this area this year as it is a long term investment.
- Sports Day considered a big success, helped by the new kit and equipment and parent volunteers.
- Mrs Boffey suggested money from the next sports camp could go towards purchasing a container for kit and equipment.
- School is currently offering a great range of sports which makes a huge difference in the number of children wanting to participate.
- Leon suggested considering the purchase of two bikes.
- It was suggested that parents should be made aware of what activities Coleridge Families funds in letters home about sports activities and we should make more use of the CF logo. Activities paid for by CF should be listed in the Newsletter.

ACTION: Kirk – Prepare breakdown of actual spend last year and prepare proposal for specific funding requests this year including a list by year group for AGM.

Item 2 – Halls project

Tim Harris and Ralph Buschow attended the meeting to update the Committee.

Project progress and timelines:

- The first meeting of the Hall project committee will be held on 11th October.
- There is consensus that the ideal solution will be to remove the wall and raise the roof. Two options are still likely to be required – top of the range (benefitting whole community) and middle of the range (benefitting just the school).
- A brief has been put together, divided into “need to have” and “like to have”.
- Ideally the project will be linked to the development of the MUGA.
- The Halls Committee will be interviewing people and going out for tender. Plan to shortlist their team by mid-November. Decisions will be made over the school break with planning work set to start mid-January.
- The scheme should be costed and agreed by the end of this academic year and the team should be in position to start the work by next academic year.

Costs and Funding

- Initial costs have been received from a Quantity Surveyor.
- Initial conversations with Sport England have not been that favourable (their priority is projects relating to Astroturf and swimming pools).
- We need to canvas and engage the local community to develop it as a community project.
- Leon suggested approaching Sport England for funds from a starting point of the MUGA and then attempt to incorporate the indoor aspect.
- The Halls committee have asked CF to provide seed money (likely to be required by mid-February) to get the scheme going - professional design fees, architect, engineer and QS services. The Committee will vote on this at the AGM.
- A separate fundraising group will be set up seeking to finance the rest of the project from Funds and grants.
- Fundraising activities should be co-ordinated with CF.
- Local Authority cuts meant their obligation to provide a school hall to house all children as a result of the school expansion has not happened. However, there might be option to underwrite or guarantee funds from local authority.
- Plan to approach corporate bodies and Coleridge alumni for funds/assistance.

ACTION: Tim and Ralph - Put a proposal to CF for the AGM outlining how much they want and when exactly it is required.

Item 3: Victorian House Project

Marilyn Sparrow attended the meeting to provide an update on the project.

- The Committee which has existed for over two years is made up of staff, governors, parents, architects, QS, 3 councillors, Fair Play and residents.
- The committee consulted the Glass House Project who helped put together a design brief to restore the whole house (3 floors). Unfortunately both applications for lottery funding and to the Grants Authority for £500K were unsuccessful.

- The **new plan** is to develop/refurbish just the ground floor at a cost of approx £22,000 (estimate from QS). Need kitchen equipment, lighting, heating and finishing. The ground floor needs to be safe, bright clean and habitable.
- Feedback from parents was overwhelmingly that they wanted the house to be used for before/after school care. 30 extra pre and after school care places would be provided, particularly for the younger children. The school would use it during the day and the space lends itself to music, drama, counselling/therapy, art, rehearsal room. There is also an option to let out rooms and to let out the space for parents/school and community use in the evenings and weekends.
- Separate front door and entrance from Waverley Road, would allow it to be separate from school playing grounds.
- Importantly the expectation is that the building would be self-sufficient once it is “open for business”. Business plans indicate a rental income of £23, 000 from Fair Play (pre/after school provider); £8K during term time, £15K out of term.
- So far £757 has been raised from the Victorian House tea party held last week.
- The Victorian House Committee is looking for small grants, donations and loans.
- Depending on funds, there is a possibility to have work completed by Easter.
- Want to rally skills of parent body to obtain free or cheap materials/labour. Possible use of free time offered from HAVCO.
- Suggestion that in place of Spring/Autumn Digs, parent volunteers could help decorate.
- **The VH Committee are asking for £5,500 (25%) from CF to get momentum going.**

ACTION: Marilyn – Produce tighter estimate, broken down into £5K work chunks for AGM.

Item 4: West Playground works

Leon gave an update to the Committee. He explained that the scope of the playground works has expanded to 4 distinct jobs. In order of priority they are:

Priority 1 -The **bank at the back of the new classrooms** has been left in an unusable state.

- The Borough has agreed to turn the soil and clear the debris.
- Tom Smith and Paul Baker have been working on how to best use it. The plan is to lay a paving stone path and section off the bank into different areas. Additionally there will be a wild meadow area and a retaining wall. It will be used for outdoor learning in the short term.
- Approximate cost £3,000-5,000. Final cost will depend on how well the council manage the clear up.

Priority 2 - **West playground surface.**

- Lay standard tarmac. Cost approx £4,000-5,000.

Priority 3 - **Adaptable outside learning area**

- This would be built just around from the bank and lend itself to lots of different activities.

- Options being discussed range from marquee style to a more permanent wooden structure.
- Cost estimated at approx £5, 000 if labour were free.

Priority 4 – MUGA

- Year Group Council raised the issue of the ground/surface of the MUGA.
- When the surface was initially laid, the tree roots were not taken into account. It is now uneven and unsafe.
- A high tech solution is required (cost £12-18K approx).
- Developing the MUGA is a long term aim and should be looked at in conjunction with the Halls project. It would require lighting, coded access gate with a view to the space being rented out for community use.
- It was suggested that if Astroturf is an option then we should approach Sports England
- It was felt that since it is a health and safety issue, the Borough may have an obligation to fund the work.

ACTION: Leon – 1) Approach Borough regarding health and safety issue of MUGA.
2) Put together more detailed estimates for this year's specific funding requests for AGM.

Item 5: AGM

- It was agreed that the AGM will be held on **Tuesday 13th November**.
- Gillian Gray who is already on the committee has recently taken on a new role of Joint Treasurer. This therefore leaves a vacancy for a **Newsletter Manager**.
- Elizabeth will confirm with Daniel Andrew that he no longer wishes to be on the committee, leaving a vacancy for a **non-executive committee member**.

ACTION: Lorraine to publicise AGM meeting date and committee vacancies.

Item 6: Current Funds Position

Fabienne and Jo provided the committee with an update:

- Currently £51,098 in bank account
- CF had £40, 000 at the start of the year
- £32,000 was raised this year.
- £21, 000 spent
- Accumulated £11,000 during the year
- We have around £35-40K to spend this year. The spending plan will be agreed at the AGM.
- Likely to raise £7-8K this term.

Item 7: Plans for events 2012/2013

- Most reps are in place. The rest should be recruited by the AGM.
- Amanda and Gigi handed out the calendar of events to the Committee and this will be posted on the CF website.



- Fireworks night - Could be given to a year group next year. Tickets are selling very well and a profit will be made on the ticket price. Merchandise will also be sold on the day. 10-20 volunteers will be needed and torches and visibility jackets need to be purchased. The situation regarding our public liability needs to be checked.
- The Sponsored Bounce is now 7th/8th March and doesn't clash with Comic Relief.

Item 8: AOB

- Gigi informed the committee about an opportunity through "See Tickets" for parents to buy cheap theatre tickets. Coleridge Families would receive a percentage of the purchase price. The committee agreed it was a good idea.