

Pending approval at the next CAPS meeting

Attendees

Mark Seddon, Jacqui Pirmohamed, Wei-Sum Leung, Rachel McPherson, Victoria Jackson, Andry Waterman, Clare Quirk, Caz Howarth, Sheenah Marriott, Angela Endeacott, Portia Lee.

Apologies received from Sarah Hathaway-Wyke, Eliza Austin-Lea, Diane Silver, Sam Parrish Gillson, Somnath Saha, Michael Christianson.

No response received from Geoff Bosworth, Andrew Nichols, Ruth Simmons, Lynda Ellison, Wendy Giardelli, Carol Davies, Katherine Dollard, Elvira Winfield, Dave Rutter. To ensure the CAPS Officer list is up to date an email will be sent to these parents to check they still want to receive meeting invites.

1. Welcome

Mark Seddon welcomed all those present, including Sheenah Marriott, Angela Endeacott and Portia Lee to their first meeting.

2. Adoption of Minutes

The minutes from the previous meeting were proposed by Mark Seddon and were formally accepted as a true record by Clare Quirk and Caz Howarth.

3. CAPS Framework

Since the last meeting the following parents had confirmed that they are happy to be contacted regarding help at CAPS events: - Jayne Hughes, Wendy Carlston, Johanna Wynne, Laura McKechnie.

4. Existing Finances

Mark Seddon asked Andrew Nichols to provide a full report to the next meeting, responding to the outstanding items from on the previous minutes: -

- i) *Mark Seddon asked that the CGGS Department of Finance contact the previous Treasurer to formally request the release of the monies raised by the last PTA, via a solicitor's letter if necessary – Andrew Nichols to follow up.*
- ii) *The committee are eager to hear of any decision on the grant for the Sports Hall development project (£2.4m) and a second project to modernise the school entrance and bring up to current H&S requirements (£350k). It was agreed that the CAPS fundraising aims would be decided following the outcome of this. Other potential projects include a card system for meal payments (£15k); PA system in Hall, lecture theatre style stacked seating (for the Hall if the new sports hall did not go ahead). It was hoped that Andrew Nichols would bring this information to the next meeting.*

The committee felt the issue with the previous PTA should be raised with the Governors if Andrew Eckford, the School's Director of Finance and Operations, was unable to find a resolution by the next CAPS meeting. Mark Seddon is to follow up with Mr Eckford.

Mark Seddon confirmed that the school would loan CAPS £1k to ensure the current events and projects could go ahead in the meantime.

Wei-Sum questioned the requirement for a charity number. CAPS will need to register with the Charity Commission if one is required.

The new CAPS bank account, a NatWest Community Account, is in progress and Jacqui Pirmohamed is expecting to receive confirmation that it is open by the end of the month.

5. CAPS Recruitment & Communications (Flyer/Facebook)

The Facebook page - **Calday Association of Parents and Staff** – now has 39 friends (an increase of 5 since the last meeting). The Committee is encouraged to ‘like’ and ‘follow’ the page and also ask all their friends (who are Calday parents) to ‘like’ the page too.

The new email address - CAPS@calday.co.uk – continues to be monitored.

6. Events Debrief

Open Evening – CAPS served refreshments on both Open Evenings. The tea, coffee and cups were donated by Typhoo thanks to Somnath Saha, which was greatly appreciated. Andry Waterman suggested that a poster advertising the fact that refreshment were being served may be helpful. Andrew Nichols provided the CAPS volunteers with name badges. The ideal number of helpers for this event next year would be 3 or 4 per night.

7. Upcoming Events

CAPS Christmas Fair – Saturday 5 December 2015 – Following the last meeting 4 officers met to progress with the organisation. The Fair is now to be held in the main school hall. A further meeting is to be arranged for the first week after half term and the date/time (expected to be Monday 2 or Wednesday 4 November) will be confirmed as soon as possible. It was requested that further information be shared with the Officers prior to the meeting, including the spreadsheet of stall holders compiled by Sarah Hathaway-Wyke.

It was agreed that stalls would be charged at £15, or free to those that were profiting the school. A craft stall, with all proceeds going to the Lymphoma charity that the school has previously supported, has been accepted.

Caz Howarth to contact Barclays Bank in Upton and Jacqui Pirmohamed will ask NatWest regarding Matched-Funding on all proceeds raised at the Fair.

CAPS Quiz – Friday 29 January 2016 – Mark Seddon and Victoria Jackson are to meet with the Quizmaster, Peter Murray, after half term. If a drinks license is required, Mark Seddon will organise 6 weeks prior to the event.

Holocaust Survivors Talk - The presentation for Year 9 is set for Monday 11 January 2016. CAPS felt strongly that this should be videoed and it was believed that Mr Luton was the appropriate member of staff to be contacted for this. Mark Seddon is to contact the RE teacher, Mr Evans to request this. The costs are expected to total £250.

8. Proposed Events

Mark Seddon reiterated the plan to organise a CAPS Ball for the next academic year. Juliet Boulton is to be contacted following her previous offer of help.

9. Any Other Business

Piano – Further to Mrs Gilbert’s request for CAPS to purchase a second hand piano for the school, SchoolComms has informed parents of the requirement and Angela Endeacott is to put an advert on Freecycle.org.

10. Date & Time of Next Meeting/AGM

The next meeting is the **CAPS AGM**, which has been set for **Wednesday 24 February 2016** at 7pm.

It I hoped that the AGM will be held in the school library, Victoria Jackson to request.

All are welcome to join us.