

**Pending approval at the next CAPS AGM meeting**

**1. Attendees**

Mark Rodaway, Andrew Nichols, Mark Seddon, Wei-Sum Leung, Rachel McPherson, Victoria Jackson, Andry Waterman, Clare Quirk, Caz Howarth, Carol Davies, Michael Christiansen.

Apologies received from Jacqui Pirmohamed, Eliza Austin-Lea, Diane Silver, Sam Parrish Gillson, Sarah Hathaway-Wyke.

**2. Chair's Report**

Mr Seddon welcomed all those present. The Association has now been in place for over a year and following a slow start it was felt that the momentum has increased, resulting in the very successful Christmas Fair in December 2015 and the Quiz held last month. These brought in in the region of £1,500 and £1,100 respectively. The Holocaust Survivors talk was a very welcomed contribution to the History timetable. The profile of CAPS has been significantly raised via these events and also from the support at the school events serving refreshments. None of this would have been possible without the dedicated volunteers who have provided their time and efforts to bring this together. It has been a great start, thank you.

Mr Seddon asked that all requests for funding and support from staff come via Mr Nichols and include explicit instructions on the requirements from CAPS.

**3. Treasurer's Report**

Mrs Leung presented the accounts to the meeting. The total balance stands at £2,455 (pending payment of £107 for outstanding expenses from the Christmas Fair). Mr Seddon proposed the account be formally accepted and this was seconded by Mr Nichols. Mrs Leung noted that she is to meet with Mrs Pirmohamed to progress the SOP (Standard Operating Procedure) for selection of funding requests and will report back to the next meeting.

The Constitution states that the accounts are to be audited by an external auditor. Mr Rodaway suggested that the School Business Manager, Mr Eckford, may be willing to do so and will follow this up.

**4. Election of Officers**

In line with the CAPS Constitution Mr Rodaway led the meeting for the election of officers. No nominations for Chair had been received, Mr Seddon was proposed and the attendees unanimously agreed that he should continue in the position.

Mark Christiansen put his name forward and the attendees unanimously agreed that he should take on the role.

The position of Assistant-Treasurer, held by Mrs Leung, received no nominations. It was unanimously agreed that she should continue in this position.

No nominations for Secretary had been received, Ms Jackson was proposed and the attendees unanimously agreed that she should continue in the role.

With regards to the change of Treasurer, Mrs Leung confirmed that she would ensure the signatories on the account will be updated.

## **5. Notified Business**

The following items were briefly discussed at the AGM to bridge the gap in between Committee meetings.

**Quiz Night De-Brief** – The quiz brought in a substantial amount of funds for relatively little effort in organising and allowed parents to socialise in a relaxed environment. Comments made include the pricing of the alcohol, the intellectual level of the quiz questions and the timing of the food. All of these will be considered prior to the next quiz.

**Proposed Events** – A family quiz may be considered to allow pupils and siblings to join in the event, possibly with the inclusion of Bingo. A Family BBQ and Farmer's Market were also discussed. If the Christmas Fair is to be repeated it was suggested that a grotto be added and greater advertising is required.

At the next meeting an event for the Summer Term needs to be fully considered and actions put in place.

**Events to Support** – Mr Nichols is to ask if CAPS support at the School Play was required for refreshments. CAPS are to consider charging a small amount for hot drinks at future events.

**Projects to Fund** – Mr Nichols received the following requests for funding: -

- i) £200 to support James MacCauley U6th in hiring the audio/visual equipment necessary to produce the film he has written for his Sixth Form EPQ qualification – **NOT Approved** (The Committee felt it was inappropriate to support an individual, as funds need to benefit a greater number of pupils)
- ii) £100 towards new Bibs for use in House Sports events (Red, Blue & Green) - Supported by Mr Nichols & the three Heads of House – **Under consideration**
- iii) Funds towards the new sound system in the Hall – **Under Consideration**
- iv) Funds towards the new school minibus – **Under Consideration**

A decision on which of these, or any other requests received, will be made at the next meeting and/or when the SOP is in place.

## **6. AOB**

Mrs Leung asked about the CAPS storage facility and Mr Nichols is to confirm its location within the week. Once this is ready all officers are to be asked to bring in any CAPS items, specifically those left over from the Christmas Fair.

Mr Nichols is to send an email via SchoolComms to push Facebook (aiming to increase the current 53 followers).

## **7. Date, Time and Place of next Meeting**

The next meeting date will be decided and circulated once a venue has been found.