

Pending approval at the next CAPS meeting

Attendees

Mark Seddon, Jacqui Pirmohamed, Andrew Nichols, Sarah Hathaway-Wyke, Victoria Jackson, Clare Quirk, Ruth Simmons, Caz Howarth, Mr Thompson.

Apologies received from Mr Rodaway, Geoff Bosworth, Wei-Sum Leung, Rachel McPherson, Caroline Rowland, Andry Waterman, Lynda Ellison, Eliza Austin-Lea, Wendy Giardelli, Diane Silver, Dave Rutter, Sam Parrish Gillson.

1. Welcome

Mark Seddon began by welcoming all those present to the meeting and the new academic year.

2. Adoption of Minutes

The minutes from the previous meeting were formally adopted by Mark Seddon and this was seconded by Clare Quirk.

3. CAPS Framework

Interest in CAPS has been shown by Sheenah Marriot, who hopes to attend the next meeting. Mark Seddon asked that the minutes be sent to the other parents who were interested in the Treasurer's role, alongside an invitation to the next meeting.

Mark Seddon asked that the website be updated to highlight the fact that all parents and staff are CAPS Committee members, with the meeting attendees the officers of the group – Mr Nichols to update the wording and also remind everyone that we need volunteers to help at events via SchoolComms.

4. Existing Finances / Projects

Prior to the meeting, Wei-Sum Leung had advised the Chair and Treasurer that Mr Bosworth believed that CAPS does not have a Charity Registration number. CAPS will need to register with the Charity Commission if one is required.

The new CAPS bank account is to be a NatWest Community Account. To avoid delay it was suggested that the application form be sent on the basis that we are not a charity and amended accordingly at a later date. The application form was completed on the 15 August and has now been sent to the bank.

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.

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.

CAPS Minutes

Tuesday 1 September 2015 at 7pm

The Ridger, West Kirby



5. CAPS Recruitment & Communications (Flyer/Facebook)

The CAPS flyer has been updated with the new photograph. Rachael McPherson is to be asked to update the picture on the Facebook page too. The Facebook page - **Calday Association of Parents and Staff** – now has 34 friends (an increase of 1 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

No events were held or supported since the last meeting.

7. Upcoming Events

CAPS Christmas Fair – Saturday 5 December 2015 – The Sub-Committee consisting of Jacqui Pirmohamed and Sarah Hathaway-Wyke will start to organise the event (times to be confirmed), which is to be held in the Sixth Form Common Room, Quiet Study Room and extending to the gym if required. Any volunteers please contact the Sub-Committee at your earliest convenience, as well as those who would like a stall or know of someone who may want to join us.

CAPS Quiz – Friday 29 January 2016 - Due to the proximity of the date (10 October) it was decided to move the event to the New Year. Mr Nichols confirmed that the Hall has been booked for 29 January 2016. He also confirmed that parents can pay for tickets for this and all future CAPS events via the school on-line payment system SCOPAY. Catering, if from Marigold's, would be at a cost of £5.70 for a fish, chips and peas served in boxes (plastic cutlery/sauce etc./delivery inclusive). Mark Seddon is to arrange the drinks licence.

Mr Thompson, who has previously run the school quizzes, joined the meeting and confirmed he would be happy to write and present the quiz. It was agreed that initially Andrew Nichols would send out a request via SchoolComms asking for a parent to take on the role.

Holocaust Survivors Talk - Mark Seddon informed Richard Evans in the RE department that his request for funds (approx. £200) for a talk from a Holocaust survivor for Year 9 was warmly received by the Committee and once access to funding was in place the event could be organised.

8. Proposed Events

Additional fundraising events are to be considered at the next meeting.

9. Any Other Business

Nothing to report

10. Date & Time of Next Meeting & AGM

The next meeting will be held on **Wednesday 21 October 2015 at 7pm**. Everyone is invited to join us at The Ridger Pub. The **CAPS AGM** has been set for **Wednesday 24 February 2016** – All are welcome to join us, venue to be confirmed in the New Year. The meeting closed at 8.10pm.