

Pending approval at the next CAPS meeting

Attendees

Mark Seddon, Wei-Sum Leung, Andrew Nichols, Rachel McPherson, Victoria Jackson, Sarah Hathaway-Wyke, Caz Howarth, Ruth Simmons.

Apologies received from Jacqui Pirmohamed, Andry Waterman, Wendy Giardelli, Diane Silver, Sam Parrish Gillson, Clare Quirk, Carol Davies.

1. Welcome

Mr Seddon welcomed all those present.

2. Adoption of Minutes

The minutes from the previous meeting were proposed by Mr Nichols and were formally accepted as a true record by Caz Howarth.

3. Matters Arising

Previous PTA Funds - Mr Nichols confirmed that Mr Eckford, the Director of Finance and Operations, had in hand the matter of monies raised by the last PTA by way of a debt reclaim company and therefore this is now out of the schools hands. Mr Nichols will provide an update to the next meeting.

The **Holocaust Survivors Talk** went ahead and Mr Nichols will confirm if it was filmed or not. Mrs Leung is to arrange payment for the expenses.

Piano - Mr Nichols noted that the SchoolComms request for a piano for the music department resulted in parents offering 3 to the school. One is now in the canteen, with the others to be collected.

Communication Pathway – Mr Nichols requested that all CAPS emails to the school be sent directly to him.

4. Treasurer's Report

A Standard Operating Procedure is to be proposed by Mrs Pirmohamed to provide CAPS with a method for deciding which projects to fund. Mr Nichols is to request a 'wish list' from Mr Rodaway of items the school would like CAPS to consider funding. This is to be presented at the AGM next month.

Mrs Leung confirmed that the CAPS bank account is now open at NatWest. Internet banking had not been requested in the interest of security, with CAPS payments to be made by cheque. For cash withdrawals, 2 of the signatories are required to go to the bank. The signatories, Mr Seddon, Mrs Pirmohamed, Mrs Leung are to meet to discuss how best to ensure security is maintained at all times.

The current account has approximately £1.5k following the success of the Christmas Fair. The Holocaust Survivors Talk payment of £208 is to be deducted from this.

5. CAPS Recruitment & Communications (Flyer/Facebook)

The Facebook page - **Caldy Association of Parents and Staff** – now has 53 friends (an increase of 14 since the last meeting). The email address - CAPS@caldy.co.uk – continues to be monitored on a daily basis.

6. Events Debrief

Christmas Fair – The event saw in the region of 300 attendees, donations for the raffle from over 30 companies and a wide selection of stalls. Thanks were given to Mrs Hathaway-Wyke, Mrs Howarth & Mrs Leung for the hard work they put in to bring the event together at very short notice. Mrs Leung put together a detailed presentation – please see attachment or request a copy from the Treasurer/Secretary.

Mr Nichols is to put in a request to the school for a CAPS non-uniform day in November. This would coincide with the pupils bringing in items for the Fair, such as pieces for the tombola.

Future Fair Committees are to consider asking Year 7 to design the flyer, utilise a CAPS noticeboard, request prizes as early as possible and store these in a nominated CAPS storage area.

7. Upcoming Events/Meetings

CAPS Quiz – Friday 29 January 2016 – Mr Seddon confirmed that the drinks licence was in place. Ms Jackson noted that numbers were in excess of 120, with additional guests expected to turn up on the night. To date 105 had paid the £10 registration fee via Scopay. Majestic Wine will be delivering the wine after school on Friday on a sale or return basis. Ms Jackson is to email all participants to remind them that it is a cash-bar (as previous school quizzes have been bring-your-own drinks). The Finance department provided a £200 float for the evening.

AGM – The meeting is set for Wednesday 24 February 2016 and will be held in the School Library.

Mr Seddon asked Mr Nichols to provide costing for the caretaker if a CAPS meeting had to take place on a night when the school would otherwise be closed. Mr Nichols is to also provide a list of after-school events, so the CAPS meeting could take place on a night that coincides with one of these. The school is open every Tuesday evening, but this was not suitable for the Chair.

8. Proposed Events

Ball – Mr Seddon noted that Mrs Boulton was organising a similar event with ticket prices at £45. CAPS felt this was too pricy and may alienate some parents. Previous attempts by Mr Bosworth had also been difficult to get off the ground. This plan was put on hold for the time being.

Christmas Fair – It is expected that this the Fair will run again in December.

Quiz – If the event goes well on Friday, it was hoped that this would become an annual event.

The Committee felt that 1 event each term was a good starting point and Mr Seddon asked that ideas for something in the summer term be brought to the AGM. A family event/summer fete may be considered.

9. Email Etiquette

Mr Seddon asked that emails be sent to the relevant people and that we keep to the thread on messages.

10. Any Other Business

Nothing to report

11. Date & Time of Next Meeting/AGM

CAPS AGM - Wednesday 24 February 2016 at 7pm in the school library.