

**Pending approval at the next CAPS meeting**

**Attendees**

Mark Seddon, Jacqui Pirmohamed, Wei-Sum Leung, Victoria Jackson, Clare Quirk, Sam Parrish Gillson, Caz Howarth. Apologies received from Andrew Nichols, Sarah Hathaway-Wyke, Laura McKechnie, Ruth Simmons, Caroline Rowland, Andry Waterman, Johanna Wynne, Eliza Austin-Lea, Wendy Giardelli, Diane Silver, Dave Rutter.

**1. Welcome**

Mark Seddon opened the meeting by welcoming Jacqui Pirmohamed as the new Treasurer. Wei-Sum Leung is now the Assistant Treasurer.

**2. Adoption of Minutes**

The minutes from the previous meeting were formally adopted by Mark Seddon and this was seconded by Wei-Sum Leung.

**3. CAPS Framework**

The Committee were pleased with the response via SchoolComms following the email sent out by Mr Nichols directly to parents regarding the Treasurers post.

Laura McKechnie & Johanna Wynne stepped down from attending the Committee meetings but are happy to be involved and helping out at CAPS events.

**4. Existing Finances / Projects**

Mark Seddon, Jacqui Pirmohamed and Wei-Sum are to discuss the finances further following a meeting with the previous PTA Treasurer. The new CAPS bank account is to be opened prior to the beginning of the new school year.

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 a school representative would bring this information to the next meeting.

**5. CAPS Recruitment & Communications (Flyer/Facebook)**

The CAPS flyer has been updated with the new photograph.

The new email address - [CAPS@calday.co.uk](mailto:CAPS@calday.co.uk) – received the emails from the interested parties regarding the Treasurers post and awaits any response to the CAPS flyers handed out to the parents of the new Year 7s.

The Facebook page - **Calday Association of Parents and Staff** – now has 33 friends (an increase of 10 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.

Wei-Sum had emailed Debbie Ellis regarding the CAPS webpage and is waiting for the minutes to be updated with the latest adopted set (June). It was hoped that CAPS could have access to this page to enable updates to be made - a response is awaited.

#### **6. Events Debrief**

**Summer Concert** - Clair Gilbert, Head of Music, was very thankful for the help provided. The evening went well and the 4 volunteers coped well with serving the drinks.

**New Year 7 Parents Evening** – CAPS were not required to help out but Mark Seddon’s speech went down well and the flyers were handed out to the parents to promote CAPS.

**Russian Show** – The staff were pleased to have the CAPS support on the night, but it was noted that a minimum of 4 volunteers would be required at events where hot drinks were to be served.

#### **7. Upcoming Events**

**CAPS Quiz – Saturday 17 October 7pm** - Mr Nichols had agreed the date with the school originally for a Big Band evening, but the band is no longer available and the Committee felt that it would be difficult to arrange an alternative at short notice. It was decided to run a quiz night instead. Sam Parrish Gillson & Victoria Jackson are to look into catering options. Mark Seddon is to arrange the drinks licence. Geoff Bosworth is to be asked to be the Master of Ceremonies and for advice on running the event (including the capacity of the school hall). Ticket prices are to be agreed at the next meeting.

#### **8. Proposed Events**

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

#### **9. Any Other Business**

**Holocaust Survivors Talk** - Richard Evans in the RE department has requested funds (approx. £200) for a talk from a Holocaust survivor for Year 9. The Committee unanimously agreed that this should be supported. Mark Seddon to inform Richard Evans and to ask about the possibility of videoing the session and/or podcast for parent/pupil live feed.

**Sports Day** – CAPS have been asked to look into the possibility of parents spectating at future sports days. It was felt that this was best left in the hands of the sports department, as they suggested that an alternative location may be considered for next year that would provide adequate space for spectators.

#### **10. Date & Time of Next Meeting**

The next meeting will be held on **Tuesday 1 September 2015 at 7pm**. Everyone is invited to join us at The Hilltop Pub, 19 Blackhorse Hill, West Kirby CH48 6DS.

The meeting closed at 8.10pm.