

CAPS Minutes

Monday 20 April 2015 at 7pm

The Ridger, West Kirby

Attendees

Jacqui McIver (representing Mr Rodaway and Geoff Bosworth), Mark Seddon, Wei-Sum Leung, Sarah Hathaway-Wyke, Victoria Jackson, Ruth Simmons, Caroline Rowland, Andry Waterman, Johanna Wynne, Clare Quirk, Diane Silver, Juliet Boulton, Caz Howarth.

1. Welcome

Mark Seddon opened the meeting. Apologies received from Mr Rodaway, Geoff Bosworth, Sandi Medagedara, Rachel McPherson, Laura McKechnie, Lynda Ellison, Wendy Giardelli, Eliza Austin-Lea, Dave Rutter, Sam Parrish Gillson.

2. Matters Arising

The minutes from the previous meeting were formally adopted by Joanna Wynne and this was seconded by Juliet Boulton.

3. CAPS Framework

Sandi Medagedara will not be taking up the post of Treasurer as her son is expected to be leaving Calday at the end of term. Wei-Sum Leung would continue in her role as Treasurer but requested assistance from a parent who has some financial background. The post is to be advertised on Facebook and via the school newsletter.

Laura McKechnie had been in contact to confirm that she would not be sharing the role of Secretary at the current time.

4. CAPS Recruitment & Communications (Flyer/Facebook)

Victoria Jackson has been monitoring the new email address - CAPS@calday.co.uk – and confirmed that no messages have been received to date. The address is to be promoted on an updated flyer - Sarah Hathaway-Wyke to circulate draft version before asking Debbie Ellis to email directly to all parents. The flyer is to also include the dates of upcoming events. New attendees and/or parents willing to offer support will be asked to contact the Secretary and will be added to the list of 'Official CAPS Contacts'. These parents will receive emails directly from CAPS. Parents to also be recruited at events, form to be designed requesting contact details and level of interest.

Rachel McPherson has set up the Facebook page under **Calday Association of Parents and Staff** and asks everyone who is on Facebook to like and follow the page and also ask all their friends (who are Calday parents) to like the page too.

5. Events Debrief

Mark Seddon and Sarah Hathaway-Wyke attended the House Music evening on the 4 March, but the music department were unaware of CAPS support. For future events the department heads will be contacted directly to ensure they know we are there to support them and also to identify and requirements they may have for the evening.

6. Upcoming Events with CAPS Support

Prospective Year 5 Parents Evening - Thursday 30 April, 6-8pm

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Mark Seddon to make a 2 minute speech to promote the school, Jacqui McIver to confirm the time this is required. Jacqui McIver to inform CAPS of the arrangements for kitchen access and supplies required for the refreshments. Members attending include Mark Seddon, Johanna Wynne, Juliet Boulton, Clare Quirk, Diane Silver, Sarah Hathaway-Wyke, Ruth Simmons & Eliza Austin-Lea (from 7pm).

Summer Concert - Wednesday 1 July

Sarah Hathaway Wyke is to contact Clair Gilbert, Head of Music, to confirm that CAPS would like to serve refreshments at the event. A BBQ had been suggested but will not go ahead as there is not adequate time during or after the event for this to be suitable.

New Year 7 Parents Evening - Monday 6 July

The committee aim to recruit additional CAPS members on the night. Geoff Bosworth had asked if CAPS would run a BBQ for New Year 7 families on a separate evening and the Committee agreed that this would not go ahead - The date was too close to the parents evening and it was felt that parents were unlikely to come to the school twice in the same week at such a busy time of year.

All committee members are asked to attend this event to provide a warm welcome to the new parents and students and help promote CAPS.

Future Events

Events for the academic year 2015-2016 may include a quiz night and Ball. Taking over the running of the Bavarian Bash was suggested and Jacqui McIver is to confirm possible dates in October. The Bavarian Bash would run in the same format as last year and the contacts and equipment used by the school would be available to CAPS. A less expensive band was recommended (Wirral School Concert Band to be considered) and a Master of Ceremonies would be required (Geoff Bosworth was highly recommended).

7. Existing Finances / Projects

Wei-Sum Leung was eager to move forward with the finances and is to contact Mr Rodaway to arrange a meeting with the new School Business Manager – Andy Eckford, the previous PTA Treasurer and Mark Seddon. The initial concern was the transfer of signatories on the bank account, the balance for which is believed to stand at £8k. It was agreed that a bank account would be opened as soon as the necessary documentation was available and 4 signatories would be required.

Progress also needs to be made on the 100 Club (past pupils/parents contributing monthly) which requires updating or dissolving and also the matched funding (offered by Barclays Bank) is to be looked into (Mr Rodaway will discuss with the School's bank manager).

The committee look forward to hearing 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).

8. Photos of Committee Members

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A photo will be taken of all CAPS members attending the next meeting and will be used in the flyer/newsletter. Please come prepared!

9. Any Other Business

Nothing to report.

10. Date & Time of Next Meeting

The next meeting will be held on **Tuesday 2 June 2015 at 7pm**. Everyone is invited to join us at The Ridger, West Kirby.

The meeting closed at 8pm.