

CAPS Minutes

Tuesday 2 June 2015 at 7pm

The Ridger, West Kirby

Attendees

Andrew Nichols, Mark Seddon, Wei-Sum Leung, Rachel McPherson, Sarah Hathaway-Wyke, Victoria Jackson, Ruth Simmons, Andry Waterman, Wendy Giardelli, Diane Silver, Rachel McPherson.

1. Welcome

Mark Seddon opened the meeting by welcoming Andrew Nichols, Calday's Director of Teaching and Learning, who would be attending all future meetings as the School's representative. Apologies received from Laura McKechnie, Caroline Rowland, Lynda Ellison, Johanna Wynne, Clare Quirk, Eliza Austin-Lea, Sam Parrish Gillson, Caz Howarth.

2. Matters Arising

The minutes from the previous meeting were formally adopted by Wei-Sum Leung and this was seconded by Sarah Hathaway-Wyke.

3. CAPS Framework

Wei-Sum Leung is to continue in her role as Treasurer but again requested assistance from a parent who has some financial background. The post had been advertised on Facebook and via the school newsletter, but no response has been received. Mr Nichols is to send an email about via SchoolComms directly to all parents this week.

Juliet Boulton resigned from the Committee due to work commitments, but it is believed that she would help out on future events.

4. CAPS Recruitment & Communications (Flyer/Facebook)

The new email address - CAPS@calday.co.uk – has yet to receive any messages.

The new photograph of the Committee is to be added to the recruitment flyer, which is also to be sent via SchoolComms, highlighting upcoming events and promoting the email address. Any volunteers via this will be added to the list of 'Official CAPS Contacts'. These parents will receive emails directly from CAPS.

The Facebook page - **Calday Association of Parents and Staff** – now has 23 friends. 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.

5. Events Debrief

Prospective Year 5 Parents Evening – Mr Nichols noted that Mark Seddon's speech to the parents went down well and that this was the first time a parent has been involved in a 'school recruitment' event. Refreshments were served to the teachers, who were very appreciative. Ruth Simmons commented that a number of parents were eager to ask her questions 'as a parent' and it was felt that this was a good opportunity for new parents to get a greater insight into the school, in addition to the input from the teachers and pupils.

6. Upcoming Events with CAPS Support

Summer Concert - ~~Wednesday 1 July~~ – Tuesday 30 June – Please note change of date

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Thanks go to those volunteering to help out with refreshments on the night – Sam Parrish-Gillson, Diane Silver, Wendy Giardelli, Sarah Hathaway-Wyke, Ruth Simmons, Andry Waterman & Rachel McPherson – Please meet in the canteen from 6.30pm, drinks will be served during the interval from 7.45pm.

Clair Gilbert, Head of Music, is organising the wine and glasses, Sarah Hathaway-Wyke will make cakes and it was agreed that the drinks would be complimentary.

New Year 7 Parents Evening - Monday 6 July

Mr Nichols will speak to Mr Douglass to confirm if the event is suitable for CAPS to serve refreshments at. If we are needed, then the following have put their names forward to help – Clare Quirk, Eliza Austin-Lea, Sam Parrish Gillson and Caz Howarth.

Mr Nichols suggested that Mark Seddon could say a few words to the parents to promote CAPS and will confirm if this is to go ahead.

Russian Show – Thursday 9 July

The Russian department asked CAPS to support their Year 9 Show with refreshments. Diane Silver and Sarah Hathaway-Wyke have offered their support on the night and will arrive at 7pm to set up for the interval at 7.45-8pm - tea/coffee and biscuits are to be served and it needs to be confirmed if these will be provided by the Russian Department. If anyone else is available to help, please put your name forward to Victoria Jackson via CAPS@calday.co.uk

7. Future Events

For the academic year 2015-2016 events may include a Quiz Night and Ball. It was suggested to change the Bavarian Bash for a Ceilidh Band and Sarah Hathaway-Wyke is to contact Wirral Concert Band to see if they'd be available for the preferred date of Saturday 17 October 2015. Mr Nichols is to check the school calendar for this date too. Alternative dates to be considered are Saturday 10 or 3 October. Geoff Bosworth is to be asked to be the Master of Ceremonies if one is required.

8. Existing Finances / Projects

Wei-Sum Leung and Mark Seddon are to look into opening a new CAPS bank account; it is likely that there will be 4 signatories on the account. Mr Nichols confirmed that a meeting with the previous Treasurer is to be set up before the end of the month. Mr Nichols is to also speak to the new School Business Manager, Mr Eckford, to see where things currently stand and how to move forward. Other finance matters (100 Club, matched funding offered by Barclays Bank) will be considered later in the year.

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).

9. Photograph

The new photo of the Committee was taken and will be used on the recruitment flyer.

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10. Any Other Business

Nothing to report.

11. Date & Time of Next Meeting

The next meeting will be held on **Wednesday 15 July 2015 at 7pm**. Everyone is invited to join us at The Hilltop Pub, 19 Blackhorse Hill, West Kirby CH48 6DS.

The meeting closed at 7.55pm.