

Pending approval at the next CAPS meeting

## Attendees

Mark Rodaway, Mark Seddon, Wei-Sum Leung, Rachel McPherson, Sarah Hathaway-Wyke, Victoria Jackson, Ruth Simmons, Lynda Ellison, Clare Quirk, Juliet Boulton, Caz Howarth.

### 1. Welcome

Mark Seddon opened the meeting. Apologies received from Geoff Bosworth, Sandi Medagedara, Laura McKechnie, Caroline Rowland, Andry Waterman, Wendy Giardelli, Johanna Wynne, Eliza Austin-Lea, Diane Silver, Dave Rutter.

### 2. Matters Arising

The minutes from the previous meeting were formally adopted by Rachel McPherson and this was seconded by Sarah Hathaway-Wyke.

### 3. CAPS Framework

The Secretary role is to be split, with Sarah Hathaway-Wyke looking after the Advertising & Communication, Rachel McPherson running the Facebook/Social Media side and Laura McKechnie and Victoria Jackson sharing the administration including the monitoring of the new email address - [CAPS@calday.co.uk](mailto:CAPS@calday.co.uk). Rachel McPherson is to set up a CAPS Facebook page.

Fundraising for the new sports hall was discussed. Mr Rodaway confirmed that the decision on a grant for this project (£2.4m) and a second project to modernise the school entrance and bring up to current H&S requirements (£350k), would be made known next month. 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).

### 4. CAPS Recruitment

Sarah Hathaway-Wyke presented a flyer to promote CAPS and encourage parents to join us. Once finalised, this will be put up in school, added to the newsletter and handed out at CAPS events.

### 5. Events

Mr Rodaway provided a list of school events that CAPS could be part of. It was agreed to concentrate on the 4 highlighted below: -

- Tuesday 3rd March - Year 7 Parents Evening
- **Wednesday 4 March - House Music, 7pm**
- Saturday 7 March - Quiz
- 9-13 March - School Play
- Wednesday 1 April - Year 10 Parents Evening
- **Monday 20 April - CAPS meeting, 7pm**
- Wednesday 29 April - Year 7 Study Skills Night
- **Thursday 30 April - Prospective Year 5 Parents 6-8pm**
- Friday 26 June - Upper 6 Prom Night

- Wednesday 1 July - Summer Concert
- Thursday 2 July - Sports Award Evening
- Tuesday 2-10 July - School Play-Library
- Monday 6 July - New Year 7 Parents Evening
- Monday 13 July - Junior award evening
- Friday 17 July - Activities day

Sarah Hathaway-Wyke is serving refreshments and circulating the 'Join CAPS' flyer at the House Music evening on 4 March – Also attending is Mr Rodaway, Mark Seddon, Clare Quirk and Caz Howarth. Extra help would be greatly appreciated.

Mark Seddon confirmed that he would attend the Year 5 prospective parents evening on 30 April and promote the school in a 2 minute speech.

The committee aim to recruit additional CAPS members on the new Year 7 parents evening on 6 July. [Following the meeting it was agreed to move the new Year 7 parents evening to Friday 10 July and CAPS would provide BBQ & refreshments.](#)

The Summer Concert on 1 July is to be followed by a CAPS BBQ. It is expected that tickets will be sold in advance to allow for ease of catering. Mr Rodaway is to speak with the music department.

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

#### **6. Existing Finances**

The new School Business Manager started last week and will be asked to meet with the Treasurer of the previous PTA in due course. The existing Treasurer of the previous PTA has been contacted regarding the transfer of signatories on the bank account, the balance for which stands at £8k.

There is a 100 Club with past pupils/parents contributing monthly which requires updating or dissolving, and it was hoped that CAPS could look into this.

Matched funding, as offered by Barclays Bank, is to be looked into and Mr Rodaway will discuss with the School's bank manager.

#### **7. Photos of Committee Members**

Mr Rodaway took a group photo of the members present which will be added to the 'Join CAPS' flyer and the CAPS section on the school website.

#### **8. Any Other Business**

Nothing to report.

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

The next meeting will be held on **Monday 20 April 2015 at 7pm**. Everyone is invited to join us at The Hilltop, 19 Black Horse Hill, West Kirby. The meeting closed at 8.20pm.