



Cavendish PTA



## Minutes for Cavendish PTA AGM Meeting 19.09.2017

Present; Janet Marland (Head) Dawn Lappin (Current Chair) Jen Barnes (Current Treasurer) Catherine Mckinnon (Current Secretary) Rob King, Helen Cooper, Krystal Kerr, Lorna Cook, Richard Bray, Fran Bray, Carly Borne, Gita Clark, Cat Mullett, Laura Coleman, Jill Barton, Louise Gelder, Rachel Marsden, Edward Swinden, Annie Illing, Helen Boanas, Faheem Akhtar, Vicky Brown, Claire Seneviratne, Joanna Charnock, Ellie Hespe, Heidi Excell, Lucy Lovatt, Clare Northen, Nicola Merry, Leanne Johnson, Vino Broomfield, Caroline McGillard

### Annual General Meeting

- Election of 2017/2018 PTA Committee Roles

**Chair** – Dawn Lappin stated that she would not be standing for another year and therefore the position was open. Krystal Kerr said she would be happy to stand in a co chair position, Louise Gelder happy to co chair.

Proposed by Jen Barnes, Seconded by Catherine Mckinnon

**Treasurer** – Jen Barnes stated that she was happy to stand for another year

Proposed by Jen Barnes, Seconded by Catherine Mckinnon

**Marketing** – This position has been empty for the last year. Laura Coleman stated that she would be happy to fill this role.

Proposed by Catherine Mckinnon, Seconded by Krystal Kerr

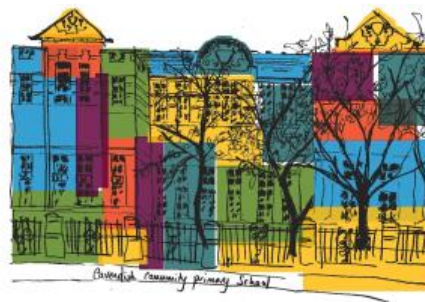
**Secretary** - Catherine Mckinnon stated that she was happy to stand for another year

Proposed by Jen Barnes, Seconded by Laura Coleman

Janet Marland would like it stated in the minutes that all of the staff at Cavendish are very grateful to Dawn for all the hard work she has put in for the last 3 years and would like to say a massive thank you.



# Cavendish PTA



- Trustees of the Charity

There are currently 3 Trustees listed against the charity (Dawn Lappin, Jen Barnes, David Griffiths) Dawn to check that she can remain as a trustee or if it needs to be transferred over to the current chair.

- Treasurers Report 2016/2017

It was noted that the turn over for the PTA in 2016/2017 was £19,651 generating an operating profit of £12,247

PTA current Bank Balance - £4,268 (includes float in cash being held for bonfire)

Note there is a KS2 disco this month which will show an increase in these figures for the month end.

Accounts were circulated showing break down for the last 7 years. General observations were;

- In 2016/2017 we raised £12,247 profit this was up on the previous year mainly due the re instatement of Bonfire night which was also the most successful to date raising just under £3,600 profit
- The Sausage Sizzle was also the best to date raising £2,880
- Overall Expenses were £7,404.78 (this will increase due to KS2 Disco)
- Spent over £11,000 on School projects

Noted that we needed to keep around £2,000 in the bank to finance Bonfire Night.

## **Breakdown of Accounts available on request to PTA members -**

[treasurer@cavendishpta.org.uk](mailto:treasurer@cavendishpta.org.uk)

## **General Meeting**

1. Updates on Events Since Last Meeting

**Didsbury Festival** – Once again this was a wash out although we made more profit than the previous year at £400. The biggest achievement was winning the cup for best school in the parade for the second year in a row. It was felt that the make and do session held prior to the festival really helped

**Sausage Sizzle** – A really successful event raising £2,880. We had external input into some of the activities at the event this year from the likes of Rock Over Climbing and Little Sports Coaching giving activities that aren't normally available and all helped



# Cavendish PTA



to create a really good vibe on the school field. We increased the sausage order from “The 3 Little Pigs” and still sold out in an hour. Despite the rain the Cavendish parents still came out to support the event.

**Co-op Local Funding Project** – This is due to come to an end in October so still a few more weeks for the fund to increase but it currently stands at £1,759.92. It was noted that this value can only increase and will hopefully provide for more items than just the Reading Sheds that we hoped for

## 2. Events

**School Disco** – This has been confirmed for the 28<sup>th</sup> September for KS2 children, 5.30 – 7.15. We need volunteers to help run this event. Paul Holloway has agreed to be the DJ.

**Bonfire Night** – This has been confirmed for the 3<sup>rd</sup> November, deposit for Chorlton Fireworks has already been paid and North West First Aid have been booked to attend. Last year the event took 35 volunteers to run the event. It was noted that this clashes with the Year 6 weekend away which means we may be down on teacher numbers.

Sub-committee to be formed; Helen Boanas, Lou Gelder, Krystal Kerr, Jen Barnes, Ellie Hespe, Laura Coleman, Gita Clark, Caroline McGillard, Lorna Cook, Claire Seneviratne, Vicky Brown, Catherine Mckinnon.

**Christmas Cards** – We have done these for the last 2 years. They don’t raise much money but are liked by the parents. Need to look for a different company to provide these after the computer mess up of existing company last year. Noted that it isn’t that labour intensive and doesn’t need to be done from school premises.

**Christmas Fair** – Dates of the 1<sup>st</sup> and 8<sup>th</sup> December to be suggested to school as possible dates. The Christmas Raffle is always a big money maker but requires donations from local businesses and any businesses that parents have contacts with. Caroline McGillard has already started contacting the bigger companies but we will need to start contacting local businesses as well. Need to do a parent call out for any contacts that may exist within the school (LC)

**Cinema Nights** – always a good fund raiser, look at running another double film night. Date set as 26<sup>th</sup> January.



Cavendish PTA



### 3. Teachers Requests for Funds

**Helen Cooper** – There was a amazing response from the Summer Reading Challenge. HC promised a book to everyone that brought in their certificate. Numbers current stand at 118. Requests £300 to buy books

**Rachel Marsden** – Would like to bring eggs in to hatch for year 1 but would also benefit the rest of the school. She needs to commit to the project now but funds not needed until March. Requests £415.

**Rachel Marsden** – Would like to buy a set of 15 lab coats and goggles for the Science Club. Requests £182.10

**Rachel Marsden** – Would like 3 sets of 4 light up boards to help reluctant writers. Requests £344.70.

**Rob King** – A couple of teachers would like to start an after school running club. It still has several Health and Safety assessments to go through as they would be leaving the school grounds. They would also need High-Vis Jackets and clip on lights and would like to know if the PTA would be willing to support. Request £150, to be finalised at next meeting

**Nikki Merry** – Has been talking with a Street Art Project about brightening up the playground. Looking at getting the Art Foundation in to work with the children to create stencils from their drawings and then applying them to the wall around the football pitch. Requests £300 for paint. The question was asked if this could go towards the Art Mark Award. Need to look if paint can be sourced from B&Q for free KK

#### **Total Request for Funds: £1691.80**

Agree to fund the following;

Reading Books for Reading Challenge	£300
Science Club Lab Coats and Goggles	£182.10
Light up Writing Boards	£344.70
Paint for Street Art	£300
Hatching Chicks for Year 1	£415 (to be paid at a later date)

**Cavendish PTA have agreed to donate a total of £1,126.80 now to the school, to fund the above projects, and £415 at a later date to cover hatching chicks.**



# Cavendish PTA



## 4. AOB

**Notice Boards** – Louise Gelder has got a quote for a water/finger proof notice board for the PTA. Agreed to invest in the board at £140.

**Christmas Plays** – it was suggested that an easy fund raiser would be to ask parents to bake cakes and leave on a table with an honesty for when parents are queuing for Christmas plays. It was agreed that buying mince pies in bulk and selling these would be easier due to the demand on bakes for other events around this time.

**Lottery Funding** – the PTA could do with some new equipment. Caroline McGillard is currently filling in some paperwork to apply for lottery funds to purchase a range of equipment (gazebos, storage, popcorn machine, candy floss machine) The turn-around is normally 12 weeks.

**Manchester University Leadership Programme** – it was suggested that this would be a good place to get volunteers for events like Bonfire Night. Students need to complete a certain number of voluntary hours to complete their course. Heidi Excell to give details to Krystal.

**Email Database** – The meeting flagged up the ongoing problem with low subscription rates to the PTA database. All those present were encouraged to subscribe by visiting the Cavendish PTA website and it was stressed that more focus needs to be placed on improving the database via communication.

Dawn Lappin informed the meeting that she was already liaising with school about how and whether the PTA could share the school database. Suggestions currently involve Cavendish PTA sending out an email/letter to all parents requesting whether they're happy for their email to be shared by school to the PTA (with an opt out action). In the meantime, Cavendish PTA will continue to share information between the PTA database (mail chimp) and the school database (the latter seeing school sending out content via their database).

## 5. Date of Next Meeting

Date of next meeting set as the 15<sup>th</sup> November