

## **Minutes for Cavendish PTA meeting 19.09.12**

**Present:** Jen Barnes, Simon Manning, Rob King, Carole Spiller, Carlyne Allmark, Clare McCarron, Janet Marland, Paul Tempest, Tracy Clare, Jean Wareing, Rachel Marsden, Chris Byrne, Graeme McGilliard, Catherine Jones.

**Apologies:** Suzannah Reeves and Rachel Boyd.

### **1. Welcome & Introduction to new faces**

Ø CMc introduced herself as PTA Chair and everyone present introduced themselves, and welcomed four new faces – Jean Wareing, Rachel Marsden, Chris Byrne and Graeme McGilliard.

### **2. Election of Committee for 2012/13**

- Ø Secretary – CA nominated herself, RK seconded.
- Ø Treasurer – SM nominated himself, CJ seconded.
- Ø Chair – JM nominated CMc, JB seconded.

### **3. Treasurer's Report**

- Ø Copies of financial report for 2011/2012 given out and SM ran through the figures.
- Ø Raised £4,700 in 2011/12 and spent £17,421 (legacy from CavFest 2011) so PTA account currently £130 overdrawn. PTA continued to pay Leonie (Gardening Club) through the summer holidays in case school wasn't able to continue payments so that we didn't lose her and that £600 extra cash has put us overdrawn.
- Ø PTA has £733 owing from the school account which, when paid, will put the balance at £600 in credit.
- Ø Need to do some serious fundraising this financial year!!
- Ø Financial year ends at 30/09 so figures provided are provisional for now in case other items crop up before then.
- Ø End of Year Accounts will be available on request from SM, post 30th September.

### **4. Bonfire Night**

- Ø Set for Monday 5<sup>th</sup> November. Doors open 5pm, bonfire lit 5.30pm, firework display brought forward to 6.15pm to reduce the gap between bonfire lighting and display starting to reduce the risk of losing people, especially if weather is bad.
- Ø Bonfire will still be going on the Tuesday morning so the patch will be cordoned off with the orange temporary fencing and all teachers given clear instructions not to allow any pupils on to the field for any reason that day.
- Ø **PT** sorting fireworks again and agreed to stick to same budget as last year of £1,200.
- Ø Charging £2 per adult and 50p per child (up from free entry for kids charged last year, in order to boost profits!) Agreed still reasonable entry fee for a local display.

- Ø **CJ** and children to design poster/flyer and emphasise that the event is open to the general public to boost numbers. Put poster around school and a laminated version for the back entry gates.
- Ø **CJ** to produce banner similar to Summer Fair banner to promote the event and put it up outside the front gates weeks in advance, along with posters etc. **SM** to arrange printing
- Ø **CJ** to speak to Nick Bailey, Tree Surgeon, to see if he can donate a large portion of the wood needed for the bonfire
- Ø **JM** to put a note to go into the newsletter asking for wood donations from parents/the local community. To avoid disruption and extra work for staff, emphasise that wood can only be dropped off on a designated date and time onto a set corner of the playing field that will be cordoned off with the orange fencing and signposted, included details of what materials must NOT be donated i.e. laminated furniture, doors with glass, toxic coated materials etc.
- Ø **PT** to let Janet know which woods cannot be used
- Ø Agreed more tuck needed along with flashing lights etc to sell.
- Ø **XX** to check Glynnis will do the baked potatoes.
- Ø **CMc** to check if Simon and Lisa will do the chilli.
- Ø **CMc** and **CA** to do tuck run to Parrfits and also buy x200 baking potatoes.
- Ø **PT** to source someone to do hotdogs.
- Ø **SM** has light rig from last year to use again for stalls.
- Ø Agreed lanterns not good environmentally so we won't use this year.
- Ø *Need to look at how best to evacuate people from the field in the event of an emergency working around new fencing now in place. **JANET**, CAN YOU LOOK AT THIS HEALTH AND SAFETY WISE PLEASE*

## 5. Gardening Club

- Ø Run Wednesdays after school by Leonie.
- Ø Costs £85 a week to keep going (including paying for Leonie doing class sessions during the school day on Wednesdays) and this cost is now covered by the school rather than the PTA. The school have committed to pay for this until the end of December only so more funds need to be found to continue after that date.
- Ø We got a £2,800 cash grant last year to pay for this but have no access to grant funding lined up as yet this year so anyone with any ideas on what grants we could try and go for would be great – please report back at, or ahead of, next meeting.
- Ø **RB** to follow up potential new grants based on her experience doing previous grant application for the Gardening Club. **CMc** to talk to **RB**.
- Ø **CA** has a friend who has recently set up her own garden design business and is still studying for her gardening/horticultural qualifications so needs to build up hands-on experience. Could be an ideal way to gain free support for the Club to help keep it running. **CA** to discuss with her and report back.

## 6. CavFest 2013

- Ø Date of 14<sup>th</sup> September 2013 agreed so to avoid Ramsbottom Festival and WestFest.
- Ø *Date already gone live on Twitter via Didsbury Life!! Plus email address for enquiries.*
- Ø Agreed we don't need headline act in place to be able to start selling tickets, lets start selling them ASAP although would be better to get some acts confirmed first
- Ø Rizzle Kicks were a potential as a headline act but they've become more popular recently so may be harder to secure. Shan to look into.

- Ø Need a headline act so other interested local bands will fall into place.
- Ø **RB** to follow up with bands who played last time and see if we can sign them up again.
- Ø Committee set as – **PT** and **RB** to run, supported by **RK, SR, CMc, Lauren Hyde, CS** and **SM**.
- Ø Need to organize another marquee for the kids in case of bad weather again, perhaps bigger.
- Ø **SR** to chase up interest from Cherry Ghost and **JB** to discuss progressing approaching other headline idea with **SR**.
- Ø **CA** knows New Order bass player so will speak to him about interest in playing perhaps with another member of the band. He is also close to Paul Heaton as they've played in the Beautiful South and other bands together so could lead to encouraging that avenue also...

## 7. New Fundraising Ideas

### *Car Boot Sale:*

- Ø Agreed to host in school car park Sunday 21/10. Doors open at 10am, cars can arrive from 8.30am to set up.
- Ø Charging £10 per car (cars only this year), approx 80 spaces (TC to check this capacity), PTA to provide refreshments and keep profits from that. Tea, coffees, hotdogs etc
- Ø Agreed funds raised by car spaces will go to **RK**'s sports kit and refreshment profits to go to the PTA this time. If event is successful and we run it again we can look into offering various size pitches for a range of fees to increase profit potential.
- Ø No need to open up school, just need power access for refreshment equipment.
- Ø **CMc** to see if Lisa and Simon will help with equipment needed to provide bacon and sausage butties to sell.
- Ø **RK** to produce laminated tickets and posters to promote around school, newsletter etc.
- Ø **CA** to send info to the South Manchester Reporter about it – if they don't cover beforehand it could make a good picture story after the event to promote future car boots so need to ensure we take a few photos of the sale in action to send to the paper afterwards.
- Ø Agreed we would see how successful this is and then think about opening the hall up for a baby and kids' gear 'table top sale' as another regular fundraiser as suggested by **RM** (already successful at a school in Cheadle so could be a good one to replicate).

### *Pub Quiz Night:*

- Ø Agreed to host Cavendish's first 'adult only' fundraising event in the school hall on Thursday 29/11 at 8pm!
- Ø **CMc** to apply for licence we need to sell and consume alcohol.
- Ø **TC** to check we can sell tickets through ParentPay and school office can also sell tickets. Agreed we can sell a maximum of 60 tickets to be able to fit everyone in the hall comfortably.
- Ø Charging £5 per person, which includes a complimentary drink and people can form teams of up to four.
- Ø Could buy nibbles from Love 2 Eat and sell on at a profit? **PT** to follow up.
- Ø **JW** works in the wine trade so will be able to source the wine for this event!

### *100 Club:*

- Ø The PTA has a Gambling Licence so we are fine to go ahead with this.
- Ø Once she has spoken to her contact already running this at a Gatley school to glean more details about how they run theirs, **JM** will include information in the newsletter, including the PTA's sort code and account number for people to set up their donation (amount and frequency TBC). Aiming to have first direct debits coming out on 1<sup>st</sup> November and the first prize draw to be at the Christmas Fair. Going forward after that, pupils could draw the prizes weekly/monthly at

Assembly.

## 8. PTA section of school website

- Ø Agreed PTA should set up their own website instead of being part of the main school site so its easier to manage and update. Main school site will host a direct link to new PTA site instead.
- Ø **CMc** and **RB** to produce copy, **CJ** to design a homepage and **SM** and **CB** to set up.
- Ø **SM** to talk to Dan re; logistics.

## 9. PTA noticeboard

- Ø Thanks TC for updating.

## 10. Christmas Fair

- Ø Agreed Saturday 8<sup>th</sup> December at 1pm.
- Ø **JM** to check Gary is available to be Father Christmas.
- Ø Last Little Kickers session ends at 12pm so we are fine to go into the hall and start setting up from then.
- Ø **TC** to speak to Little Kickers about possibly relocating that morning's classes.
- Ø Charging the usual £1 per family entrance.
- Ø Discuss further details at the next PTA meeting in Nov.

## 11. Cookbook

- Ø **CMc** and **RB** to work out final costs and feed back at the next meeting for further discussion.
- Ø Could aim to have ready for CavFest 2013.

## 12. Requests for funds

- Ø None.

## 13. AOB

*Nursery & Reception Parents' coffee afternoon;*

- Ø This Fri 21/09 at 3pm in the Parents' Room of the Nursery rather than the school hall as access to this wouldn't be until 3.30pm and we may lose parents who don't want to wait around.
- Ø **CMc** to draft poster to go up round the school to promote this and **JM** to organize for details to go into Nursery and Reception bookbags tomorrow (Thurs 20/09)

**Date for next PTA meeting – Wednesday 7th November 2012 at 7pm.**