

## Minutes for Cavendish PTA meeting 07.11.12

**Present:** Simon Manning, Carlyne Allmark, Jen Barnes, David Griffiths, Tracy Clare, Paul Tempest, Karola Muszanska, Nicola Byrne, Caroline McGilliard, Rob King

**Apologies:** Clare McCarron, Rachel Boyd, Jean Wareing, Janet Marland

### 1. Welcome

Introductions and welcome to new attendees, Karola, Nicola and Caroline. SM chairing the meeting in the absence of CM.

### 2. PTA website/Noticeboard

Thank you to everyone who contributed to the new-look PTA website, great feedback received.

Thanks to TC for updating the PTA noticeboard.

TC agreed to put up some photos from Bonfire night onto the noticeboard as well as adding them on loop to the Reception area television. **TC**

### 3. Bonfire Night

A great success! Raised £4,000, making a profit of £1,250.

Feedback suggested that we need to double the number of food stalls as there was long queues for most of the time (making £600 on the hotdogs alone!) also to use the main gate rather than the side gate entrance.

Estimated 1,000 people turned up with people queuing right round the car park to get in. The increase in numbers was probably due to the clear, dry weather.

Agreed the car park was overcrowded and chaotic and a car actually blocked the main fire escape route, which is obviously very dangerous. Agreed to keep the gate closed next year so cars have to park elsewhere. Suggestion raised to run a licensed bar as another cash generator on the night next year. All agreed.

#### **4. Banners**

Cath Jones has been working on all the external banners for the school railings that promote our events. She is currently working on some new ones for upcoming events so thanks to Cath for that.

#### **5. Car Boot sale**

Took a profit of around £100.

Agreed we needed more time between deciding to run the event and actually running it to give us more time to coordinate promotion and marketing.

Agreed we need to put up an external banner outside the school promoting the event to the general public, use the South Manchester Reporter etc and this should boost the turn out.

We will run a 'Spring Clean' car boot early next year with the above in mind.

#### **5. Cavendish Quiz Night**

We have sold 11 out of a potential 60 tickets on Parentpay so far. Agreed a cut off date for entries as Friday 23<sup>rd</sup> Nov to give Love 2 Eat and JW enough notice on food and wine numbers.

CM will include A5 flyers in book bags this week.

**CM**

TC will add to this week's newsletter.

**TC**

Michelle Williams has been nominated as Quizmaster to both host the quiz and source the questions. TC to ask her.

**TC**

SM has organised alcohol licence and entrants will receive their first drink (or red or white wine, or soft drink) free on arrival.

CM and PT are the main people running this event.

PT to let Penny at Love 2 Eat know final numbers and CA can pass these on to JW.

**PT and**

**CA**

#### **6. Xmas Fair**

This event traditionally raises far less than our other key annual events so the suggestion was made to trial running it on the Friday after school instead of the usual Saturday afternoon slot. All agreed this was worth doing as parents and children already there so more are more likely to go, also more teachers are there to potentially help and we could introduce

mulled wine and a choir to give it a more 'evening/Christmassy' feel.  
Agreed to run 3.30pm until 6pm to give working parents chance to perhaps catch the last hour or so.

Agreed we could sell mulled wine and mince pies in the annex room off the main hall as long as parents drank their alcohol in that room.  
**CM** to apply for the licence.

Asian food goes down really well but we have not been able to guarantee it every year. DG to speak to Sophia about providing this (perhaps including payment to ensure it happens). **DG**

Will also sell hot dogs for the kids, as it will be over teatime.

DG to ask Matt Lee if the choir would be able to sing some Christmas songs/carols. **DG**

TC to ask the Cavendish Singers if they would be interested in 20 of their members coming along to sing also. **TC**

The temporary events licence we need for the mulled wine would also cover some acoustic music perhaps someone recommended by Mary & Archies (**not sure who was going to follow this up??**) **??**

DG will coordinate non-uniform days for bottles and chocolate for the Tombola. **DG**

*Raffle:*

- Claire Howarth has kindly offered to help with the top prizes for the raffle again this year.
- SM and PT to approach local businesses for prizes. **SM & PT**
- DG to speak to JM about approaching Paul Heaton to provide us with our top prize again (band tickets). **DG & JM**
- Agreed to change the raffle tickets to 50p per ticket with 5 in a book so a book costing £2.50.
- CM to order. **CM**

CMcG has offered to help set up on the Friday afternoon. **CMcG**

JB, SM, CMcG, CM and CA offered to help wrap books for the grotto gifts **JB, SM, CMcG, CM & CA**

CM to source grotto prizes. **CM**

PT to build the grotto. **PT**

JM to check with Gary Hughes (Governor) if he would be able to be Father Christmas on the Friday instead. **JM**

SM will stop the printer printing the Saturday date ASAP and get it changed to the Friday. **SM**

Need to re-advertise the new date in the newsletter and website. **TC & SM**

## **7. Cavendish Club**

SM has looked into the rules on this further and found:

- It works as a "Private Lottery" and can only be open to PTA members (i.e. staff and parents) and can't be promoted to the general public
- Doesn't require a Gambling License (although we have one anyway)
- The prize money must not exceed 55% of the total income
- Must be more than 1 prize
- Can't raise a profit of more than £25,000 per year (wishful thinking!)
- No max ticket price, but all ticket prices must be the same so everyone has the same chance of winning for the same outlay.

There will be a PDF application form going onto the website. Parents will need to download, print and complete the form, return to the PTA, via the office hopefully and then we drop it with the PTA bank (Lloyds TSB in Withington) to be processed. It's Standing Order rather than Direct Debit. Turnaround time is 3 days for the bank to process it, so SM is hoping to do a run to the bank with all the applications the weekend before the Xmas fair, get it all processed, allocate numbers and then do the first draw at the Xmas fair. **SM**

The key messages that we need to hammer home will be that;

- Participants can cancel at any time (no tie ins etc - just contact your bank and cancel the SO)
- If you miss a payment, you're considered to have left the club - we'll need to therefore check with the bank that all payments have been received prior to doing the actual draw.

JM going to include details and instructions in the next newsletter. **JM**

## **8. CavFest 2013**

LH and CM met with Greater Manchester Police this week who are generally supportive of us running this again. However said we will need to provide

more security next time.

We now have the external fence running around the field that wasn't there last year for added security that includes a 4 metre wide emergency exit.

Pete Webb has offered to fit a permanent flood light outside over the main entrance to the field, we just need a certified electrician to fit the cable (within the nursery outside grounds). **PT / PW**

Need to wait for the Ramsbottom Festival to confirm their 2013 date before we can properly confirm CavFest date as some of the bands will want to play at both. Will know in the next couple of weeks.

Next CavFest meeting date is 10<sup>th</sup> December.

### **9. Teachers' requests for funding**

Our overseas partner school in Ghana is sending two teachers and two 15-year-old students over this month.

Agreed the PTA would provide some gifts for them to take back with them/a 'Manchester' experience while they are here. (i.e. Manchester United stadium tour and some merchandise). SM to follow up and let DG know. **SM**

27<sup>th</sup> Nov is their first date in school and PT is going to check with his neighbour if he would be interested in providing accommodation for the group as he lives locally on Burton Road so handy for school. **PT**

### **AOB:**

CA to check progress and delivery date on the new Cavendish bags with JW to ensure they're ready to sell at the Xmas fair. **CA**

Agreed as Valentine's Day falls on the last day of school next Spring we will host a PTA Valentine's Disco 5.30-7pm.

**Date of next meeting – Wednesday 16<sup>th</sup> January 2013**