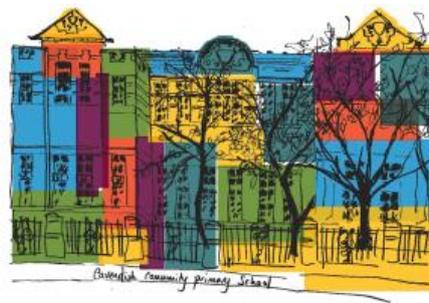




Cavendish PTA



Minutes for Cavendish PTA AGM Meeting 01.10.2014

Present: Clare McCarron (CMc), Paul Tempest (PT), Kayvan Moinian, Dawn Lappin (DL), Caroline McGillard, Jen Barnes (JB), Helen Boanas, Catherine Alnuamaani, Maggie McManus, Nicola Sherlock, Virve Vihman, Janet Marland (JM), Simon Manning (SM), Rob King (RK), Nadeem Ahmed, Bridget Moss

Apologies: Carole Spiller, Helen Burton

AGM Committee Roles:

Chair: Clare McCarron (CMc) stepped down as the Chair, Dawn Lappin (DL) was voted in. Proposed by CMc, Seconded by SM.

Treasurer: Simon Manning (SM) agreed to continue as Treasurer and was voted back in. Proposed by CMc, Seconded by PT.

Secretary: Vanessa Watt stepped down as Secretary and Jen Barnes was voted in. Proposed by DL. Seconded by RK.

Treasurer's Report:

The PTA bank balance is currently **£5,458**.

SM circulated year end accounts for 2013-2014, highlighting that the biggest fundraising events were Bonfire Night (£4,470), Summer Fair (£2,260) and the Christmas Fair (£1,686).

SM made the following observations;

- £9k income represented a very good income for a non-CavFest year, around 50% higher than 2011-2012 and highlighted the key events.
- Christmas fair, ran last year by teachers, was a very successful event as was the new Sausage Sizzle event.
- Expenses were higher than normal due to some legacy CavFest expenses that required payment.

A summary of the PTA expenditure is going to be made into a flyer for book-bags to publicise the PTA work to parents. Suggestion that the expenditure could be grouped by category (e.g. sport, art etc) to show the wide range of activities that are supported. **Action: DL/SM**

Dawn Lappin is preparing some 'soundbites' from the September cake event that can also be used to advertise the work of the PTA. **Action: DL**



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PTA noticeboard needs refreshing, and it was suggested that teachers who have previously received funds from the PTA should provide feedback about what they have done with the money. **Action: DL**

There was the suggestion that a 'news-stand' could be used to advertise events etc in the playground. DL said she would look into costs to buy one. **Action: DL**

SM added that details should not be put into the public domain but that a full detailed report is available for any PTA member via SM if required.

Accounts to be filed with the Charity Commission. **Action: SM**

Events:

Bonfire Night 2014

Preparation is already underway. Fireworks have been ordered for approx. £1,500 + VAT and St John Ambulance have been booked. No more wood required for the bonfire.

Fireworks have been selected carefully this year after a coat was damaged by a rogue firework at last year's event – it was also suggested that the cordon be moved back slightly. Need 1 steward for every 250 attendees. PT suggested that at least 4 people should be on the cordon this year.

Gate entry was also an issue in 2013, DL suggested that this year could have two gates into the field.

Committee formed to lead this event.

There is a banner for the fireworks night in the PTA cupboard, needs putting on railings to advertise.

Action: Bonfire committee

Door entry price will again be £2 per adult and 50p per child. No price increase since 2010.

Glynis has agreed to do the food, but PTA need to order the food for her (jacket potatoes and hot dogs). **Action: Bonfire committee**

Tuck run needed. **Action: Bonfire committee**

Fire Brigade to be informed. **Action: DL**

Insurers to be informed. **Action: SM**

Flashing toys to be ordered, CMc offered to order 2013 quantities +25% more as sold out last year. **Action: CMc**

Sub-committee for making final arrangements formed: Dawn, Caroline, Helen, Nicola, Catherine and Maggie all offered.



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Christmas Fair

Suggested that the teachers again run this event, as per 2013.

Proposed to hold the event on Friday 5th December straight after school. Janet Marland to check with staff and confirm the date. **Action: JM**

Santa to start at 3pm for Nursery children. Big queues last year and now have 30 more children. Janet suggested a 2FC approach but need to think of the logistics of managing that. Was also suggested that a little tuck stall by the entrance to the grotto could be a good idea. Still some books in the PTA cupboard from 2013 but more need buying (Book People multipacks). Probably only need another £100 more spending to top up. **Action: Christmas fair committee**

A mulled wine stall was suggested and agreed. Need to buy an alcohol licence for £21, required 10 working day's notice, obtain via city council website as a 'temporary event'. **Action: Christmas fair committee**

A heated urn for the mulled wine would also be useful - Sarah Lynch Barret has done mulled wine previously so could be useful to talk to her, Janet also said she would ask St Paul's if they had an urn that could be used. **Action: JM**

DL suggested emailing around to get volunteers for a Christmas fair committee, as the next PTA meeting would be too close to the event. **Bridget offered to be on this committee.**

Teachers Requests for Funds:

a) Request from Mrs El Harabi:

Mrs El Harabi requested funds to be used to augment the 'Draw Therapy' scheme that she runs with 'Sand Play' equipment. The Draw Therapy scheme is used to help support children who are dealing with challenging situations, such as bereavement for example. Sand Play requires a lidded tray along with a range of supplementary figures (people, animals etc). Janey Marland estimated that this would require £350 as a maximum, but said that the school would top this up if the final sum was in excess of £350.

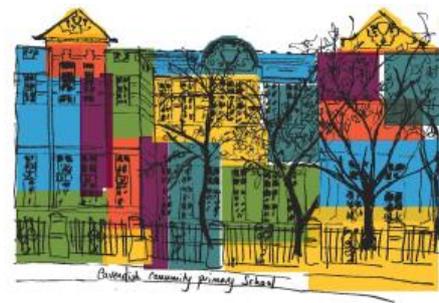
All agreed and £350 request approved.

b) Request from Rob King

Rob requested funds to purchase more Cavendish red sports T-shirts – currently has around 20 off but would like more for school team competition events. Requested £385 for 30 off. SM commented that the high initial set-up cost might make it more economic to get a higher number, say 50-60. It was also suggested that Rob could get a quote for the same T-shirts but with 'Cavendish' on the back in white. Loomland was the supplier used previously, SM said that Cath Jones might also know of suppliers.



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It was also suggested that it might be worth buying a number of the T-shirts in white and making them available to buy by the children, could be used in PE.

All agreed and funds request approved in principle to fund £385, Rob to confirm relative costs when quote obtained. Action: RK

Cavendish PTA agreed to donate a total of £735 to the school to fund the above projects.

AOB

Still need the lock replacing on the PTA cupboard after the combination lock jammed. Proposed to use a key padlock this time, one key to kept at school and spares with DL and possibly one other PTA committee member. **Action: Steve Hanley**

Janet Marland (JM) thanked Clare McCarron for her many years of service to the PTA, as secretary, treasurer and finally Chair.

Meeting closed at 20:10

Next Meeting - Tuesday 11th November 2014 at 7pm.