



Cavendish PTA



Minutes for Cavendish PTA AGM meeting 16.09.2015

Present: Dawn Lappin (DL - Chair), Jen Barnes (Secretary), Cath Alnuamaani (CA), Janet Marland, Nicola Sherlock, Simon Manning (SM - Treasurer), Catherine McKinnon (CM), Lorna Cook, Petra Lewis (PL), Helen Burton

Apologies: Caroline McGilliard, Helen Boanas, Vino Bromfield, Rob King

AGM Committee Roles:

Chair: Dawn Lappin (DL) agreed to continue as Chair and was voted back in.

Proposed by **SM**, Seconded by **CA**

Treasurer: Simon Manning (SM) stepped down as the Treasurer.

Jen Barnes Proposed by **DL**, seconded by **CM**

Secretary: Jen Barnes (JB) stepped down

Catherine McKinnon proposed by **HB**, seconded by **NS**

Marketing role (new): Previously this has been done by the Chair, but due to the size of the school this is now taking significant input on top of other responsibilities (FB, emails, posters, etc). All present agreed this was a good idea.

Helen Burton (HB) was proposed by **DL** and seconded by **PL**.

Non-committee position – Vice-Chair: to shadow the elected chair and provide support. None committee as need to amend constitution of PTA to state committee positions & felt it may be a challenge to fill five positions every year.

Caroline McGilliard is happy to act in this role for 2015/16.

Trustees of Charity

Clare McCarron still named, as is Rachel Boyd and David Griffiths. Rachel no longer has children at the school. Agreed that this needs updating and this information updating on the TAR. Need clarification on roles of the trustees. DL and JB happy to step in, need to check with DG. **Action DL.**

Treasurer's Report

The PTA bank balance is currently £4,257.



Cavendish PTA



SM circulated year end accounts for 2014-2015, highlighting the biggest fundraising events as bonfire night (£6,545), followed by Xmas fair (£2,870) and summer fair (£2,866).

SM made the following observations;

- **£14,303 raised in year in total** – step up from previous year.
- Expenses £5,152 (bonfire night costs ~ £2,000 to put on so profit is around £4,000)
- The PTA spent less to deliver the events in 2014/15 compared to previous years.
- Have also invested £700 into new assets (gazebos, banners etc)
- **Spend £9,703 on projects for the school** – slightly higher than the income as some funds carried over from CavFest.

SM stated that the accounts are available to any PTA member on request –

treasurer@cavendishpta.org.uk

DL observed that in 2014-15 there seemed to be less teacher requests than the previous year. Very rarely Y5 and Y6 teachers. Suggested could e.g. help to fund the Y6 leavers hoodies. JM suggested that the PTA advertise this directly to teachers once a term.

A summary of PTA expenditure is going to be made into a flyer for book bags to publicise the PTA work to parents (group by category e.g. sport, art etc) and show the wide range of activities supported – ask for soundbites from teachers who received funds last year. This flyer will also be sent to teachers to raise their awareness of the availability of PTA funding for teacher-led projects to advertise that new requests are welcomed – in 2014/14 one third of our fundraising was effectively unclaimed.

Action DL.

‘News stand’ for the playground – ask Gary if he can make one up. **Action DL.**

TAR update & 2013-14 accounts. SM to speak to Andrea Csanyi re auditing CavFest accounts by end of September. Can’t submit subsequent years until these have been submitted. Deadline for submitting accounts is end of October. **Action: SM.**

2014/15 EOY accounts to be submitted to the Charity Commission. **Action: SM**

Events:

Rock Over Climbing: (via parent at the school) opened up a weekend event with the opportunity to have taster sessions for £1 per person, proceeds to Cavendish PTA. Funds raised to be confirmed to DL and a cheque sent. Happy to support other school events (e.g. Christmas raffle)

Cake bake: 2014 held a cake bake as a welcome event and fundraiser for PTA / McMillan. Previously raised about £200 in an hour. Suggest for Friday 25th September and split with McMillan again. JM to advertise in newsletter.



Cavendish PTA



Bonfire Night: currently unknown as to what state the playground will be in following October half-term. May still have restricted access on Thursday 5th Nov due to building works. Need double gates to be open for emergency exit and into a safe space. If not possible then advertise that bonfire night not happening in 2015 but will be back, and identify an alternative fund-raiser (e.g. Halloween event, Fri 6th Nov (Y6 away on residential) depending on hall availability), or hold a reduced size fire work event ticketed only. JM will have a better idea as to state of play with respect to field/playground next week and will report back to committee, also regarding hall availability. **Action JM.**

Christmas fair: Friday 4th December. Need raffle tickets printing by Nov 13th to sell in the week before the event so need to start identifying raffle prizes. CM has sent a prize request letter out to Manchester businesses (e.g. Legoland, Chill Factore etc) need also to request from local shops, CA happy to approach. SM has a list of local businesses that have previously been happy to support. Claire Howarth will have good suggestions for big businesses, CA to speak to her. **Action: CA**

Last year reindeers were suggested, DL asked if could use the nursery 'polka dots' room with reindeers outside. DL has called for availability & currently 4th Dec is possible, at a cost of £495 (1 hour) or £595 (2 hours) for two reindeer with elf and/or handler. Could sell combined Santa/reindeer rickets or reindeer only. CA suggested music/outdoor speakers would be nice. All present supported the idea to book reindeer, DL to book. **Action DL**

Cavendish cinema: good fundraiser for other PTAs. Parents drop children for 2 hours, show a film on a whiteboard, say £2.50 a ticket including drink and popcorn. Need to do when dark outside. Could hold separate events for different ages throughout the year. Thursday or Friday best night re hall availability. Need to confirm ratio of adults to children. Trial event for Y4-6 suggested in Autumn 1, Thursday 22nd Oct. Committee: DL, NS, JB.

Quiz night: consider at next meeting, suggest run after Christmas

Clarins evening: approached by Clarins House of Fraser regarding hosting a Clarins night at school, no cost to school but could put on e.g. cheese and wine. Early Feb 2016 suggested. DL to speak to Clarins re dates. **Action DL.**

Bop Cavendish: parent suggested similar event to Bop Local, e.g. couple of bands or a DJ for the night. Consider for 2016.

Brake Road Safety Event: Rob King to outline in the next PTA meeting with respect to road safety week in November.

Other initiatives

Christmas cards: have previously tried but JM thinks money was lost, need to check prices as quite expensive – DL has been quoted £5.00 for 12 cards, RRP £6.00, £8.40 for 24 cards RRP £10.00 (APFS). Could send out a flyer asking parents who want to do it to provide a design to school (similar to school photo pack) along with money. Seems low risk, DL to confirm no PTA outlay. NS offered to help DL organise. JM to advertise in newsletter. **Action DL/NS.**



Cavendish PTA



One Family Award: award scheme for community support initiatives/projects, DL has discussed with JM, JM suggested creating seating areas for playground or front of school. DL has asked the parent who suggested it to provide more info, then DL will populate it. **Action: DL**

Easy Fundraising: HB to promote this, especially before Christmas shopping begins (explain that this can be anonymous). **Action: HB**

Teachers Requests for Funds

No official requests but Clare Powell would like to replace the climbing frame for nursery. Has negotiated a 20% discount on a new frame and safety surface, price TBC, JM asked if PTA happy in principle to hear a request probably of the order of £1,000-£1,500 – confirmed this is very welcome.

AOB

No update regarding the school build project, there has been a delay and demolition did not take place over the summer holidays as planned, JM awaiting further update from the building contractor.

Next Meeting – Tuesday 10th November 2015 at 7pm.