**Crestwood Community in Action (CCIA)**

**Meeting 2**

**MINUTES**

Date: Wednesday 15th November 2017

Time: 7.00pm

Venue: G12, Shakespeare Campus

Present: Mike Bridgeman, Chair

Katie Arnett, Parent/School Liaison

Verity Fricker, Vice-Chair

Kerry Fisher, Secretary

Alex Murray-Twinn, Treasurer

Parents: Mike Foulkes

Donna Keeling

Sarah Vincent

Staff: Loretta Gray, Librarian

Anji Hinton, School Matron

Angela Leach, Cover Supervisor

Jess Machin, Subject Leader for Philosophy and Ethics

Justine Sayers, School/CCIA Liaison Officer

Governors:

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|  |  | Actions |
| 1. | **Welcome and Introductions**  Justine Sayers opened the meeting and all introduced themselves |  |

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| 2. | **Discuss Committee Roles**  Mike Bridgeman was proposed as the new Chair of the Committee, all were in agreement.  Justine Sayers stood down as Chair of the Committee, and was proposed as School/CCIA Liaison Officer. All were in agreement.  Katie Arnett stood down as Secretary, and was proposed as Parent/School Liaison. All were in agreement. |  |
| 3. | **Constitution**  The constitution will remain the same to maintain CCIA’s charity status.  Anji Hinton to type up the constitution document. | AH |
| 4. | **Report from Treasurer – Alex Murray-Twinn**  Alex Murray-Twinn delivered her Treasurer Report.  CCIA are currently up by around £500 due to successfully raising money from the Dress Down Day, Halloween Disco and the new Tuck Shops running at both the Shakespeare and Cherbourg campuses. |  |
| 5. | **Approve Change to Bank Account Name**  The change to the Bank Account name from Friends of Crestwood to Crestwood Community in Action was approved by all.  Mike Bridgeman, Chair and Alex Murray-Twinn to be signatories on the account. |  |
| 6. | **Logo**  All were in agreement of the new CCIA Logo. |  |
| 7. | **Facebook Page/Marketing**  CCIA will continue to use the existing Facebook page and use the new logo on all Marketing material.  A CCIA tab will be added to the main Crestwood website.  Leaflets/Posters to be made available at the Cherbourg campus to encourage parents/carers to join/support CCIA.  Verity Fricker to design poster and send to Justine Sayers who will then run it past Krista Dawkins | VF/JSS |
| 8. | **New Fundraising Aims**  Mike Bridgeman proposed that a CCIA Fundraising Mission Statement be produced as soon as possible to ensure that we are consistent in our communications. All were in agreement and suggestions were welcomed.  It was agreed that all fundraising should be split fairly between the two campuses (50/50) to bring the school together as a whole. It was proposed that initially £500 should be raised for each campus, all were in agreement.  Kevin Neil (Science Subject Leader) has approached CCIA for funds to build a hide for GCSE Astronomy.  Alex Murray-Twinn proposed that a Bid form should be produced for all staff to send in their proposals. |  |
| 9. | **Christmas Fundraising Planning**  Christmas raffle prizes are coming in already – Verity Fricker will approach local companies to try and get some more donations.  Justine Sayers to produce a standard letter to go out to companies for donations. Alex Murray-Twinn to organise printing of raffle tickets  Chriskindlmarkt all set to go ahead on Thursday 7 December.  2 x Christmas Discos planned for Tuesday 12 December. Lower School: 6.30pm – 8pm and Upper School 8.30pm – 10pm.  Christmas Cake Sale to be held at lunchtime on the last day of term at both campuses. | VF/JSS  AMT |
| 10. | **Fundraising Planning for New Year**  Moved to next CCIA meeting |  |
| 11. | **Any Other Business** |  |
| 12. | **Next Meeting Date/Agenda Items**  Chriskindlemarkt Sub- Committee meeting to take place on Tuesday 28th November at 6pm in the Shakespeare Campus Library.  Next CCIA Meeting will be Tuesday 9 January 2018 1t 7pm in the Cherbourg Campus Library. |  |

Meeting closed at 8.30pm