**Crestwood Community in Action (CCIA)**

**Meeting 5**

**MINUTES**

Date: Thursday 19th April 2018

Time: 7.00pm

Venue: Library, Cherbourg Campus

Present: Katie Arnett, Parent/School Liaison

 Alex Murray-Twinn, Treasurer

Parents: Mike Foulkes

 Sueann Shimmons

Governors: Dan Clarke

Staff: Loretta Gray, Librarian

 Jess Machin, Teacher

Justine Sayers, School/CCIA Liaison Officer

In attendance: Chris Watkins, Manager, Coop Boyatt Wood

Apologies: Jim Arnett, Parent

 Mike Bridgeman, Chair

 Kerry Fisher, Secretary

 Verity Fricker, Vice-Chair

 Anji Hinton, Matron

 Angela Leach, Cover Supervisor

 David Tully, Teacher

 Sarah Vincent, Parent

 Angela Wright, Chair of Governors

|  |  |  |
| --- | --- | --- |
|  |  | Actions |
| 1. | **Welcome and Introductions**Justine Sayers welcomed everyone to the meeting. Apologies were received and accepted as above. The Committee welcomed Chris Watkins, Manager of the Coop in Boyatt Wood. |  |

|  |  |  |
| --- | --- | --- |
| 2. | **Chris Watkins, Coop, Boyatt Wood re funding opportunities**Goods Donations forms – all stores have a budget for donating goods for events, year 11 enhancement etc, fundraising events.Local Funding Request Form – schools eligible to apply for up to £1,000. Often not all the money in their pot is given out. Takes around 12 weeks to process so need to plan ahead.Chris Watkins email address – mboyattwood@southerncoops.co.ukVolunteering – can support with this too. Budget in store to go out and help. |  |
| 3. | **Minutes of last meeting (21.2.2018) and matters arising**Minutes circulated prior to the meeting. Need to order some larger t-shirts. | AMT |
| 4. | **Report from Treasurer – Alex Murray-Twinn**Report sent round prior to meeting, along with the proposed financial procedures to be followed in future.Bank account now all sorted – correct names, signatories and cheque book/paying in book issued.AMT resubmitted the Constitution to charity and now officially CCIA with charity commission. Need to send financial management form to them. AMT prepared and circulated a proposal based on their standards. All in agreement to the financial statement. AMT to send a copy to the charity commission.Two bids from last meeting that were approved had now been paid.New bid made to the Coop community fund for £600 to fund the stoves for Duke of Edinburgh scheme.Charity clothes collection – 40p per kilo. Agreed to organise a date at beginning of July, on both campuses, after exams are over and year 11 have gone. The company come in and weigh and collect the bags of clothes and pay us for them.AMT managed to sell some ice-cream at an event; total made to be confirmed. | AMT |
| 5. | **Marketing – banners, leaflets, social media**Need banners for Table Top sale.Agreed to do an annual calendar, highlighting CCIA events throughout the year, to be sent out in December. Seek advertising for round the edge of the calendar. For delivery round the catchment area. JPS would put together a design with AMY.DC to arrange delivery.Put together calendar at AGM.Need leaflets, pullout banner for year 6 events to try and get some new parent.Newsletter once per term. | JPS/AMYDC |
| 6. | **Debrief from Recent Events****Annie Production –** Over-estimated ticket sales and bought too much ice-cream. Need to make sure we stick to budget when shopping for goods in the future.  |  |
| 7. | **Upcoming Events for this Term –**Table Top Sale – Sunday 20th May, 9.00-11.00am, £10 car, £5 table.Film Nights – Upper and lower school, week beg Monday 25th June. Film choices for years 7/8 – Coco, Wimpy Kid, Black Panther, Paddington, Uncle Buck, Daddy’s HomeFilm choices for years 9/10 – Grease, Ferris Bueller’s Day Off, White Chicks, Mama Mia, We’re the MillersDiscos – Wednesday 23rd May, 7-8.30pm, years 7-9, Cherbourg campus, Festival theme with flower headbands, neon bands for sale. Sian/Tash disco. JSS to organise tickets. Sell pizza, popcorn, ice-cream.CCIA to go to Student Council meeting and see what students want from us. JSS to find out date of next meeting. | JSS |
| 8. | **New Ideas and Events for Autumn Term –**Possibility of changing the Prom Fayre to an online auction. Need to explore.Quiz/Games Night – Friday 5th October. Side rooms for games for students to pay and play. Fish and chip supper.Fireworks Night – Friday 9th November – SS to get back after speaking to her friend who has organised previously. |  |
| 9. | **Agreeing projects/priorities for spend with Teaching Staff**One bid received from Jess Machin for £90 for charity project with students. All agreed. |  |
| 10. | **Links with Boyatt Wood Partnership**Royal Wedding celebrations, Boyatt Wood shopping centre, Friday 18th May in the afternoon. Tombola. Need to get leaflets ready to give out.JSS to attend Boyatt Wood Partnership meeting on Monday to discuss further.Community meal at St Peter’s Church on 17th May could get involved with too.Community litter pick 13-20 July would like us to get involved with also. DC will invite local engagement officers from EBC to come along. | DC  |
| 11. | **Any Other Business**None |  |
| 12. | **Next Meeting and Agenda Items**Thursday 10th May 2018 at 7.00pm in G12 Shakespeare campus. |  |