**Crestwood Community in Action (CCIA)**

**Meeting 4**

**MINUTES**

Date: Wednesday 21st February 2018

Time: 7.00pm

Venue: G12, Shakespeare campus

Present: Mike Bridgeman, Chair

Verity Fricker, Vice-Chair

Katie Arnett, Parent/School Liaison

Alex Murray-Twinn, Treasurer

Parents: Mike Foulkes

Governors: Dan Clarke

Staff: Loretta Gray, Librarian

David Tully, Teacher

Justine Sayers, School/CCIA Liaison Officer

Apologies: Jim Arnett, Parent

Kerry Fisher, Secretary

Anji Hinton, Matron

Donna Keeling, Parent

Angela Leach, Cover Supervisor

Sarah Vincent, Parent

Angela Wright, Chair of Governors

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| 1. | **Welcome and Introductions**  Mike Bridgeman welcomed everyone to the meeting. Apologies were received and accepted from Jim Arnett, Kerry Fisher, Anji Hinton, Donna Keeling, Angela Leach, Sarah Vincent and Angela Wright. |  |

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| 2. | **Minutes of last meeting (9.1.18) and matters arising**  Minutes circulated prior to the meeting.  Huge thanks to Alex for organising the bank account. New name now in place and account ready to use.  Thanks to Dan Clarke for grant contribution from EBC.  Temporary Event Notice for Annie sorted; thanks to David Tully. |  |
| 3. | **Constitution**  Circulated prior to the meeting.  Add mission statement to top; replace the FOC one – section 2.  Change ‘objects’ to ‘objectives’.  EGM/AGM change quorum to five for both.  General meetings – quorum to be five.  Check for spelling errors.  6.4.3 take out the rules around missing meetings as we want it to be anyone can attend at any time, no restrictions.  7.2 make consistent with five members for quorum.  9.3 change to financial/personal interest.  MB recommended the Committee adopt the Constitution subject to these changes. All were in agreement. | JS to make changes |
| 4. | **Report from Treasurer – Alex Murray-Twinn**  Bank account name now updated and accessible.  £1465 showing in bank; Alex to reconcile with the bank.  Around £400 to pay in.  Alex will confirm the total once all monies paid in and accounted for. | AMT |
| 5. | **Debrief from Recent Events**  Table Top Sale – 4 February 2018 -  Stalls were brilliant; not enough buyers through the door.  Will offer all stallholders from 4/2/18 a free table at the next event.  Marketing needed – banners; leaflet dropping; posters around the area. Dan to advertise in EBC regular newsletter. Noticeboards everywhere to be used. Church and Rev offered to share everything on community page.  Floats ready – 2 x £50 floats now ready for future use.  Valentine Roses –  £27.99 roses, £8.00 on labels.  Profit of £80.31 made.  Use leftovers and order some more for Mother’s Day bouquets.  JS to organise this. | JS |

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| 6. | **Upcoming Events**  Prom Fayre – Saturday 3rd March 2018  We have a good range of stallholders, a dress supplier and music.  Need to market everywhere.  JS to contact other local schools and advertise, including primaries.  Year 11 parents’ evening next Thursday – put out leaflets.  Annie Production – 7, 8, 9 and 10 March 2018 (only matinee on Saturday)  TEN sorted.  Need to order refreshments.  Ice-creams – had quotes in. New Forest best quote. Alex to order 600 tubs, variety of flavours. Alex to ask about possibility of borrowing ice-cream trays with neck straps from ice-cream company.  Cold drinks, Prosecco, beers.  Tuck, popcorn.  T-shirts to be worn and CCIA leaflets ready to give out.  AMT to order T-shirts. | All  JS  JS  AMT  AMT |
| 7. | **New Ideas and Dates for Events**  Table Top Sale 2 – Sunday 29th April 2018, 9.00-11.00am.  Lots of marketing/banners needed.  Get in touch with Mac about putting adverts in Selborne Avenue noticeboard.  Mothers’ Day Bouquets – sorted.  Boyatt Wood Partnership – ask about having a table for Royal Wedding celebrations at Boyatt Wood shops and hold raffle and tombola. Meeting on Monday 26th February at 2.00pm in the church. JS to try and attend.  Auction – possibility for the future.  Movie Nights –  Discussed various options – outdoor movie in the Summer, indoor film event in the vein of the Eastleigh Film Festival, or linking in with the EFF and Film Club for students.  David to contact Sue at City Eye to see what we would need to do.  Various options to be considered and investigated.  Ladies’ Night/Fashion Show – September 2018. Involve new parents and encourage them to join CCIA.  Family Quiz Night – October 2018.  Students to recruit a teacher to their teams. Encourage more staff involvement.  Staff Tombola monthly a possibility.  Music Festival 2019 – plan for next year. | JS  JS  DT |
| 8. | **Staff Bid Forms**  Three forms were received.  Martine Davey, D&T – asked for money for baking ingredients each week for Bake Club. JS to see how much is ordered each week so an amount can be set per term.  Ben Johnson – Duke of Edinburgh Award trangias – agreed whole amount of £604.80 to fund the purchase of 8 x trangias for expedition and school/CCIA use.  Ashley Brown - PE repair to treadmill – asked for a donation towards the £1,000 needed for repair. Currently cannot offer a donation, although will review in the future. As noted on the form, PE to start their own fundraising and CCIA will consider a donation when fundraising is underway.  Alex to respond to the applicants to let them know the outcome of their bids.  Bids – Coop are offering funding for five year projects in schools. AMT to investigate us putting in a bid.  Major item next time on the Agenda – ATP Fundraising  JS to put together a proposal for what we want the outcome to be. Send to Dan Clarke before Friday so he can take to the Borough Council to investigate developers’ contribution opportunities.  To include what surface we would like and benefits to school and community. | JS  AMT  AMT  JS |
| 9. | **Website**  JSS noted that the CCIA now had a section on the school website and encouraged all to have a look and give any feedback. |  |
| 10. | **Any Other Business**  None |  |
| 11. | **Next Meeting Date/Agenda Items**  Next CCIA Meeting will be Thursday 19th April 2018 at 7pm in the Cherbourg Campus Library.  The meeting closed at 9.00pm |  |