**Crestwood Community in Action (CCIA)**

**Meeting 1**

**MINUTES**

Date: Tuesday 3rd October 2017

Time: 7.00pm

Venue: Shakespeare Campus Library

Present: Justine Sayers, Chair

 Verity Fricker, Vice-Chair

 Katie Arnett/Kerry Fisher, Secretary

 Alex Murray-Twinn, Treasurer

Parents: Jim Arnett

 Mike Foulkes

 Donna Keeling

 Kate Landreth

Staff: Karen Gibson, Senior Finance Officer

 Loretta Gray, Librarian

Anji Hinton, School Matron

Angela Leach, Cover Supervisor

Jess Machin, Subject Leader for Philosophy and Ethics

 Alex Murray, Assistant Headteacher

 Gill Ranger, Personnel Officer

 David Tully, MFL Teacher

Governors: Angela Wright, Chair of Governors

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|  |  | Actions |
| 1. | **Welcome and Introductions**Justine Sayers welcomed everyone to the meeting and all introduced themselves. |  |

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| 2. | **Elect Committee**Justine Sayers was proposed as Chair of the Committee; all were in agreement.Verity Fricker was proposed as Vice-Chair of the Committee; all were in agreement.Katie Arnett and Kerry Fisher were proposed as joint Secretary of the Committee; all were in agreement.Alex Murray-Twinn was proposed as Treasurer of the Committee; all were in agreement. |  |
| 3. | **Constitution**A draft constitution was circulated for Committee members to take away and read. Committee to send any amendments to Justine Sayers before Governors’ Finance and Resources Committee on Monday 9th October 2017. JSS to check the Friends of Crestwood Constitution and rules around keeping the charity status before changes were made to the Constitution.AGM to be changed to a meeting being held annually, rather than in the Spring Term. | AllJSS |
| 4. | **New Name and Logo**Several options for the new name were circulated to the attendees. After discussion, it was agreed that the Committee would be called Crestwood Community in Action (CCIA).JSS to ask Scott Collier to design a logo.  | JSS |
| 5. | **Facebook Page/Marketing**A Facebook page would be set up and linked off the main school page. JSS to ask the IT team to sort this.CCIA presence at all school events to encourage parents to join and get involved. Consider using Instagram to promote also.Leaflet to be produced to hand out at events and put in Receptions on both campuses.  | JSS |
| 6. | **Fundraising Aims**It was discussed and agreed that 60% of the funds raised by the PTA could go towards large projects like the upgrade to the ATP and 40% could be used for smaller projects/items to enhance students’ experience. A bidding system could be introduced for teachers/staff to bid for money for certain items/events linked to their departments.Local companies could be approached to donate items to the school that were surplus to requirements, e.g. hardware stores for outdoor furniture for the school. Also disposable items that were surplus to requirements but cost the school a lot of money, e.g. boxes of tissues, small stationery items.Possible areas to look into for bidding for funds –Sport England, FA, Aviva Community Fund, Active Nation, National Lottery funding.Approach Eastleigh Borough Council for help with funding for things that will benefit the community.Section 106 funding – invite the local area coordinator in to talk to CCIA about opportunities. Chris Herbert, Economic Development Manager, EBC – contact.Sue Gough, Taylor Wimpey – contact.Julie Morton, Regional Manager of Sainsburys – contact her with regard to funding opportunities. |  |
| 7. | **Fundraising Ideas/Actions**Stationery shop – Angela Leach/Loretta Gray will run. JSS to order some stock.Tuck shop – Anji Hinton will run after school. Need some stock.Get involved with EasyFundraising and ask all parents/staff to sign up, especially before Xmas online shopping! Halloween Disco for years 7/8, Tuesday 31st October.Some year 10/11 students have offered to help. Need parent helpers. DJ organised.JSS to ask SCR/JLR to design a ticket. £2.00 per student. Will sell drinks and food at the event. Water available for students for free.Students invited to dress up, will be competitions and prizes for best dressed etc. Chriskindlemarkt – 7th December – Secret Santa Room – we will need lots of small items to sell. Wrapping service provided.Jess Machin will make her classroom into a tea room with students dressed up and serving drinks/cakes.Alex Murray-Twinn to organise Xmas Raffle – we need donations.Unwanted Xmas present staff – ask staff to bring in donations for this.Sweet cones, reindeer food, hot chocolate and marshmallow mug sets, home-made cards. Mike Foulkes will investigate if Coopers can offer us food items for events, e.g. sausages/burgers.David Tully has an alcohol licence which he could use to apply for a temporary licence for events in the future.Donna Keeling to investigate a top prize for the raffle – possibly train tickets/hotel accommodation.Ideas for the future –Summer Open Air Cinema eventFashion Show and Beauty/Fashion Stalls – Ladies’ NightCrestwood’s X-Factor/Crestwood’s Got TalentStaff Panto/Staff Promises at Christmas | ALH/LGYJSS/AHNJSSAllJMNAMTMFDK |
| 8. | **Next Meeting**Sub-Group will meet to finalise arrangements for Chriskindlemarkt in mid-November.Next CCIA Meeting will be Wednesday 15th November 2017 at 7.00pm in the Library on the Cherbourg Campus. |  |

Meeting closed at 8.30pm