**Crestwood Community in Action (CCIA)**

**Meeting 3**

**MINUTES**

Date: Tuesday 9th January 2018

Time: 7.00pm

Venue: Library, Cherbourg Library

Present: Mike Bridgeman, Chair

Katie Arnett, Parent/School Liaison

Alex Murray-Twinn, Treasurer

Parents: Jim Arnett

Mike Foulkes

Donna Keeling

Sarah Vincent

Governors: Dan Clarke

Staff: Loretta Gray, Librarian

Anji Hinton, Matron

Angela Leach, Cover Supervisor

David Tully, Teacher

Justine Sayers, School/CCIA Liaison Officer

Apologies: Verity Fricker, Vice-Chair

Kerry Fisher, Secretary

Angela Wright, Governor

Jess Farmer, Teacher

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| 1. | **Welcome and Introductions**  Mike Bridgeman opened the meeting and all introduced themselves. Dan Clarke, Governor and local Councillor was welcomed to the meeting. |  |

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| 2. | **Minutes of last meeting (15.11.17) and matters arising**  AH has typed up constitution; JSS to circulate. | JSS |
| 3. | **Constitution**  JSS will send out and agree at next meeting. | JSS |
| 4. | **Report from Treasurer – Alex Murray-Twinn**  Alex Murray-Twinn delivered her Treasurer’s Report.  Still need to add tuck shop money and Cherbourg cake sale total – currently the total income stood at £999.76.  After a donation of £10 in old pound coins, it was suggested that everyone asked for donations of old £1 coins as they were fine to pay into the bank.  The new bank account was nearly set up; the money would then be paid into the bank.  There would be four signatories any two of which could sign cheques. MB, VF, KF still to go into the bank with their forms and ID.  AH reported that Tuck Shop had taken £150.00 approx and current stock held of approx. £35.00.  Amount that needs approval for spend – must have receipts in future for anything bought. Under £25 can buy and claim back. Alex has provided form for people to use. Receipt essential.  Agreement can be by text/email to MB/VF/AMT for anything over £25.00.  Bring forward any proposed expenditure and can approve in meeting. | All  MB, VF, KF  All |
| 5. | **Debrief from Recent Events**  Christmas market – cold drinks next time; hot chocolate went down really well so need more people making drinks, cakes, bit of tuck. No Prosecco as outlay was high. Still have 6 bottles to use for Prom Fair.  Unwanted gift stall was good – lighting wasn’t good and extra bits in separate room that people missed; rethink where locate things next time. Next time get teachers signed up before the event for snowballing.  Number of stalls unable to operate due to site manager saying overload on electrics – two urns, soup pot and choc fountain. Need to PAT test anything in future and arrange in advance.  Cake sales – Sh £75; Ch about £20; given £40 donation from old people’s lunch and £30 from Xmas jumper day. Do Cake Sale earlier next time, not last day of term.  Raffle was really good.  Disco - £200.81 – next time use staff for DJing for free. Not on Halloween night as students wanted to do other things. Food went down well. |  |
| 6. | **CCIA Purpose/Vision**  “Raising money for projects, both large and small, to enhance our students’ experience and promote community cohesion” approved as our purpose/vision statement. |  |
| 7. | **Agreeing projects/priorities for spend with Teaching Staff**  Update on current projects -  Astrodome – KNL to do form and need plan of what he wants and how much it will cost.  Member suggested putting on extra-curricular things funded by CCIA to benefit the students.  DC has devolved budget that he could give us some money from. There are some restrictions; couldn’t go directly to a school.  Pond area renovation a possibility. DC will talk to AMT about it. AMT will need to apply on line at HCC website.  Gardening Club – give estimate of what would cost. Could give up to £1,000; need to do relatively soon.  Bid Form – given to NGE, AHT. Straightforward form asking staff to list project, how much it costs and what it is for. Also going through School Council so students can put in bids. Bids come to meeting and we can look at them. JSS will forward to all via email. Leave supply in Staff Room. | DC/AMT  JSS |
| 8. | **Upcoming Events and New Ideas**  Table Top Sale to be held on Sunday 4th February 2018, 10.00am-12.00pm in the Crescent on Shakespeare campus.  Hot choc/tea/coffee/cold drinks and tuck. £5.00 per table. Need to advertise it.  Tuesday 16 January 2018, 6.00pm, Shakespeare Library - planning meeting for Table Top Sale. JSS to get Alan Hussey, Site Manager, to attend.  Half term Raffle at Table Top sale. We have enough prizes leftover from Xmas.  Valentine Roses – JSS to order roses. We will play cupid. Staff can deliver. Cost £1.00 each. Can be random act of kindness rather than romantic gesture. AHN to make and sell Valentine boxes in tuck shops.  Prom Fair – Saturday 3rd March 2018 – Cherbourg main hall, 12.00-4.00pm, £20 for table plus raffle prize. Entry free. We will make a donation to Prom Fund for Year 11 students.  Temporary event notice needed for Prosecco – sell drinks and easy snacks.  Eastleigh College could get involved.  Raffle prom related, e.g. win a limo ride, win a set of nails ….  Annie Production – Tuck shop – 7-10 March 2018. Can we provide the refreshments; can we sell alcohol? JSS to find out. | All  JSS  JSS  AHN  JSS to check  JSS to check |
| 9. | **Any Other Business**  Gardening Club – could we put out to community? Come and help us. Need to supply tools etc. Out of school time as adults would need to be CRB checked if working with students.  Penny drive – competition who will bring in most pennies. Line them up and we pick up and bank. Could donate the money to a charity.  Calendar of Events needed – JSS will produce. | JSS |
| 10. | **Next Meeting Date/Agenda Items**  Table Top meeting Sub- Committee meeting to take place on Tuesday 16th February at 6pm in the Shakespeare Campus Library.  Next CCIA Meeting will be Wed 21 Feb 2018 at 7pm in the Shakespeare Campus Library. |  |

Meeting closed at 8.30pm