

CLICA Autumn Meeting | MINUTES

21 October 2019 | Court Lane Infant School

Meeting called by	Kerry Budd – Chair	Committee Members: Gemma Wright, Liz Reed
Type of meeting	Planning and recap	Non Members: Gemma Martin-Blower , Lorraine Bright, Lisa Steele, Stephanie Aldridge, Vicky Messem, Samantha Oatridge, Aisha Ahmed, Catherine Gee, Anna McGilvray
School representative	Karen Pickett – Deputy Head	Apologies: Julie Davenport, Sam Griffin, Ngarie Sheppard, Jenna Wake
Note taker	Tina Bohea - Secretary	

WELCOME

KB welcomes all to meeting, reads apologies, presents minutes from July meeting. Previous minutes agreed. Agenda read

Committee Roles	Kerry Budd	March 2020
Intended resignation from current committee in March 2020.	KB	
Kerry Budd, Chair. Julie Davenport, Assistant Chair. Tina Bohea, Secretary. Members due to stand down in March 2020. Meeting attendees asked if they would like to stand for new roles with a period of two terms to shadow existing roles. Roles outlined.	KB, TB	
Nominated for Chair: Lorraine Bright. Voted in by KB, TB	KB, TB	March 2020
Nominated for Vice Chair: Vicky Messem and Samantha Oatridge. Voted in by KB, TB.		
Nominated Secretary: Gemma Martin Blower and Lisa Stelle. Voted in by KB, TB.		
Charity Commission Trustees to be agreed before March 2020.		

DBS	Person responsible	Deadline
Vicky, Lorraine, Sam, Lisa and Gemma to join committee. Must complete and return DBS forms to school office ASAP	VM, LB, SO, LS, GMB	11/11/19

Upcoming Events

Person responsible Deadline

Autumn Disco - KB, TB lead. Volunteers and first aiders confirmed. Cups to be purchased for Disco 'water bar'. Mr Tall confirmed as DJ.	KB, TB	24/10/19
Fashion Show - JD lead. Promote on social media and via letters in bookbags. Stock of tickets to sell to be given to committee members, GW organise. Blackout agreed in place of raffle to raise additional cash, JD organise. Refreshment sales agrees to raise additional cash, LB, LS organise.	JD, TB GW LB, LS	7/11/2019
Book wrapping – KB lead. Gift wrap being collected by SO. Committee invited to The Manor to gift wrap on 19/11/19.	KB	19/11/19
Carols Advent – unsure who will run this year. KP to advise.	KP	2/12/2019
Present buying day – KB lead. SO, SG purchased gifts already. Till and shop fittings required – TB to organise. SO and SA have started collecting wrapping paper, more needed. Labels and sellotape to be purchased by SG. Lots of volunteers already confirmed, hope for more to confirm nearer date – KB to organise.	KB, SO, SG, TB	
Christmas Fayre – KB and JD lead. Stalls now at limit. New games have been ordered. New games to be made by volunteers. Total of 7 games planned. Tombola will not be gift wrapped this year to reduce waste. Lucky bags will be replaced by glass jars for 'jarbola', jars to be donated by parents, must not have held any nut product. Cake raffle Cake will be provide by Hmmm Cake. Barrow of booze, ask parents for donations, borrow TB wheelbarrow. Grotto to be built by KB, JD. Santa booked and confirmed by GW. Refreshment donations and cheap selection box gifts to be sourced by LB, LS. LS, LB to run refreshment stand. LB to source a hot foods option. Reindeer food donated by co-op, coordinated by SO. LR and SO to organise and run crafts. Tickets for Grotto visits to be produced by VK. Fayre programme to be designed by SA. Elsa, frozen and unicorn booked for entertainment. Face painters booked. Popcorn and candy floss booked. Photo booth booked. Infant Choir may be possible, KP to look into. Whereabouts of Elf Costumes unknown, everybody look please. Cash Office to be run by LS, VM on the day, SO to collect cash at end of day.	KB, JD, SO, SG, LB, LS, SA, LR, TB, KP, VM	7/12/2019
Christmas parties – GW lead. GW has booked Santa. Gifts would have been wrapped in Nov. GW and TB to be elves (do not need to dress up, just wear festive	GW, TB	18/12/2019

Upcoming Events

Person responsible Deadline

clothes/accessories). KB has santa sacks. 19 Dec most likely day for parties. KP to confirm.

Panto – Aladdin at The Kings. JD lead. Tickets sales have been good, early bird was successful. Promotion on social media worked well. Tickets expected from The Kings after October half term and then distribution will be arranged, ticket sales to be confirmed by SG.

JD, SG

30/11/2019

Finance Update

Person responsible Deadline

CLICA have experienced a host of problems with our bank, NatWest. 6 months has been spent so far trying to correct an error on the mandate which has resulted in no existing committee members being named on the account. Due to the catalogue of errors and false promises from NatWest it has been decided to move funds to Lloyds. SO will lead on opening the new account with assistance from KB and TB in closure of old account and possible complaint to the financial ombudsman. Retired CLICA committee members have offered assistance to resolve this matter by signing bank closure forms, they have also been able to provide snapshots of bank balances.

KB, TB, SO

31/12/2019

No access to the bank account means we cannot give an accurate figure of funds at this time. A full account will be available by the end of this year and will be presented to the committee and school.

SO

31/12/2019

Fundraising Aims

KP represents the school and presents a quote and designs for new playground equipment. The quote is for £12,000 and shows an adventure/obstacle area. This current area of the playground is old and the equipment is starting show signs of wear beyond repair. CLICA have agreed to raise funds for this project in the 2019/2020 academic year.