

## CHASA AGM

Thursday 14<sup>th</sup> October 2021, 3.45pm Zoom Meeting

### Attendees:

Mrs Judi Jackson, Jonathan Dawson, Tracey Swiers, Becky Stubbins, Sarah Sayner, Stacey Short, Jette Emsley, Sally Ford, Elly Dawson, Helen Champion, Victoria Griffin

### Apologies for absence:

Victoria Cain, Charlotte Clark, Louise Beeson

### Election of committee:

Becky Stubbins proposed Jonathan Dawson as Chair, Jette Emsley seconded this.

Jonathan Dawson proposed Victoria Cain as Vice Chair, Jette Emsley seconded this.

Jonathan Dawson proposed Becky Stubbins as Secretary, Jette Emsley seconded this.

Jonathan Dawson proposed Tracey Swiers as Treasurer, Jette Emsley seconded this.

Tracey has kindly agreed to continue as Treasurer for this year but did say that her time is limited until Christmas.

The reps who have agreed to stand this year are as follows:

Reception – Victoria Griffin and Hannah Davies

Year 1 – Katie Liddell and Rachel Keane

Year 2 – Victoria Cain and Sally Ford

Year 3 – Becky Stubbins and Sam Parish

Year 4 – Helen Champion

Year 5 – Sarah Sayner

Year 6 – Stacey Short and Louise Beeson

### Financial Review:

Tracey Swiers reported on the CHASA finances. For the year 1<sup>st</sup> September 2020 to 31<sup>st</sup> August 2021 CHASA income (fundraising) was £1,863.06 and expenditure (donations to school) was £3,389.26. The excess of expenditure over income was **-£1,526.20**.

The biggest earner was Easyfundraising with £775.57 raised, followed by the Smartie tubes and the 'Break the Rules' days.

The biggest outgoing was the reconditioned iPads, £1965.68.

In the CHASA current account there is £2563.09 and in the savings account, there is £2519.20, with a cheque of £75 waiting to clear – this means a total of **£5007.29** in the CHASA bank accounts.

We discussed the reserve funds in the savings account and all agreed that we only need £1000 as reserves and the rest can be spent. There is currently no bank card or cheque book for the savings account.

**Action Tracey:** Streamline banking, leave £1000 in savings account and transfer the rest into the current account. Find out the PIN number for the card for current account so we are not reliant on writing cheques.

**Action Tracey/ Jonathan** – Re-issue Easyfundraising flyers to parents so that everyone is aware of this. Tracey has template and will ask Julia, another parent, if she is able to print leaflets through her business, then flyers to be given to school to go in book bags.

#### **Headteacher requests for donations:**

Extra literacy resources – school have invested in a new reading/phonics scheme and have purchased all the core books required but Mrs Jackson said it would be great to have additional books and resources.

If the sponsorship money from the Skipathon does not cover the full cost of the pantomime trip then it was agreed that CHASA can cover any shortfall.

#### **Fundraising Opportunities:**

##### **Bonfire Night stall Friday 5<sup>th</sup> November:**

The Sports Hall committee will let CHASA have an outdoor stall for this event. It was decided it would be too tricky to use the stoves outside so instead of doing the usual pancakes we will ask parents to bring in popcorn and brownies for us to sell.

It was decided that a small marquee would be needed with fairy lights around it for lighting, Stacey has a long set of fairy lights which she has kindly said we could borrow. We should only need a handful of volunteers to run the stall which can be covered between the Committee and School reps.

An e mail to go out before and after half term asking parents to donate popcorn and brownies for the bonfire night stall. Parents to bring these to the school office on Friday 5<sup>th</sup> November.

**Action Becky:** Mrs Helfferich or Penny Agar may have marquees which we can borrow for the event – Becky to check this.

**Action Sally:** Check if we can have power to marquee for lighting.

### **Christmas 'Break the Rules' Day:**

It was agreed that another Break the Rules Day or Christmas themed day was a good idea for the end of term, Mrs Jackson to confirm a date for this.

### **Christmas Fair/disco**

The Crayke Sports Hall has been booked for this event on Friday 3<sup>rd</sup> December. The event would take place 5pm – 7pm. Jette kindly ran through lots of ideas for this and said she was happy to sponsor the event and print tickets. Ideas included:

Ticketed event for both parents and children to include food - mulled wine, mince pie and sausage roll for parents and hotdogs, reindeer popcorn and squash/water for kids - £5 per ticket. Children must be accompanied by adult.

**Action Sally:** to check if there would be a corkage fee for mulled wine

Stalls to raise extra money:

- Decorating gingerbread men
- Christmas glitter face paint – Jette has face paint for this
- Hungry snowman – throw snowballs into Snowman's mouth and win prizes
- Photo booth – Jette has props and camera - strip of 5 pics per child – sent to school to hand out/ e mail out – or we could do this. Check with Mrs Jackson about this.
- Disco – one speaker and lights for small dance area – Charlotte Clark can provide this
- Chocolate Tombola – Each child brings in one wrapped chocolate product to be included in tombola
- Preloved Uniform stall
- Raffle – Ask local businesses to donate prizes/ hampers – Jette happy to support and gather. Raffle tickets sold before event and drawn on night.

Health and Safety – Risk assessment required

**Action:** Check whether Mrs Jackson or CHASA responsible for risk assessment. Stacey Short has a template for this if required.

### **A few concerns raised:**

Capacity of Sports Hall – will there be too many people? No Covid restrictions but is it wise having so many in small space?

**Action Sally:** Check what capacity of the sports hall is.

Will there be enough space for all stalls plus small disco/ will it be too chaotic?

**Action:** Jonathan, Becky, Sally and whoever wants to join to meet at Sports Hall after school pick up on Weds 20<sup>th</sup> October to assess space

Some attendees raised concern over the complexity of some of the suggestions above. First and foremost, it should be planned with the children's enjoyment in mind.

A blend of some of the simpler stalls and a main disco would be a more manageable event.

**Alternative idea:**

Christmas disco – have disco as main event and only have tickets for children - £5 a ticket, parents welcome, have sports hall bar open. Tickets are wristbands and include disco entry, unlimited squash/water and face paint/ glitter.

Could still have the stalls – photo booth, chocolate tombola, crisps and sweet stall, tattoos, hungry snowman, raffle

**Pre-loved Uniform Stall**

This could be a standalone event or part of Christmas fair. Parents bring in unwanted uniform items to sell. Victoria Griffin also suggested making hairbands/ scrunchies to match uniform as extras to sell on stall.

**AOB**

**Noticeboard outside of school**

Half of this to be used for CHASA related information. For example, we could put up the leaflet which Jonathan produced explaining what CHASA is and who the Committee are.

**Upcoming meetings**

The date for the next CHASA meeting is Thursday 4<sup>th</sup> November 2021 to discuss Christmas event further. It was agreed that regular meetings are required to organise this event.