**CHASA Summer Fair Meeting – 7th June 2022**

**Attendees:** Jonathan Dawson, Becky Stubbins, Charlotte Clark, Rachel Keaney, Hannah Davies, Natasha Jagger, Victoria Griffin, Helen Champion, Mrs Jackson

**Risk Assessment/ Safeguarding**

Victoria G ran through the risk assessment – BBQ stall to be particularly aware of policies. BBQ will need plastic gloves /hand sanitiser/ wipes to be available.

The risk assessment to be sent to stallholders and stall holders to forward to volunteers on their stall.

Mrs Jackson confirmed that the CHASA safeguarding policy is on the website and has been approved by the governors. All CHASA policies are now on the school website.

Vicki G to make a list of those who need to sign safeguarding policy and have these ready for people to sign on the day of fair.

Vicki G will be health and safety lead 12-2pm and Joanathan Dawson will take the role 2-4pm.

Jonathan to put together a basic do’s and don’t list to send out to parents before the fair e.g. no parking in lay by, strict no smoking/vaping policy on school grounds etc.

Entry and exit will be through the path next to reception classroom whilst the fair is on. Main car park gate will be closed – fire engine team will have the code for the gate in case they need to exit quickly.

Becky to find out what time the fire engine will arrive/ leave.

RCD required for amplifier for music – Victoria Griffin to bring this on day.

Natasha Jagger will bring a fire blanket to have next to BBQ.

The caretaker will tape off the playground equipment.

**Fair Set up**

Mrs Jackson will open the school at 9am for set up – each stallholder to come to prepare their stall when they see fit.

Jonathan to prepare health and safety signs and toilet signs for the day plus no entry signs for classrooms.

Marquee will be brought down and put up on Friday night by James and Gerard from sports hall – they will need helpers. 2 x gazebos from Victoria C and Caroline Helferrich will be brought down and set up on Friday night – will probably need to be set up on grass rather than playground.

Becky to check with Stacey that Penny Agar can bring coconut shy tent down on Friday night too.

Victoria Cain to find some helpers to put gazebos up on Friday night – committee members and Charlotte Clark available to help.

**Cake stall**

Send out message to parents to say that cakes can be brought to school on Friday 17th June – no cakes with fresh cream/cheesecake or cream cheese toppings to be brought in on Friday as can’t be refrigerated.

Hannah Davies to see if her local WI can bake cakes for the stall.

**Beat the goalie stall**

Mrs Jackson will organise the set up of the football goal to the bottom far left of the school field

School has a few footballs we can use. Mrs Jackson to speak to Phil Smith at York FC about getting a signed football for stall.

**Bouncy castle**

Mrs Jackson to give Helen a timer for the bouncy castle. Timed sessions of 5 minutes. 50p a go for bouncy castle or £3 for unlimited use throughout the day. Stamp to be put on child’s hand for unlimited use.

**Balloon Selfie station**

Claire Smith to do a balloon selfie station in the marquee. A donation pot to be put next to station.

**Digger**

Natasha Jagger to bring a small digger to fair with bucket on front. Children to throw coin in the bucket to have a sit in the digger. Digger to be positioned next to bouncy castles so that Natasha can oversee this as well. Ideally it would be good to have another volunteer manning this.

**Raffle**

Tracey to send raffle tickets out in book bags this week.

We have had a good response on raffle prizes. Parent comms to go out to give an idea of the raffle prizes on offer.

The idea was raised to have £50 cash prize as top prize for raffle.

We could draw raffle at about 3.30pm.

Previously we have drawn the ticket and then let the person choose their prize.

**Year 6 stalls**

Year 6’s are welcome to man the uniform and book stall – if not these can be left with honesty box.

Year 6’s are welcome to do jam jar tombola stall – if not these can be next to cake stall for school staff to manage alongside cakes.

The uniform/book/jam jar and teddy stalls will all be positioned next to cake stall so that staff can oversee the Year 6 pupils.

**Thursday 9th June collection day**

Everyone to see if they have cardboard boxes which they can bring on Thursday morning for collecting donations. Labels for boxes will make it easier on the day.

Becky/Victoria Cain/Tracey to be there on Thursday morning to help collect donations and to take boxes of uniform/books/jam jars and raffle prizes away.

Tracey to take jam jars and raffle prizes, Victoria to take uniform, Becky to take books.

Teddies will remain at school and Mrs Jackson will ask Year 6’s to prepare the teddies for the match a teddy stall. Mrs Jackson will see if there is time for year 6’s to prepare any other games for the fair.

**Advertising on social media**

Jade to pin fair flyer to Easingwold buy swap and sell site.

Becky to post flyer on other Easingwold selling sites/forum.

Natasha to put fair flyers up on posts down her lane.

**Prices**

Each stallholder to create their own price list to display on the stall.

Bouncy castle – 50p a go £3 unlimited use

BBQ - £3 for burger (cheese and onions free) £2 hotdog

Jam jar tombola £1

Match a teddy £1

Fire engine – donation box

Preloved uniform – use price list from before

Books – donations

Cake stall – buns/brownies/slice of cake priced and whole cakes sold off towards end of day

Becky to create a Summer Fair WhatsApp group so one point of contact for everything fair related.