**CHASA Meeting – 20th April 2023**

**Attendees:** Mrs Judi Jackson, Jonathan Dawson, Becky Stubbins, Victoria Cain, Tracey Swiers, Victoria Griffin, Sally Ford, Sam Parris

**Apologies:** Hannah Davies, Charlotte Clark, Helen Champion, Emma Wilkinson, Marta Colman, Sarah Sayner, Jade Bunker

**CRAYKE SPORTS HALL MARKET STALL CAFÉ**

The Sports Hall have generously offered CHASA a slot for the sports hall market stall café (on a rolling 3 month basis) selling bacon butties, hot drinks and pastries/cakes. The first cafe for CHASA to run is Saturday 29th April.

To provide consistency the sports hall have asked that we use the same price list that they used at the first market cafe and that we purchase the bacon from Hartleys and bread rolls from Thomas’s with whom there are rolling orders.

Sally said that the first café was busy and that they made £210 profit and that the expenses were £150.

Bacon baps were £3, tea/coffee £1.50, cakes £1.50/£2 and crisps £1 (although very few crisps sold). Cakes also sold quite slowly. Sally said that they sold 140 bacon baps.

We would need bacon, baps, 1 big jar coffee, tea bags, 3 x ketchup, 2 x 4 litre milk, sugar, disposable coffee cups with lids, napkins. We could also provide decaf tea and coffee.

There were two options – either we could buy the stock ourselves (still need to get bacon from Hartleys and buns from Thomas’s) or the sports hall could provide everything, and we would pay £150 expenses to them. We decided, due to timescale, to ask the hall to provide everything for the first café. We will ask parents/carers to donate croissants, pain au chocolat and muffins. For our next café slot we are keen to get as many items as possible donated.

The café is open 10.30-1.30pm. Sally said that they had the cafe ready to go at 10am and were cleared up by 2pm. Sally suggested that we need about 5 volunteers.

The kitchen area and tables in front of kitchen are to be cleared. We would need to bring our SumUp card machine and a float (Tracey to provide).

Becky, Vicki G, Jonathan, Elly and possibly Tracey are available to help. We will also ask if any reps can come along to help.

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| **Summer Fair - Sat 24th June - 12 - 4pm** | |  |  |
| **Stall** | **Stall management** | **Proposed Names 2023** | **Notes** |
| **THEME** |  | **FESTIVAL** |  |
| **Tin Can alley** | Reception | Marta & Emma | Alistair Triffitt is building tin can alley. Balls from coconut shy. Prizes - jelly snakes? |
| **BBQ** | Year 1 reps | Vicki G & Hannah & Ben | Selling cans beer and soft drink. Cash back on Sum Up machine. Charlotte Clark can lend gas BBQ, need gas cylinder. Heck sausages (£1.50 a pack - order 30 packs = 180 sausages, sell packs off at end), 100 chicken burgers (Emma kindly donating), supermarket donations for bread buns/sauces etc. Cheese, onions, lettuce and mayo also. |
| **Splat the Rat** | Year 2 reps | Louise & Katie | Borrowing from Easingwold Lions. Prizes to be bought |
| **Tombolas (kids and adults)** | Year 3 reps | Victoria Cain & Charlotte Clark | Tombola drums needed |
| **Assault Course & Bouncy Castle** | Year 4 reps & school staff | Becky & Sam & Julian & school staff | Use yellow wristbands £3 unlimited bounce. School staff to help man this. Rota to be drawn up 3 people at a time on duty |
| **Entrance** | Year 5 | Helen (from 2pm) & Natasha & Jonathan/Elly (rotate with raffle ticket sellers) | £1 for adults, children free |
| **Raffle Tickets & lucky dip** | Year 6 reps | Tracey & Sarah (rotate with entrance volunteers) | Raffle tickets in bookbags week before |
| **Braids / face glitter/ paint/ tattoos** |  | Jade & her sister & Abbi Bramwell (and girls) |  |
| **Match the Teddy** | Amelie Jackson Yr 6 pupils | Mrs Jackson/ Amelie Jackson |  |
| **School uniform & accessory stall** | Honesty box | Becky/ Victoria C to set up |  |
| **Jam Jars (if sell out have tuck shop as back up)** | Year 6 pupils | Mrs Jackson - Year 6 to add raffle ticket numbers to these |  |
| **Cake stall** | Villagers | Villagers ? | Ask local businesses for cakes too |
| **Gin bar** |  | Jette |  |
| **Coffee van** |  | Vicki Griffin - hot drinks/soft drinks and veggie/vegan snacks | At least £50 donation |
| **Fire Engine** |  | Becky has asked Sam Barratt | Entrance car park as last year |
| **Mr Shimwell Races and tug of war** |  | Mrs Jackson/ Mr Shimwell |  |
| **School football goal** |  | Becky to set goal up | To be repositioned in corner for kickabout fun |
| **Big garden jenga/ crazy golf** |  | Victoria/Tracey | Giant garden games - ask Dave at AMH if he can throw these in with inflatables/ ask parents/carers if anyone has any of these which they can lend for the day |
| **Red Barrows** |  | Jonathan | See if we can get the red barrows along for entertainment! |
| **Kids performing - martial arts/dance/singing/gymnastics** |  | All | Ask parents/carers - can we get any groups to come along and perform |
| LOGISTICS PLAN - stalls location plan |  | Becky/ Vicki G/ Jonathan/ Mrs Jackson |  |
| Sponsorship/ Raffle prize request & collection |  | Jonathan/ Tracey | Letters to be sent to businesses in May - CHASA and school logo on letter template for children to write letters on. Letters to be written Friday 19th May. |
| Poster design |  | Marta/ All | Posters local noticeboards/SM sites/ Easingwold advertiser ad? |
| Fair Road signs |  | Jonathan/ Lucy/ Becky | 2 x fair banners 8x4ft for fences and 1 x generic school CHASA banner (cost for 3 banners £129.52) and we have 30 signs 2ft x 1ft for trees/signposts to go up one month before |
| Stall Price lists |  | Jonathan |  |
| Parent Comms for donations |  | Becky | Give parents/carers donations list well in advance. Donations to be brought to school Monday 12th June in exchange for non-uniform on that day |
| Decoration |  | All - anyone have bunting to bring? | Can businesses donate coronation bunting/decs? |
| Music/ PA system |  | Speakers/ microphone - Becky to get from Rich Clark | Play radio or play list |
| Alcohol licence |  | Vicki G and Hannah |  |
| First Aid |  | Vicki G | Ask parents who are nurses if they can be first aiders |
| Gazebos - sourcing and erecting |  | Victoria Cain | Main gazebo (Nicki Hollinrake or sports hall) & cake gazebo & gin gazebo. Mrs Helfferich has one gazebo that we can use. We will require weights (possibly water weights best option) to secure gazebos on the playground. |
| Floats |  | Tracey | Stallholder briefing at 11am on day to hand out floats |
| Risk Assessment and safeguarding |  | Vicki Griffin/ Emma |  |

We need more volunteers, so people don’t have to be on the stalls continuously for the whole fair. We will put a plea out to parents/carers for volunteers for fair in newsletter.

Ask parents/carers to get creative and come up with an imaginative stall which they could run at the fair. Any other ideas welcome – best fancy dress, best dressed stall, homegrown veggie stall / garden stall.

Final stall ideas needed by 18th May.

**TUCK SHOP**

This is going well although sweet prices are increasing so Tracey will re-look at best value sweet selection.

**SPORTS DAY 7th July**

This is a great opportunity to raise money by selling to parents/carers. Mrs Jackson is happy for us to do this providing there is no alcohol. We could sell food/drinks.

**LOTTERY**

Tracey will work on getting this set up over the Summer.

**JULY LEAVERS PROM**

Vicki G proposed a mini disco/leavers prom in July for the children.

**SEPT/OCT FUNDRAISING EVENT**

After the success of the quiz it was agreed that it would be great to have another similar event in September/ October. These tend to be quieter months for people so hopefully we would get good attendance. We could contact the people who came to the last quiz night to let them know about this next event. It would however mean planning would need to start end of this school year/early next.

**CHASA DONATIONS**

Tracey proposed the idea of starting the new tradition of CHASA funding hoodies from next year onwards. She was clear that she would rather start this next year 2024 due to having a child in year 6 this year and being the organiser for the hoodies. She felt this could be seen as a conflict of interests and she didn’t want it to be seen as her taking advantage of her position. All others present at the meeting however agreed that this new tradition should start from this year as it seems to make complete sense that CHASA pay for a welcome gift (bookbag) for reception children and then a ‘farewell’ gift (hoodie) for year 6 leavers. It was agreed that CHASA would fund the leavers hoodies from this year going forwards. Hoodies could be given with the message of being gifted in exchange for old uniform donation. The idea was also discussed for a possible swap shop for non-branded uniform.

It was agreed that CHASA will also fund 50% of the cost of bibles for Year 6 leavers.

It was agreed that CHASA is happy to fund reception class book bags, pupil reading diaries and the pantomime in the next school year.

By the end of the school year CHASA should be in a position to donate £5k towards much needed school IT equipment (iPads/laptops/chrome books).

**NEW SCHOOL SHED**

Becky has sourced a new shed for the school at half price (£450 delivered and installed). CHASA will fund this. The shed is being installed on 24th May. Natasha Jagger is kindly arranging for the dismantling of the old shed and preparation of the groundwork for the new shed, which will be in the same place as the current one.

**GIFT AID**

Previously Vicki G proposed registering with HMRC for gift aid, which can be back dated for 4 years. We can claim 25% on donations to school. Becky is in the process of registering CHASA with HMRC and then we will be able to claim gift aid. We will claim for smarty tube donations and break the rules donations over the past 4 years, if all is approved, we should be able to claim back around £342. We can then claim on donations going forward. Larger donations will require a short, simple form to be completed.

**CHASA REP UPDATE**

Helen has asked to step down as Year 5 rep. A massive thank you to Helen for all her hard work, support, ideas and even article writing for CHASA! She is a really valued member of the team and has said that she will still be able to support at events and the fair. Thank you, Helen!

We have previously tried to recruit year 5 reps but to no avail therefore we will ask Katie Liddell if she would be happy to step up as Year 5 rep alongside Natasha and we will ask for another volunteer rep for year 2.

**NEW STARTER PARENT MEETING 14th June 5.30pm**

Mrs Jackson has asked if CHASA would like to say a few words at the meeting to explain what we do etc. We could also introduce Easyfundraising/ Sitkins, etc. We will also bring along the small sized, preloved uniform to sell to new parents/carers.

**Action** – Jonathan/Tracey to organise CHASA, Sitkins and Easyfundraising leaflets for bookbags.

**AOB**

Meeting dates set as follows for the run up to the fair, all 3.45pm school hall and all welcome:

Thursday 18th May

Thursday 8th June

Thursday 22nd June