**CHASA Meeting – 22nd June 2023**

**Attendees:** Jonathan Dawson, Becky Stubbins, Tracey Swiers, Mrs Judi Jackson, Jade Bunker, Victoria Griffin, Marta Colman, Emma Wilkinson

**Apologies:** Sam Parris, Charlotte Clark, Victoria Cain

**SUMMER FAIR**

* Have A-board at entrance to fair with FAQ’s and safety information to include that children under 7 years old should be supervised and that children under the age of 12 are not permitted to leave the site without an adult.
* The fair activities/timetable and FAQ’s will be communicated in an e mail to parents/carers on Friday 23rd June. At the bottom of FAQ’s there will also be the QR code to allow people to donate to school if they cannot attend fair. QR code sheet also to be laminated and attached to tables at the fair.
* Friday 23rd June - **4pm set up time –** Birdie & Vic C bringing big marquee, Chris Unsworth bringing 2 x gazebo and helping set them up, Mrs Helfferich’s gazebo is already in shed. Michelle dropping weights off for gazebos and Emma bringing her gazebo weights. Emma bringing the big van with all the donations at 4pm.
* Inflatables – Assault course – no under 5’s and maximum of 16 children at a time. Bouncy castle – under 8 years of age only, max 8 people. Jonathan to produce a sign with age restrictions and stating that children use the inflatables at their own risk. Sign to be stuck to bouncy castle or to the table with drinks on. Emma’s stakes to be used if necessary to cordon off guy ropes etc. Dave has replied to an e mail agreeing that he is responsible for the equipment itself and we are responsible for the use of the equipment. Small first aid kit next to inflatables – parents/carers must administer first aid.
* Coffee van will be selling cold drinks, milkshakes, and iced coffee. Tracey will have a gift aid form ready for them.
* Cake donations Friday 23rd June – Vicki will put boxes out before run club. Emma can send extra crates.
* Facepainting – Separate sponge to be used for each person. 3 pots of water available, year 6’s to change these when required. Matilda, Betty, Poppy and Maisy will do facepainting with Shelley. Gracie helping Jade with braids (along with Abbie and Tilly). Jade to oversee the facepainting stall. There will be a booking system for both face painting and braids where children write their name against a time slot. Braids allowed to be worn at school during the week after the fair.
* Filled jam jars to be checked on Friday evening and ticketed. Jam jars will be one price (£1.50). Adult and children’s tombola’s to be ticketed Friday night. Preloved toys to be used on children’s tombola.
* Year 6’s will be running the jam jar stall and uniform stall; Amelie and her friend will be running the teddy stall. Mrs Jackson will organise a rota for the Year 6 stalls.
* Raffle – sold raffle ticket to be folded Friday evening. Next year we could potentially sell raffle tickets online on SumUp. Raffle prizes – any envelopes to be pinned to a board so they can be easily identified. A handful of raffle prizes are being held back for Autumn bingo raffle. Dobsons motors are kindly giving a second set of 4 x vouchers for Autumn raffle.
* Use trugs filled with water to fill hook a duck paddling pool.
* Trugs with bin bags in to be used for bins.
* Use sink in Miss Walker’s classroom for people to re-fill water bottles, use outside door next to her classroom (same one as for toilets) and come into classroom, there will be a corridor to the sink, made using tables. No access to rest of classroom. Water refill sign required.
* Strictly no entry to Mrs Helfferich’s classroom, door into hall to be barricaded. No entry signs required for hall and classrooms.
* Walkie talkies to be recalled on Friday and charged ready for Saturday.
* Tracey will ask if any GP parents/carers attending fair can do a shift on First Aid.
* It was decided one BBQ will be adequate for the fair.
* Cake stall to be perpendicular to coffee van – cakes to be brought out last minute.
* Loudspeaker located and working – this will be used by Jonathan to announce the children’s activities and the raffle numbers (these to be announced next to raffle table). People can choose their prize rather than be allocated it. If person with winning ticket is not there, the next best prize will be chosen for them.
* Jonathan was given list of signs/ price lists that still need to be printed. Jonathan will collect Splat a Rat.
* CHASA volunteer T-shirts have arrived and will remain at school to be handed out on the day of the fair.

**Sports Day 7th July**

Soft drinks and crisps to be sold at Sports Day.

**Autumn Events**

Autumn events (Sept/Oct) will include Crayke market stall (September), new starter parent/carer evening at Durham Ox, family Bingo event, Wonka Bar event.

**Addendum**

In the CHASA meeting of 18.5.23 it was confirmed that the accounting books for 2021/22 had been audited, please see additional document.