

CHASA Meeting – 18th October 2023

Attendees: Victoria Cain, Tracey Swiers, Becky Stubbins, Jade Bunker, Victoria Griffin (Zoom), Charlotte Clark, Natasha Jagger, Marta Bujwicka-Colman, Fiona, Tom, Hannah Davies (Zoom), Michelle Dawson (Zoom), Mrs Jackson (Zoom)

Apologies: Sam Parris, Emma Wilkinson, Katie Hunsdale, Katie Liddell, Jonathan Dawson, Louise Beeson

Welcome

Victoria welcomed everyone to the meeting. She set some ground rules for CHASA meetings, which were as follows:

- People should speak one at a time so everyone can be heard.
- Raise a hand if you would like to speak.
- Be respectful and kind to one another in the meeting.
- Stick to the items on the agenda.
- Please raise anything personal or sensitive with the committee prior to the meeting.

Victoria made it clear that she would like the group to be completely open, welcoming and inclusive to all parents/carers. She asked that there be no negative talk in or out of meetings regarding CHASA or other parents/carers and if there are any concerns, they should be brought to the committee to be resolved. She genuinely wants it to be an honest, open, fun and friendly group.

WhatsApp Group Plan

There was a discussion about WhatsApp groups. Vicki G advised that we do need WhatsApp group chats to share ideas and plan events in between meetings otherwise the meetings would last for much longer than they already do.

Re. WhatsApp groups there were two sides – some thought we shouldn't have too many groups as you may then miss messages and people get confused which group to use, others thought it was better to have more groups otherwise it's very difficult to find messages and people are at risk of getting many irrelevant messages. It is obviously impossible to please everyone so the following plan was agreed upon, and Victoria said this could be trialled and changed if it doesn't work:

Core Committee group – 5 core committee members

Reps WhatsApp group – remains the same, includes all year group reps and is used solely for messages which need to be communicated out to year WhatsApp groups.

Committee Roles/ Ideas Hub – A group for all those in any committee role and those who want to be included in idea discussions. Anything to do with any of the roles can be discussed in here, along with event ideas/events themselves. It was advised that this would be a group for brainstorming so there would be a lot of messages. People can of course mute the messages and where there is an action required, we must tag the person involved so they are alerted. The meeting minutes to be included on this group so people can see their actions from the meeting.

Temporary Events groups – Once a main fundraising event is agreed, Victoria will set up a WhatsApp group for this specific event and include those who are working on the prep and at the event itself. Action points list can be included in this so people can tick things off once completed.

Mrs Jackson advised that where there are groups open to all, it would be good to have a 'code of conduct' which must be agreed to on joining the group. This would include being polite and respectful to others, zero negative comments about school or other people, etc.

It was discussed whether there should be any etiquette with regards to when/how late people can message on the groups. It was raised however that people are free at different times to look at the messages and reply – this may only be late at night/weekends for some. It is therefore up to the individual to mute the group when they do not want to receive message notifications and they can catch up on the group (if they so wish) at a time convenient for them. There is certainly no requirement to read all messages or be involved. Please feel free to ask to be added/removed from a group as and when you wish.

In terms of WhatsApp groups, it was raised that some parents/carers may not be on the WhatsApp groups or aware of them, particularly new starters. It was made clear that school has nothing to do with the WhatsApp groups and it is completely separate from school. Similarly, CHASA do not have any involvement with setting the groups up either, CHASA have no access to parents/carers details. It is reliant on the parents/carers of each year group to set up and manage their own WhatsApp groups. CHASA simply uses the groups as an extra channel to reinforce messages and send reminders. Any event or important information, meeting details and CHASA contact details are always communicated by any of the following means which every parent/carer has access to: the chronicle, CHASA minutes, school email, pings.

Action Victoria C: Set up the agreed WhatsApp groups and the code of conduct for these.

CHASA Finance and Processes

In Tracey's absence (she was unable to make the first part of the meeting) Vicki Griffin (Assistant Treasurer) spoke. She mentioned that it is more important than ever to be completely transparent with CHASA finances and accounts. The funds raised are in a public pot to be spent by parents/carers on the school and the children. Therefore, all parents/carers at the school have every right to request the accounts, statements etc at any point and of course to have input on how the money is spent, if they so wish.

Vicki G asked the reps that if they hear of any questions surrounding CHASA finances, to please make parents/carers aware that CHASA are fully transparent and that they can request accounts/bank statements/ ask any questions, at any point.

Becky also mentioned that Tracey had suggested that she could have a small finance update slot at the beginning of each future CHASA meeting. This is usually a standard item at PTA meetings. She could potentially bring the latest bank statement with her which people could see if they wanted to.

In addition, we are in the process of getting a second signatory (Vicki Griffin, assistant treasurer) on the bank account. The books were audited this year, just before the summer fair and were fully in order. They will be audited again next year. The full annual accounts are also on the charity commission website and a link to these will be going on the school website.

Mrs Jackson also re-iterated the importance of protecting ourselves and not being put in a vulnerable position where money is concerned, making sure we are taking all due precautions. In this regard, it was agreed we need to look after each other and what we're trying to do.

CHASA Newsletter

Mrs Jackson explained that she had seen another school PTA's newsletter and thought it might be something useful for us to do too – it also tied in nicely with the prior discussion of giving parents/carers more information and being transparent.

Mrs Jackson had started a template for us which looked great, this just needed some information adding/tweaking, which Marta and Jade agreed they could do. It was agreed that it could then be sent out before the half term break. It includes information such as what money had been raised throughout the year, what it was spent on and what the fundraising focus is for the coming year and the benefits of this to the children. It was agreed that the 'money raised' and 'money spent' sections didn't need to be massively detailed or overwhelming - just give a summary and be clear, bright and bold.

Going forwards the newsletter could be sent out on half term, termly or quarterly basis, whichever we think is best. If Marta is provided with the information, she is happy to format it for us withing the template. It was agreed that it was best to be sent out on a separate e mail to the chronicle (potentially on a Thursday) so that people are more likely to notice it and read it. Mrs Jackson will also look at whether we are able to see how many people have opened it and read it. The first newsletter is a trial to see how it is received and if it is worthwhile.

If we want to use photographs of the children, we need to check this with Mrs Jackson first as some children are not to be included on photographs.

Action: Jade and Marta to put together the newsletter and send to Mrs Jackson by next Tuesday 24th Oct.

EasyFundraising

Easyfundraising have offered a banner with QR code for the school fence for free so this has been ordered and will be sent to school. Mrs Jackson has approved this and is happy for it to go on the school fence. The banner is due to arrive by 3rd November. We also receive a £10 donation from Easyfundraising if we do display the banner – they are using it as a trial to see if this sort of advertising helps schools to get more people to sign up to it.

The run up to Christmas is a great time to promote Easyfundraising, as people are buying gifts. Tracey is waiting for a gap between events to re-communicate Easyfundraising information (so it doesn't get lost). The information could be communicated in the newsletter/ chronicle/ community coffee morning / WhatsApp groups.

Action Tracey: Find out if we can have a Easyfundraising poster in the Crayke Parish/church noticeboard.

Action Tracey/ Jade: Put together Easyfundraising comms, including how to easily sign up to it on your phone and how to activate the pop-up reminder.

Headteacher Wishlist

Mrs Jackson explained that instead of the partition wall for Holly class, it might be better to focus on the school's 'Year of Music' for our main fundraising goal. This means putting funds towards enhancing the music development plan at school.

Mrs Jackson has arranged for the Richard Shephard Music Foundation to come into school after half term to do a demo session with the children and some of the adults too, to show what they can provide. They would, in effect, teach the music lessons at school, using their expertise. After the demo they will be able to provide their pricing structure and if school decided to go ahead, then CHASA funds could go towards this and any other possible music initiatives in school. For example, CHASA are already funding the coach to the 'Young Voices' concert in January and this is part of the 'Year of Music' initiative.

Mrs Jackson suggested that every year CHASA could use the annual school topic for their fundraising focus, for example, next year may be the 'Year of Geography' so CHASA could see how they could support this – it could be trips / resources etc, all in line with this topic. In this way, CHASA is directly helping the children and helping to enhance their experiences in this educational area.

It was raised that some parents/carers may not be enthusiastic if their child is not interested in 'music' or 'geography', or they did not think it was a worthy topic. In order to help with this, in the newsletter, we could show how each topic can benefit every single child in many ways (this is not always obvious at first).

Becky updated that CHASA are funding the coach for Beech class trip on 10th November. (In line with the previous meeting's decision of providing some funding for a trip/event for each of the classes).

Your School Lottery

Tickets for the lottery cost just £1 per week (£4 per month), people would sign up to a direct debit.

There will be a draw every Saturday night when a 6-digit winning combination will be picked. Match all 6 and you win the national jackpot which is £25,000.

There is also a guaranteed winner for each school every Saturday which is drawn on a raffle basis (you win 30% of ticket sales money for your school), so there are two chances to win a prize.

From your ticket sale: 40% goes to school (CHASA), 36% goes towards prizes and 24% goes towards admin/VAT. If one parent/carer for every child at school signed up the lottery (100 people took it up), it could raise £2080 per year. We know not everyone will sign up but if we can also get grandparents/ families and people from the local community on board and aim for at least 100 sign ups this would be amazing!

There are other initiatives where the school would get to keep more of the money, but these require a lot of time and effort, and this wouldn't be feasible. Using 'Your school lottery' also takes away any risk as it is all done behind the scenes by the third-party organisation, so CHASA volunteers are not directly involved with picking out numbers/handling money etc. It could be a big reward for the school with minimum effort for CHASA volunteers (once set up and launched).

Jade (with support from Tracey and Charlotte) is managing this project. She is completing the set up and will launch the lottery on 2nd December (6 weeks time). She is looking for lottery launch ideas. Some ideas have been raised including standing on the school gate in dress up and getting people to scan the QR code. Another idea was a helium balloon at the gate with the QR code on, however people are likely to rush off and miss this and are often holding on to bags and children, making it difficult to use phones. Also, helium balloons are not good for the environment or surrounding farms if they are accidentally released. Charlotte Clark would like to help Jade with the lottery launch.

Comms for the lottery will also go out in the usual ways – chronicle/newsletter etc.

Action Jade/Charlotte: Finish lottery set up, encourage lottery launch ideas, organise comms and launch.

Rainbow Raffle Christmas Hampers / Non-Uniform Day

On Thursday 9th November (new date) the children can come to school in non-uniform, dressed in the colour allotted to their year or in any colours of the rainbow. In exchange for

the non-uniform day, they will be asked to bring in a donation which is the same colour that their year group has been allotted. Each of the 7 year groups will be allotted a different colour.

Jade will kindly make up the 7 coloured hampers with the donations, using banana boxes.

On 1st December the raffle tickets will go on sale at £2 each – in book bags, on SumUp and sold at nativity performances and tuck shop. The raffle will be drawn at the evening nativity performance on 13th December.

Action Jade and Michelle: Design poster for this and send out comms before half term holiday.

Community Café

The community café is to be held at school on Weds 25th Oct 9.30 – 11. Money raised from food and drink will go to the Candlelighters charity, a charity which has helped families at the school. Candlelighters have provides banners, bunting and balloons, etc for the event. Oak class children and teachers will be selling cakes and drinks, and the children will be waitressing. Mrs Jackson has asked parents/carers for cake donations.

CHASA will run a raffle which will raise money for the school and will also give out leaflets about Easyfundraising. CHASA volunteers will also help with serving food and drink wherever needed.

We have the following CHASA helpers for the event: Vic C, Becky, Louise, Emma, Sam, Helen, Kate L, Michelle, Natasha. Volunteers can stay from drop off time to help set up.

Action Becky: Ensure we have everything for the raffle. Send a reminder to year WhatsApp groups about cake donations – to be brought to school on Tuesday or Weds morning.

Action Michelle: Create poster to be shared on social media, year WhatsApp groups and village groups.

Bonfire Night Stall – Sunday 5th November

Jade has already ordered 100 flashing foam sticks (sell for £3 or 2 for £5) and 50 glow sticks (sell for £2 each). We will also offer glow up tattoos (50p) and face glitter (£1). We will use the changing room as the base and go around the field selling the glow sticks, out of rucksacks or vendor trays (if anyone has these). No signs required.

Confirmed helpers: Jade, Becky, Tracey and Jonathan. Michelle and Vicki G will if they can but not definite.

Gates open at 6pm so helpers should arrive no later than 5.30pm.

Craft After School Session

Christmas after school craft session to take place on Thursday 30th November 3.30 – 4.30pm (exact timings TBC). All agreed this was a great idea as craft club was very popular. Fiona also suggested it is something which could be replicated at other times of year like Easter etc.

The idea is to have 4 or 5 craft activities in classrooms and/or hall depending on numbers. This could include gingerbread decorating as one activity. We could provide a snack and drink and charge £5 per child (TBC). We would invite teachers to be at the sessions and would have volunteers who are on the SCR. Cooplands/ Thomas's/Clarks/ Greggs may be able to donate gingerbread people. Ideally, we would need craft materials donated or low cost and eco-friendly (no plastic).

Action Tom: Ask his Greggs contact for gingerbread person donations.

Action Marta: Ask Mrs Seligman what craft activities she would recommend and what materials we need.

Action Mrs Jackson: Ask which staff would be willing to help at the session.

Christmas Stalls

CHASA would potentially like to have a stall at two Christmas fairs to fundraise for the school – Galtres Centre Xmas fair and Outwood Academy Xmas fair. We would love to have a stall at Outwood as it would be great to strengthen connections with them. We would like to run a chocolate tombola, if permitted, as we hope to have selection boxes donated which we could use for this.

Vicki G has enquired about the one at the Galtres centre on Saturday 2nd December 9-2pm. We can have a stall for £15 – they have suggested we sell small affordable items that children could buy for other people as gifts. One idea is Rudolf hot chocolate cone bags (filled with hot choc powder, marshmallows and choc buttons with a Rudolf face). We already have the goods to make these up. Other ideas were things such as cheap Ikea candle which we could decorate and another idea was items for Christmas eve boxes.

We would need volunteers to help in the preparation of items and to help on the day at the Christmas stalls.

Action All: Brainstorm ideas of what we could sell and who we could ask to donate goods.

Action Vicki G: Once Outwood school Xmas fair date is confirmed, then book Galtres stall (if it doesn't clash).

Action Charlotte: Contact Outwood school to see if we can have a stall at the Christmas market, find out date and ask what we are able to sell.

AOB

Fundraising ideas for next year include a possible UV Valentines disco and a football tournament. Valentines day falls in half term so the disco would need to be the week before this.

New starter open morning on Weds 8th Nov – some CHASA volunteers are happy to stay and chat to new parents/carers during this open morning. Jade and Victoria have volunteered.

Fiona asked about DBS checks and advised that DBS checks from other lines of work weren't relevant for CHASA events. Vicki G advised that DBS checks aren't essential for CHASA volunteers. Core committee and governor/teacher volunteers have school specific DBS checks. The policy is that volunteers must always be in pairs with DBS checked members and school staff overseeing the event.

The next CHASA meeting will be mid-November - date and venue TBC.

Everyone agreed that an evening meeting worked well for a lot of people. Victoria said we are trying to mix up the days/ times of meetings to try and be as inclusive as possible and see what works the best for most people.

Action Victoria C: To arrange date/venue for next CHASA meeting.