

CHASA Meeting – 2nd October 2023

Attendees: Victoria Cain, Tracey Swiers, Becky Stubbins, Jade Bunker, Victoria Griffin, Charlotte Clark, Natasha Jagger, Katie Liddell, Michelle Dawson, Fiona (Zoom)

Apologies: Hannah Davies, Sam Parris, Helen Champion, Emma Wilkinson, Marta Bujwicka-Colman, Katie Hunsdale

Welcome

Victoria welcomed everyone to the meeting. She checked whether we wanted to go over who had been voted into the Committee roles, but everyone agreed they knew who had taken the roles and were happy with this.

Safeguarding and Data Protection policies

Fiona confirmed that she had these policies and would look at updating them before the first event on 21st October. Vicki G and Fiona will do this together.

Family Bingo Event 21st October

Vicki has spoken to Gerard at the sports hall and confirmed that the sports hall can seat 100 people, this is 80 adults and 20 children (60 dining chairs, 20 armchairs and 20 children's chairs). The Sports hall can hold a capacity of 200 people overall. We agreed that we can see how ticket sales go and if more chairs are required, we could borrow these from school.

Vicki confirmed that the TENS events notice has come through, which allows for alcohol sales. The sports hall has kindly waived the hall hire fee for the event. We need to ensure that we thoroughly tidy up afterwards (leave it as we found it), including cleaning toilets.

Food will be ordered on 13th October from Food Station – pizza (a couple of slices per person) and chips. The bar won't be open as we don't expect to sell many alcoholic drinks. We will sell drinks ourselves.

Vicki and Fiona will complete the risk assessment for the event.

Victoria to send 'save the date' to WhatsApp groups this week and tickets can go on sale as soon as the poster is ready, and tickets are set up on SumUp. Michelle to send bingo infographic to Vicki – Vicki will use for SumUp tickets and will then send link/QR code back to Michelle who will design poster for event (to include 13th October as deadline for buying tickets - as we need to order food on this date).

All ticket sales will be through SumUp and email confirmation can be shown on phones at the door. There will be 80 tickets made available on Sum Up. Tickets will be £5 per person and will include entry, one bingo card and food. Water and squash will be available free of charge on the tables. Cans of drink will be available to buy, along with tuck shop, bingo cards (£1 each) and bingo dabbers. Katie and Natasha to source bingo dabbers and bingo cards for free from local bingo companies (they will try the bingo hall in Thirsk). Charlotte to run the tuck shop. Victoria to ask Jonathan if he will be the bingo caller – Jonathan to check numbers when there is a winning card.

Vicki will organise the pizza and chips from food station. There will be option of margarita or pepperoni pizza – Vicki will put both options on SumUp so we have an idea of how many of each. Jade to ask if the food can be delivered.

Raffle tickets will be sold on the door and during event. Tracey has plenty of raffle tickets. Katie and Natasha to check tickets (on phones) on the door and sell raffle tickets.

In between bingo rounds games of play your cards right will be played, this will be free of charge – Vicki G to run this. Spin the wheel will be available to play throughout at £1 a go, run by Jade. Jade will put the 'spin the wheel' board together.

We will use a projector (so people can see number as may not be able to hear) and Bingo app. Victoria sent the app for 'Appzaza' – a bingo number generator app that we can use. Jade will look into the Bingo app and check it is suitable. Michelle to check if there is a projector at the sports hall and if the sports hall would be happy for us to use this.

Victoria and Michelle will run the bar. Victoria will ask Tesco charity champion for 36 cans of Sprite. Tracey will ask Asda champion for 36 cans of Fanta. If we can't get the fizzy drinks from champions, then we will use Aldi fizzy drinks.

Vicki G advised that children must be supervised at all times, including the children of CHASA volunteers. It was suggested that we could pair up with someone and take turns looking after each other's children. Each person is responsible for making sure they have someone watching their own children.

Bonfire Night Stall at Crayke Sports Club- Sunday 5th November 6pm

The Sports Club have offered us the changing room for our stall, the same one as last year. We decided that the glow sticks were the biggest earner so we would stick mainly to these. Bonfire night falls at the end of the half term holiday so we wouldn't be able to ask for cake donations from parents/carers.

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.

Tracey will see if she can source the candy floss that she got at the fair, for a good price, if we can get enough at a good price, then we could sell these too.

We will need at least 6 helpers – so far, we have Jade, Becky and Tracey. Michelle and Vicki G will if they can but not definite.

Victoria to put a WhatsApp message to the Reps group to ask for volunteers.

Rainbow Raffle Christmas Hampers / Non-Uniform Day

Mrs Jackson has agreed that we're fine to go ahead with a Christmas Rainbow Raffle. There will be 4 coloured hampers to win (with donations from each of four classes Apple, Holly, Beech, Oak).

On Friday 10th November the children can come to school in non-uniform, dressed in colours of their class or 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 class has been allotted. Jade to ask Mrs Jackson which colours each class has now and to follow this to allot colours to each class.

Jade will kindly make up the four hampers with the donations and pictures of these to go on the communication/ poster. Marta and Michelle to design poster for this (Jade has examples) and communicate it to parents/carers.

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. Tickets will be sold at morning nativity – but please make clear to those that buy here that it will be drawn at the evening nativity and winners will be contacted.

Michelle to email Mrs Jackson and Mrs Bacon to inform them of above event and dates. Marta and Michelle to communicate to parents/carers **before** half term about the non-uniform day and the donations as the 10th Nov falls at the end of the first week back after half term.

Crayke Market Café

We raised £245.80 at the café, which was a similar amount to last time. Next time only about 4 volunteers needed (as opposed to 6 which we had this time) as it was a steady stream of customers rather than a rush like the first time. Our next slot is likely to be Spring next year.

Donations to School

Forecast donations:

Reading Diaries £725

Reception bookbags Approx. £75

Leavers hoodies Approx. £250

Pantomime £800

New starter evening £171

Oak Class Young Voices Trip coach – Cost TBC

Apple Class Elvington Trip coach – Cost TBC

Holly Class (teacher to request an event/equipment) – Cost TBC

Beech Class (teacher to request an event/equipment) – Cost TBC

We are aiming to raise about 7k this school year (to match what we raised last year) and whatever is left after deducting the above we would like to use for a 'big ticket item' such as the proposed partition/wall between Holly class and the hall.

We agreed that we would pay for Oak class Young Voices coach. Young voices takes place every other year so for Oak class, we proposed alternating between paying for the Young Voices coach one year and the residential coach the other year.

We also agreed to pay for the coach for the Apple Class trip and to allocate budget for Beech and Holly class to make it a fair amount of spend across all year groups.

AOB

Fundraising ideas for next year include a possible Valentines disco and a football tournament.

The next meeting, to finalise family bingo details, will be at Charlotte Clark's house on Monday 16th October at 7pm, all welcome. *

CHASA night out to be organised by Katie, the date is 7th December 7.30pm at the Durham Ox. Further details TBC.

* The next meeting date has since been changed to Wednesday 18th October 7pm at Charlotte Clark's house – all welcome.