

CHASA Meeting – 10th January 2024

Attendees: Mrs Judi Jackson, Victoria Cain, Becky Stubbins, Jade Bunker (Zoom), Vicki Griffin, Tom Ferreday, Charlotte Clark, Michelle Dawson

Apologies: Emma Wilkinson, Katie Hunsdale, Katie Liddell, Natasha Jagger, Helen Champion, Marta Bujwicka-Colman, Tracey Swiers, Fiona Ankers

Welcome

Victoria welcomed everyone to the meeting. She said we have been mixing up the days and times of meetings to allow for different people to attend. Everyone agreed it worked well to continue in this way.

Lottery Update

Jade gave an update on the lottery, saying how pleased CHASA are that 67 tickets have been sold. We are on target to make £1363.60 across the year. The target is to reach £2080 across the year (100 tickets). There have been two CHASA bank deposits for the lottery - one in November of £21.20 and one in December of £102.80.

We talked about ways to raise the profile of the lottery by advertising who the winners are each week, but this is difficult as only Jade, as the admin, gets a link with the full name of the winner, we are also unsure whether all winners would want to be advertised. This idea could potentially be carried out on an ad hoc basis with willing winners – potentially a photo in the chronicle.

We agreed that a lot of parents/carers would have purchased tickets already and that it is now the aim to spread the word around parent/carer's wider families and the wider community.

Action Michelle/Victoria C: Put the lottery link on the Crayke WhatsApp group to encourage villagers to take part.

CHASA UV/Glow in the Dark Disco – Friday 9th February at Crayke School

Timings

Timings and attendance of two identical disco sessions during the evening were discussed extensively and the below agreed:

4.30pm – 5.45pm – First disco

5.45-6pm – Break. Children from first disco leave through reception along with Tiddlywinks children (6pm). Children for second disco arrive through back of hall.

6-7.15pm - second disco

Parents/carers can choose the disco slot they prefer when they book their tickets (first come first served basis). Children may only attend ONE DISCO SESSION (Ticket wording - please book either..or..).

Apple class parents/carers welcome to stay for disco, if they would like to.

Tickets

Again, tickets, pricing and what's included were discussed at length, it was decided to have three ticket options to cater for all circumstances:

- 1) £5 Ticket
- 2) £5 Pay It Forward Ticket (If you would like to fund a Good Will ticket)
- 3) Good Will Ticket (1p as SumUp will not allow zero) – For those unable to purchase a ticket for financial reasons.

Tickets include disco entry, doughnut on arrival and face paint.

Children to bring water bottles with them and to wear white and black clothing if they wish to enhance the UV effects. Parents/carers must confirm to school in writing if someone else will be collecting their child.

When purchasing tickets tick boxes for:

- Any Allergies, if so what are these
- Happy for child to have face paint applied
- Happy for school medical and parent/carer contact details to be used if required

Becky and Vicki G to have access to list of children attending and to organise alternative snack for those children with allergies – liaise with appropriate parents/carers where appropriate.

Logistics

Children to arrive, be handed doughnut and sit down in hall to eat (Mrs Jackson will brief children about this on Friday morning so they know about this). Meanwhile, volunteers who have been allocated to apply face paint can go around and do so at this time. The disco can then begin after this.

1 hour YouTube Let's Dance with UV props.

Children to bring their water bottles, which can be re-filled at disco if needed.

Children can wear white/black if they want to stand out more in UV lights.

Pick up procedure same as for craft night, adults with walkie talkies at door and adults in hall calling children through.

Although there are no specific rules to follow in terms of ratio of adults to children, we will need to ensure sufficient adults for good supervision and care of the children.

Chill out area/tuck shop, balloons and glitter tattoos all discussed but decided against all these to keep things as simple and smooth as possible.

Disco Entertainment

Mrs Jackson has said that she is happy for us to use the school projector/laptop/speaker system to play YouTube 'Let's Dance'. The children can watch and follow the dance moves on the screen. Pete Brown to be asked if he would manage this technical side for us.

UV decorations (streamers and floor tape) and UV props (glasses/ hats/ leis/ inflatable guitars, etc) for the children to share and play with during the disco, to be bought online. The decorations and props can all be re-used in the future.

Jade will borrow the UV lights from a friend.

Bolt On Disco Raffle

We have a handful of high value raffle prizes to use, many of which need to be used by the Summer so we will run a premium 'Star Prize' raffle, which can be drawn before the disco and prizes handed out to parents/carers as they collect children. Tickets will be £5 each and can be bought online only, alongside disco tickets. Raffle tickets emailed to people.

Comms

Poster required to advertise disco and adequate comms for parents/carers so they understand the ticketing and how it will all work. They also need to know about the bolt on disco raffle and prizes.

Volunteers

All welcome to volunteer, we need as many volunteers as possible as there will be many roles and maximum supervision required. Volunteers will be allocated roles and time slots and will be asked which slots they are available for. For set up and clear up, it would be best that volunteers don't have their own children to look after at these times as there will be no other supervision for them.

DISCO ACTIONS

Jade – Organise UV lights, purchase face paint, UV decorations and props.

Victoria C – Ask for help from WhatsApp group on UV props research – what is available and most cost effective – need to do this ASAP.

Victoria C – Organise volunteers rota and brief for volunteers, instruction sheet for parents/carers to go out just before event (dress code, water bottles, timings, etc).

Mrs Jackson – Ask Pete Brown if he can manage the technical side – choose and play YouTube 'let's Dance' to run for approx. 1 hour.

Mrs Jackson – Brief children Friday 9th Feb morning on how the disco session will run.

Vicki G – Buy doughnuts/napkins, organise online ticketing and online raffle tickets.

Becky and Vicki G – Organise snacks for children with allergies.

Fiona/Vicki G – Risk assessment.

Becky – Raffle, organise prizes and manage draw before the disco, distribute prizes.

Michelle – Poster for disco and raffle. Possible separate comms email for parents/carers, if required, with more specific important details (e.g. how ticketing works, same disco each session, can only come to one disco, etc).

Head Teacher Wish List

Mrs Jackson thanked for the musical instruments and updated that these had now been purchased with the CHASA funds (from the rainbow raffle) and that the Sing Education music lessons, which CHASA is contributing to, will be starting next week.

There are no other funding requests from school at present.

AOB

Bags2school – Parents/carers to donate bags of unwanted clothes which are collected and CHASA are then paid for these dependent on weight.

Action Jade: Jade has sent a contact form to Bags2School, so will chase this up.

There is a Year 1 parent/carer who has said they work for a company who can potentially Match Fund for CHASA.

Action Vicki G/Marta: To find out which parent/carer this was and to ask if they are able to match fund the whole fair or just a stall there.

It was agreed that it would be great to get another CHASA Newsletter out soon.

Easter CHASA Craft session date agreed: Thursday 21st March.

Next CHASA meeting agreed: Monday 26th February 12.30 at St Monicas meeting room.