

CHASA Meeting Minutes 18.3.24

Attendees: Victoria Cain, Tracey Swiers, Becky Stubbins, Jade Bunker, Vicki Griffin, Tom Ferreday

Apologies: Katie Liddell, Katie Hunsdale, Marta Bujwicka-Colman, Hannah Davies, Michelle Dawson, Helen Champion, Emma Wilkinson, Natasha Jagger, Mrs Judi Jackson

Easter Craft Session – Thursday 21st March 3.30-4.30pm

Everything has been organised for this. Victoria has sent the instruction brief and risk assessment to Craft volunteers and has printed out copies and given them to school for the teachers involved.

Victoria has 3 tablecloths – 2 for painting and 1 for egg decorating, none needed for bookmark making.

Vicki G will half the eggs and separate the smarties and chocolate buttons ready for decorating. A picture of a decorated chocolate egg to be put up in the room as an example for the children.

Tracey will bring the sprinkle decorations and check the ingredients to see if these are suitable for the children with intolerances.

Vicki G and Becky are managing dietary requirements (choc egg and snack).

Tracey has prepped the bookmark parts and has the googly eyes and glue dots (no scissors required). She will have some pre-made bookmarks as examples and will fold some bookmarks ready for the younger ones who may struggle with it (leaving them to decorate). Tracey will borrow the felt tips from school for the children to use on the bookmarks.

Becky will bring the CHASA T shirts, extra paints and squash from the shed on the night.

Victoria will send a reminder to parents/carers asking them to remember to send in a named shoebox with their children for taking things home in. Becky will bring spare shoeboxes.

Children to carry their shoeboxes to the different rooms with them and put them underneath their seats.

The volunteer meet time will be 3pm at school. We will prep in the hall – setting up cornflake buns/squash and ensuring every room has a box with everything needed for each activity. Teachers will be asked to put on music in their rooms.

Clearing up – members of the committee to bring a bin bag each and any cleaning products they think are required.

Quiz Night

Various venues and options were discussed but it was decided that we would trial the scout hut in Easingwold as we can run our own bar there.

The proposed date is Friday 26th April.

Action: Becky to check this date is ok with Jonathan (quizmaster) and Vicki to check the scout hut is available. The back up date is Friday 19th April.

Tickets will be £10 to include quiz entry, a drink and crisps/nibbles. Raffle tickets can be handed out for free drink as people come in. Drinks to include bottles of beer, cider, white wine and prosecco. We could also run a raffle.

Action: Jonathan to organise the quiz side of things.

Action: Victoria to request crisps and nibble donations from the Tesco champion.

Action: Vicki G to look into getting prosecco glasses, possibly from Ikea.

The minimum ticket sales for the quiz to go ahead will be 30 tickets (sold by 19th April). The maximum number the scout hut will seat is around 50 people. We will check tables and chairs at the scout hut nearer the time.

Summer Fair – Saturday 22nd June

The summer fair date has changed to 22nd June so as not to clash with the Sutton and Hubby show on 23rd June.

Action: Tracey will get the TENS license for the fair.

Gin Bar

Becky confirmed that Jette can kindly run the gin bar again and she organises this on her own.

Coffee Van

Action: Vicki will ask the Bakehouse coffee van if they can make 22nd June. If not, then the coffee box van is the back up. The coffee vans will also sell vegetarian and vegan food.

Performers

Action: Victoria to speak to Natasha to see if a children's dance group from Curve Motion would like to perform at the fair.

Action: Becky to speak to Mrs Jackson/teachers to see if they could oversee the choir ensemble singing at the fair.

Action: Vicki to speak to Martial Arts club to see if they would like to perform at fair.

Children's Activities

Tom had a great idea of having the fair more focused on activities for the children – so for example, children pay £5 and have a card with 5 or so activities, such as welly wanging and archery. They would go to each different activity station and get points depending on how well they do, then the points get added up at the end. This could run alongside the normal fair stalls. All agreed that it was a great idea, but the point was made that we wouldn't have enough volunteers to run both this and the stalls. However, we said this would be great to run as a separate event.

It was also suggested that we could have more craft activities for the children at the fair to keep them entertained, for example, colouring and mask making.

The children's races, run by Mr Shimwell, were great last year so it would be good to repeat these and possibly have some ongoing football drills with some of the parents/carers taking it in turns to run these. A parents/carers race was suggested too.

We said we would have a break from the fire engine and skip2be fit this year.

Outside stalls

We said that outside stalls would be good for things that we aren't selling/doing ourselves at the fair. However, we are mindful that we don't want people spending on other stalls instead of our own stalls.

We said it would be good to trial one or two outside stalls coming in – they would pay £20 for their stall and then sell their own goods.

Action: Jade to ask her friend, who sells stationary/mugs etc, if she would be interested in having a stall at the fair.

Raffle

There were differing opinions on how this could be drawn, to improve on last year. We could either announce each prize and draw for that particular prize or people could continue to choose their prize but have a strict ticketing system for this, which Tracey said she would be happy to manage. It was agreed that we would discuss this further a bit closer to the time.

Inflatables

There were differing opinions on whether two inflatables were required, but in the end, it was decided that we did need a small bouncy castle for the smaller children and an inflatable assault course/slide for the older children.

Action: Tracey to ask Dave from AMH Entertainment what price he could do for this (he agreed £200 for both inflatables last year but failed to deliver the assault course). We would need strict reassurances that he could provide both of these this year.

Action: Tom to get prices from the inflatable company he knows for the same – a small bouncy castle and an inflatable assault course (including blowers).

Tokens

We are looking to use tokens to cut down on the amount of cash at the fair and the amount of counting up at the end. All agreed that, although it's a big change, that we should take this step. Tokens will be sold prior to the fair and at the fair (a separate stall selling these).

We are looking for businesses to sponsor the tokens (pay for the tokens and have their business name printed on them, these will then be used every year).

Instead of having all 50p tokens as was originally suggested, to cut down on production costs, Vicki proposed a plan for both £1 and 50p tokens:

£2000 worth of tokens required for fair games. The two options are:

4000 @ 50p

= Total £400 production cost

OR

1500 @ £1 is £150 and

1000 @ 50p is £100

= Total £250 production cost

All agreed that the second option of £250 cost made the most sense and could be split between 2 or more businesses.

It will mean that we are halving the float we will need from £1000 to £500. The only floats that we will need will be for the raffle, entrance, cakes and bar/BBQ but we will encourage using SumUp where possible for these to reduce the counting up at the end.

The gross takings of the fair last year were about £3500, if the whole amount were on SumUp this would mean fees of £59.195. All agreed this was worth it to cut down the workload and ensure that individuals weren't left vulnerable with large amounts of cash.

Action: Vicki to put a letter together to ask for sponsorship for the tokens, this should be circulated fairly, to parents/carers and local businesses.

AOB

It was agreed that the next CHASA meeting would be on Thursday 11th April 7pm at school.