

CHASA Meeting Minutes 4.3.24

Attendees: Victoria Cain, Tracey Swiers, Becky Stubbins, Jade Bunker, Mrs Judi Jackson, Vicki Griffin, Katie Liddell, Tom Ferreday, , Fiona (Zoom)

Apologies: Tracey Swiers, Katie Hunsdale, Marta Bujwicka-Colman, Hannah Davies, Michelle Dawson

Finance Update

Vicki went through the incomings and outgoings for this school year. She explained that the grants/ PayPal donations/gift aid for the school solar panels which went through the CHASA bank account have all now come out of the account leaving £2174 funds available plus an incoming SumUp amount (due into CHASA bank account in next day or so) of £347.34, making current funds available a total of £2521.34.

She advised that we have paid £990 of the £3000 promised for music lessons so there is still an amount of £2010 to pay for this which hopefully will be covered by what is made at the school fair.

Recent requests have been for:

- 1) Learning hub/lunchtime club equipment of £130 – all agreed happy to grant this. The lunchtime clubs run by Mrs Gears are geared towards the curriculum and what children are learning in class but she needs extra resources for these. It was mentioned that we could have an ongoing school Amazon Wishlist of resource requests for CHASA use.
- 2) Apple class outdoor water tubing kit (in lieu of music classes which Apple don't have) at cost of £200 - all agreed happy to grant this.
- 3) Shed monitor team (a group of year 4 pupils who keep shed tidy/oversee clear up at playtimes) have requested outdoor play equipment for the whole school. Maximum budget of £500 (more funds may be available later in year depending how fundraising goes) - all agreed happy to grant this.

The shed monitor team will make their requests to members of the CHASA team (Victoria, Jade, Tom and Katie) 'dragon den style' on Monday 11th March at 2.15pm. Mrs Helferrich may also want input on the outdoor equipment requests.

We mentioned that there is a hoop game and giant jenga in the shed from the summer fair, which we are happy for the children to use during the rest of the year.

We agreed that we will advertise that the money raised from the craft session will go directly to funding the outdoor play equipment. It is great for parents/carers etc to know

exactly where the money is going, so for every event we should specify exactly what the money is going towards.

Vicki is applying for grants for outdoor equipment so if these come to fruition then the CHASA funds can be used elsewhere.

Disco Debrief

Victoria suggested a google feedback form for the disco to get parents/carers feedback, but it was decided that it may be a little late for this now but certainly something we will do after the next disco.

Katie commented that there was so much positive feedback from the disco, and she thought that it was a huge success.

The learnings:

- Some felt that the first disco with mostly younger children was 15 minutes too long as their attention started to wain, but the second disco was fine at 1 hour 15 minutes for the older children. It was suggested that this may however deter some from the first disco if it was shorter.
- Not as many prizes needed for second disco in future as the older children entertained themselves much more.
- Some garlands were broken so we may need more of these for next time.
- Some children wanted 'time out' outside the hall so we need to be more prepared for this and have enough volunteers, so this is possible to facilitate.
- We need to make sure we have the full list of Tiddlywinks children before event for our check in list (for fire policy purposes).
- The check in list must be carefully looked after and shredded at the end of the event.
- We should have the first aid pack even more readily available next time with ice packs. We now also have a pad of accident forms with the first aid kit.
- The risk assessment must be sent out to volunteers at least 1 week before the event – to give volunteers time to read this.
- There must be a face-to-face briefing for volunteers before the start of the event to remind them about key risk assessment points, general safeguarding and roles and procedures. We could make it very clear the type of behaviour which volunteers should be addressing as some found it difficult to know how assertive to be with the children and when to step in.
- The 15-minute break in between the discos – there wasn't a break as the children for the second disco were already arriving. We need someone at the entrance to stop children entering the second disco until we are ready. There should be time to brief the volunteers of the second disco within this 15-minute time frame.

- Any adults who are not volunteering (including volunteer's partners) should not be entering the hall, they must wait at the entrance when dropping or picking up their children.
- No adults should go into the children's toilets at events – it should only be the allocated toilet monitor staff who go into the toilets if necessary. The importance of this was highlighted in a recent exercise with the children when they said they would feel safer if adults used the staff toilet at events such as the summer fair. When planning the summer fair, we need to find a way around this.
- Two toilet monitor volunteers are required at events, in future we need to ensure this is the case as one is not adequate.
- The cleaners were present in the classrooms during the disco. Mrs Jackson picked up on this and said that she (along with Mrs Bacon) would ensure that this didn't happen again and that the cleaners would come in after the disco.

We discussed another potential school disco for the end of the year.

Cost of CHASA Events

There has been some feedback that the disco and other CHASA events are expensive which is why we have introduced the free tickets for children's events. If any of the committee or wider CHASA team receive this feedback, then please advise parents/carers about the free ticket option. This option is also there for bigger families who may only be able to pay for a couple of tickets therefore they could for example pay for two tickets and get two free.

In order for parents/carers to budget for CHASA events and not to feel overwhelmed (as these happen alongside many other paid for school events and charity initiatives), Mrs Jackson advised that it might be a good idea to give a list of the CHASA events for the year and the cost of each, so parents/carers know exactly what is coming up.

Action Victoria: Put a list together of the events and costs for rest of the year to put out to parents/carers.

Cash Handling

Becky advised that for some events one person is tasked with taking home the money to count and this leaves that person vulnerable with regards to being questioned on the amount counted. It was agreed that for stalls, raffles, tuck shop takings, if the amount collected/raised is over £100 then it should be counted by 2 people TOGETHER, bagged and amount signed off PRIOR to the money being taken home for banking. In this way, no one is left vulnerable, and everything is transparent. This rule can be written into one of the policy documents next time they are reviewed.

Becky and Vicki will do this for the Alne street fair – the amount will be counted, bagged and signed off before leaving the fair.

For the tuck shop, when Charlotte comes to hand over the tuck money donation every 2-3 months, if it is not possible for herself and Tracey to count it together, she could drop it at the school office where it could be stored in the safe and 2 of the committee members could count and sign it off at school.

The system for the fair will be discussed as part of the fair planning.

Yr 6 Leaver's Hoodies

Katie Liddell has kindly said she can help with the leaver's hoodies which CHASA fund. Jade explained that we have had a very reasonable quote from a contact of hers. The hoodies with name, number and school emblem would be between £12 and £15 (quotes from other companies came in at £20-£24). Year 6 children would have a choice of colour and the name they would like on the hoodie.

The choices will be put on to SumUp and they will be able to order it from there (they will have to pay 1p for this as SumUp requires an amount). Katie will do the communications to Year 6 parents/carers and will send the SumUp link to them.

Katie will help to present the hoodies to the school leavers before the May half term so that they can wear these during the summer term.

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

Tickets will be £5 per child and include a rice crispy cake snack and squash.

Action: Vicki to put tickets on SumUp.

Action: Victoria to ask Marta or Michelle to do the poster.

Staff volunteers: Mrs Jackson, Miss Walker, Mrs Helferrich, Mrs Seligman 3.30-4.30pm

Mrs Dobson, Mrs Rayner 3.30-4.15pm.

Action: Victoria will put a message out to the reps group to see who can volunteer – the more helpers the better.

These are the 3 craft activities planned:

- 1) Decorating half a chocolate easter egg - Vicki G has purchased these, they will need to be halved in advance (with hot knife). Smarties and chopped up mini eggs from within the easter eggs to be used to decorate them, along with icing pens and any other decorations left over from Christmas craft.

- 2) Painting ceramics. Jade has ordered these; Tracey has small paint brushes. Vicki and Jade have some paint we can use, and we should be able to also use paint at school.
- 3) Easter chick and Easter bunny bookmarks. Tracey and Millie to head up this craft if they are happy to.

Action: Victoria to ask Tracey what icing pens she still has and purchase any extras needed.

Action: Victoria to ask Tracey and Millie to run the bookmark task and make sure supplies for this are purchased – coloured paper, stick on shapes, etc.

The snack will be chocolate rice crispy cakes with chopped up mini eggs on top.

Action: Victoria to ask who would be willing to make rice crispy cakes.

Action: Vicki G and Becky to manage dietary requirement (choc egg and snack).

Easter Egg Competition

This will be launched this Friday 8th March. Children can nominate a Crayke school pupil (not themselves) and a member of Crayke staff who they would like to receive an Easter egg and they should give the reason as to why they deserve this. Forms to go into book bags on Friday. Becky and Katie (or Vicki) to come into school on Friday at 3pm to launch the competition and explain it to the children. The nominations will be judged and there are 7 easter eggs for the chosen pupils and 7 easter eggs for the chosen staff.

Jade suggested that we could have an easter post box for children to put their nominations in – Jade and Vicki to look into this.

Football Tournament

Unfortunately, we have had no uptake from other schools for the football tournament so we won't be able to go ahead with this.

Quiz - April

Jonathan Dawson has kindly offered to be the quizmaster if we want to run a quiz for adults in mid-April. Becky and Vicki have looked into some options, exploring pub/restaurant venues. Becky has contacted the Durham Ox and is waiting for a response. Katie will kindly follow this up for us. We have also approached the Olive Branch and are awaiting a response.

Alne Street Fair – Sunday 9th June

Becky and Vicki have agreed to lead on this, it is £20 for the stall, and we would sell doughnuts and drinks/slushies. Volunteers are however needed to help run the stall.

Action: Victoria to ask who would be able to help with the stall.

Summer Fair – Sunday 23rd June

We need to start booking/ purchasing big items now.

Bouncy castle hire – we need to arrange this now.

Action: Tom to look into quotes for bouncy castles - one big and one small.

Tokens – we are looking to use tokens at the fair to cut down on the amount of cash at the fair (one token would be worth 50p). We are looking for a business to sponsor the tokens (pay for the tokens and have their business name printed on them, these will then be used every year). Some business names were put suggested.

The quote is 500 tokens for £20 and we would need about 3000 tokens so total cost around £120.

Action: Vicki to follow up on this and organise token purchase with sponsor(s).

We will need to start requesting raffle prizes. Mrs Jackson said that she can ask the children to write the letters again for this.

Action: Victoria to collate raffle companies and delegate out to those willing to contact companies for raffle prizes.

AOB

Mrs Jackson advised that the pull-down screen has broken in the hall and she is getting a quote for a new interactive board to bring it in line with the boards in the classrooms. If possible, she has asked for a contribution from CHASA towards this.

Action: Mrs Jackson will advise on the cost once she has quotes and CHASA to consider what contribution can be made.

Mrs Bacon has asked if CHASA would like to fund the touring Christmas pantomime again for the children this year, all agreed that we would like to do this.

The next CHASA meeting will be on Monday 18th March 1.30pm at St Monicas meeting room.