

CHASA Meeting Minutes 11.4.24

Attendees: Victoria Cain, Becky Stubbins, Jade Bunker, Vicki Griffin, Emma Wilkinson

Apologies: Mrs Judi Jackson, Tracey Swiers, Tom Ferreday, Katie Hunsdale, Marta Bujwicka-Colman, Hannah Davies, Katie Liddell

Discussion about Comms and Events Management

Victoria opened the meeting by welcoming everyone and thanking them for coming.

Victoria began the conversation about trying to control how many messages are sent on WhatsApp groups, particularly the Committee WhatsApp group, where messages are extremely frequent and overwhelming at times.

Vicki said that part of the reason for this is that the three WhatsApp groups (Committee, Reps and Ideas hub) aren't being used in the right way. The 'ideas hub' (which people could choose to be a part of or not) was supposed to be used to get event ideas together however Vicki G has posted things on there a few times and has had no response, hence the discussion comes back to the committee group.

Everyone from the 'ideas hub' is now on the Reps WhatsApp group so it was suggested that we don't even need the ideas hub anymore.

We tried the idea of saving all communications for one night of the week where everything could be discussed in one go, but it was too hard to find a day and time that suited everyone.

Becky said that the reason the messages seem to be relentless is that all committee members are involved in every event, and as soon as one event has finished, we are straight on to the next. Now that we have a template for most events, it should be much easier and there shouldn't be the need for as many messages as we won't be doing the events from scratch. We can use the event briefs and risk assessments that have been used before and just update these.

As event planning will therefore be easier, it has been suggested that a new way of working, could be for just two people to be in charge of each event so nobody else needs to be messaged about it. The two people would have free reign to make all the decisions for that

event and only need to come to others if they find they need help. They will obviously need to delegate tasks like making the poster/ risk assessments, etc but otherwise they are leading and making the decisions for the event. It was agreed that we would trial this.

CHASA Events Plan 2024-25

Becky had put together a CHASA Events plan 2024-25, with the help of the committee, which came about as way of making sure parents/carers knew what was coming up throughout the year and any costs involved. This plan had already been sent to Mrs Jackson, the Reps WhatsApp group and the committee for feedback and everyone seemed happy with it. Jade asked for an item (pre loved clothes) to be added to it and then the plan was signed off at the meeting, please see the final plan below.

Action: Becky to send plan to Mrs Jackson for her to communicate this to parents/carers as she deems fit. We will also include it in the next CHASA Newsletter.

Separately, for the committee's use, Becky has allocated 2 committee members to each event on the plan (starting from September). Becky said she has allocated people based on what they have been interested in before, but it is only a draft and names can be switched around.

Action: Committee members to feedback to Becky in the next couple of weeks if they would like to switch around on any events they have been allocated.

Finance Update

Tracey, Becky and Vicki now all have access to the HSBC banking app and online banking. This is great as we no longer need to wait for statements to be able to see what is in the CHASA bank account.

Currently in the CHASA bank account there is £2666 and there is approximately £200 of tuck shop takings ready to be paid in, taking the current total to approximately £2866.

We still have the leavers hoodies (£137.89) and the money for the outdoor playtime equipment and shed (£680) to pay for.

We will need £500 in the bank account to cover the floats for the fair plus enough to cover any up-front fair expenses.

We have also received the final invoice for the Music lessons from Mrs Bacon, which is £1540. We had agreed that we could put 3k towards the Music lessons, however we have only been invoiced for £2,530 in total now as the difference is the VAT, which we aren't required to pay. The difference is £470.

Mrs Jackson has asked for help with the cost of a new interactive screen for the hall as the current screen has unexpectedly broken. It was therefore agreed that the difference of £470 could go towards the interactive screen. It was also agreed that any money raised from the upcoming quiz could also go towards the interactive screen for the hall.

Action: Tracey to check with Mrs Bacon when the music invoice and interactive screen funds are required. If the interactive screen is more pressing, we said perhaps the funds for this could be paid after the quiz and the music invoice paid after the fair.

In terms of grants, Jade and Vicki have asked for donations from St Monicas, SPAR and one or two others, all of which we are waiting to hear back from.

Vicki said that she will apply for the digital grants again, so potentially some money from this could go towards the screen.

Shed Team Request – Playtime equipment and new storage shed

After their successful pitch, CHASA agreed to put £500 towards playtime equipment which the shed team had requested.

In addition, they asked for a new storage shed as the existing one had broken. The shed team have chosen a shed from the choice they were given. Vicki managed to secure £200 from Wickes towards this, and CHASA will contribute the other £180 for this.

Action: Becky to ask school to go ahead and order the playtime equipment.

Action: Vicki G to order the shed through Wickes.

The Year of the Outdoors

Becky explained that Mrs Jackson has given us the heads up on what school will be looking to focus on in the next school year. Every year school focuses on a different theme and next year the suggested focus is 'the outdoors'. Mrs Jackson has asked if CHASA could support with any of the proposed requests/improvements related to the theme. The list is as follows:

- EYFS outdoor provision area enhancement and improvements
- Playground - lower playground needs re-surfacing and markings have faded
- Possibly look at redecking/repairing decking in Outdoor Classroom (Forest School area)
- Geography resources- globes, atlases, maps, clipboards, fieldwork kits including compasses and tarpaulins
- Maybe revisit the idea of a "camp out" on the field?

We discussed these and agreed that we are happy to contribute to those things which are in line with the CHASA constitution of enriching the children's experience at school and advancing their education. Everyone was therefore on board with the geography resources and the outdoor classroom improvements (if it means it will enhance the children's experience using this area). In terms of EYFS provisions, the point was made, that we would need to be careful that funds were being allocated fairly across all year groups.

In terms of any areas of maintenance in school, including playground re-surfacing, it was felt that this wasn't in line with the CHASA constitution so probably wouldn't be something that CHASA would look to contribute towards.

The "camp out" on the school field to round off the 'year of the outdoors' sounded a fun idea, but it was agreed that some thought would need to go into this. An outside company would be expensive and some thought that the fun of camping is putting up the tent yourself etc. We would also have to think about which year groups this would be suitable for. If this didn't have to be at school, some other ideas were to look at doing this at the Dawny centre, which has excellent facilities, or even just doing some afternoon outdoor activity sessions there. Emma's sister in law runs Kilburn woods forest school so this could be another option for this.

We said that we would want to pay for a trip/experience again for each class as we feel this is really appreciated by parents and is in line with the constitution, providing extra educational 'experiences' for the children. It is also important to show parents that with the CHASA events like craft/discos, that for the donation ticket price, they not only get the event they're paying for, but the money will also

go towards other things for the children, for example, paying for a school trip. So they are, in effect, getting double the benefit for their money. Also, as we're able to claim gift aid on donations, we're making parent's/carer's donated money go further for the school and the children. These are things which we could highlight in the CHASA Newsletters.

Fundraiser – Selling donated pre-loved clothes

Instead of doing Bags2school (getting paid by weight of donated clothes), Jade has very kindly offered to collect adults and children's clothes, bags and shoes from parents/carers and to sell them on Vinted to raise money for CHASA.

She will do a poster and arrange collection days/ bags and will then sort, photograph, and sell the clothes on Vinted. Any that aren't fit for sale she will bag up and get paid by the weight. If it ends up being too time consuming, she will let us know and just bag everything for weigh in. She is however determined to give it a good go and make lots for the school! The team will obviously be there if she needs support. Thank you so much Jade!

Action: Jade to ask Mrs Jackson if she is happy with the idea and if so, Jade will put the plan into action!

Quiz – Friday 26th April 7.30pm

There are currently no quiz tickets sold!

Action: Everyone to help sell tickets to family, friends, school parents/carers (we are thinking that one parent from each family should be able to come along).

Donations

Vicki has asked some companies for food and drink donations. Vicki is hoping to get some donations from Bookers.

Action: All to ask any companies they know of for nibbles and drink donations.

Action: Victoria to ask her friend for tray bakes to add to the nibbles.

Action: Becky to ask Abbi for tray bakes to add to the nibbles.

Action: Emma to provide a fridge for the night.

Advertising

We could put the quiz poster on the Easingwold and surrounding social media groups.

Summer Fair – Saturday 22nd June

In order to avoid having numerous messages on a Fair WhatsApp group it was agreed that each committee member would have their own areas to look after. Vicki G had allocated out the different areas on a plan and it was agreed that we would go ahead with this. The fair plan is below.

Coffee Van

Vicki has asked the Bakehouse coffee van if they can make 22nd June, but she hasn't had a reply yet.

Action: Emma to speak to the Bakehouse ladies to see if they do want to come to the fair.

Performers

The martial arts group aren't able to perform and we haven't heard of any feedback from Curve Motion.

Action: Jade to speak to REFLEX dance to see if they could perform at the fair.

Inflatables

Action: Becky to check if Tracey has been in touch with Dave from AMH Entertainment and to check if Tom has had any luck with inflatable companies. We are looking for an assault course and a small bouncy castle. These need to be booked ASAP.

Possible Den Building

We could borrow the Beavers ropes and tarpaulin and Mrs Helfferich and Jo Brown may be able to help with a den building area, to give the children something extra to do.

BBQ

Emma will do 50 x beefburgers, 50 x chicken burgers and hot dogs. Emma has kindly said that they will sponsor the BBQ.

Action: Vicki will try to get the bread rolls donated again.

Tokens

We are looking to use tokens to cut down on the amount of cash at the fair. 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).

1500 @ £1 is £150 and 1000 @ 50p is £100 = Total £250 production cost

Action: Victoria to remind Jonathan to put a letter together ASAP to ask for sponsorship for the tokens, and for big items at the fair such as the inflatables. This letter can then be circulated to parents/carers and local businesses. The tokens need to be purchased soon so we need to get the sponsorship arranged quickly.

Volunteers

There was some concern that a couple of the usual volunteers/ reps may not be available to help at the fair so there will need to be a push for volunteers and hopefully we can get some new people involved.

AOB

Marta is unable to continue as Year 1 rep for the rest of the school year, for health reasons, so Emma will ask who else from Year 1 parents/carers would be willing to become a Year 1 rep.

It was agreed that the next CHASA meeting would be on Thursday 2nd May 7pm at St Monicas meeting room again.

CHASA EVENTS PLAN 2024-25		
Month	CHASA Event	Approximate Cost/Request to Parents & Carers
Apr-24	Adults Quiz Night	£10 per ticket includes a drink & nibbles
May-24	Break The Rules Day	Donations (suggested 50p per rule)
Jun-24	Doughnut Stall at Alne St Fair	Come along to Alne Street Fair and support the CHASA stall!
Jun-24	Summer Fair	Donations for tombola's/cake stall/jam jars
Jul-24	Sports Day Refreshments	50p-£2
Sep-24	Reception Parent/Carer Night & AGM	FREE
Oct-24	Autumn Disco	£5 ticket donation
Oct-24	Adults Race Night	Ticket price TBC
Nov-24	Bonfire Night Stall at Sports Hall	Sweet Treat donations TBC
Nov-Dec-24	Rainbow Raffle	Hamper donations + £1 per raffle ticket
Dec-24	Christmas Craft	£5 ticket donation
Feb-25	Valentines Disco/Cinema Night	£5 ticket donation
Feb-Mar-25	Adult Luxury Raffle	£5 per ticket
Mar-25	Wonka Bars	£2 per bar
Mar-Apr-25	Easter Nominations/ Easter Wall	FREE
Apr-25	Easter Craft	£5 ticket donation
May-25	Adults Quiz Night	£10-£15 per ticket (TBC)
May-25	Break The Rules Day	Donations (suggested 50p per rule)
Jun-25	Doughnut Stall at Alne St Fair	Come along to Alne Street Fair and support the CHASA stall!
Jun-25	Potential School Camp Out	Cost TBC
Jun-25	Summer Fair	Donations for tombola's/cake stall/ jam jars
Jul-25	Sports Day Refreshments	50p-£2
Ongoing Ways to Support School		
Fridays After school	Tuck shop/ Icecreams	50p - £1.50
October/ March/ Summer/ New Starter Meeting	Pre-loved Uniform Sales	Uniform donations. Uniform purchases 50p-£3
https://www.yourschoollottery.co.uk/lottery/school/crayke-c-of-e-primary-school	School Lottery (Weekly)	£1 per ticket (sign up to monthly direct debit)
Donate used ink cartridges	Used Ink Cartridges	Used Ink cartridge donations

https://www.easyfundraising.org.uk/	Easyfundraising	Use for online purchases for free donations to school
https://www.stikins.co.uk/	Stikins Uniform Name Labels	30% of price paid is donated to school
Contact: chasasecretary@crayke.n-yorks.sch.uk	Match Funding & Charity Grants	Will your company award grants/ match-fund CHASA charity events?
Clothes Bag Collection Days - Dates TBC	Clothes Collection (CHASA will sell)	Pre-loved clothes (adults & kids), shoes and bag donations

Summer Fair - Sat 22nd June - 12 - 4pm

Stall Manager	Stall	Cost	Proposed Names 2024
Jade & Vic C	Tin can alley	£1.00	Reception - Fiona
	Lucky Dip	£0.50	Year 3
	Hook a duck	£0.50	Year 2 - Hannah / Lucy
	Braids	£5.00	Jade & her sister
	face glitter/ paint/ tattoos	£1.00	Jade & her sister & Abbi B?
	Match the Teddy	£1.00	Mrs Jackson/ Amelie Jackson
	School uniform & accessories	£2.00	Katie H
	Pre loved Toy Stall	£1.00	Y6 Natasha / Millie
	Jam Jars	£1.50	Year 1 Amy / Year 6's
	School football goal	£-	Seb Parris Dad, Percys dad
	Jade's friends stall?		Jade
Big garden jenga/ hoops / bean bag games	£-	Tom	
Becky	Den Building	£-	Mrs H, Jo Brown, Al Triffitt - Beaver kids Amber, Sophy, Gem , Arthur
	Assault Course & Bouncy Castle	£3.00	Year 4/5, Mrs H, Mrs Gears,
Tracey	Entrance & tokens	£1.00	Tracey / Mrs J
	Selling Raffle Tickets	£1.00	Elly / Katie L
	Craft Area (candles/drawing)	£2.00	Vic C / teachers ?
	Tombolas (kids and adults)	£1.00	Charlotte & Louise
Vic G	Cake stall		Helen, Fiona Warriner, Marian Plonksa

	Gin bar		Jette
	Coffee van		Vicki Griffin - hot drinks/vegan food
	Field Bar		Brookes Dad, Mark Stubbins?
	BBQ		Emma & Ed + 2 helpers
Vic C	Mr Shimwell Races, tug of war	£-	Mrs Jackson/ Mr Shimwell
	Kids performing - dance/school choir	£-	Vic C / Vic G / Jade
	LOGISTICS PLAN - stall location plan		Fiona/ Becky/ Vicki G/ Emma / Mrs Jackson
	Token sponsor/production		Vicki Griffin/ Jonathan
	Sponsorship/ Raffle prize request/collection		Jonathan/ Vicki G / Becky / Vic C
	Fair Road signs		Vic C / Vic G / Jade
	Stall Price lists		Vic C
	Parent Comms for donations		Becky
	Decoration		All - anyone have bunting to bring?
	Gazebos - sourcing and erecting		Vic C
	Music/ PA system		Speaker/microphone - Becky to get from Rich Clark
	Alcohol licence		Tracey
	First Aid		Vicki G / Jade
	Floats		Tracey
	Poster design		Lucy - Done
	Risk Assessment and safeguarding		Vicki Griffin/ Emma / Fiona