

MINUTES

Crayke Home and School Association AGM

26/09/2024/ 18:00 / The Durham Ox

In Attendance

Judi Jackson, Charlotte Clark, Victoria Griffin, Becky Stubbins, Tracey Swiers, Jade Bunker, Matt Balmforth, Beth Leggott, Coral Canning, Katie Hunsdale.

Apologies

Victoria Cain, Hannah Davies, Hannah Sadler, Amy Robinson, Fiona, Emma Wilkinson, Louise Beeson.

Open

BS welcomed everybody and thanks for attending the meeting.

Matters arising from the minutes of last year's AGM

- Communication on the WhatsApp groups – CHASA have year group what's app for reminders. We did have a core committee group, we had the reps' group (2 nominated people from each group), then we trialled a third group to avoid people getting bombarded by messages. This was an ideas group, where we discussed events and ideas, to cut the traffic down in the reps group. Despite attempts, there was not much involvement and it got confusing. We decided to fold that WhatsApp group and to go back to the reps' groups. We opened this group up to anyone who wanted to be involved.
- We do have events groups, so when there is an event, it splits it up, so that you only get messages about the event you're involved in at that time. VG said if you do have anything you do wish to discuss then please privately message one of the committee members.
- Meeting times – agreed to continue with a variety of times to give different people the opportunity to attend.
- Policies and procedures – we made a few changes and created an equality policy. VG suggested not changes for this year and all in agreement. JJ asked for updated versions for the website.
- We used to have meetings at school which didn't always work due to the number of children, and then the wrap around started. We trialled having it at different people's houses, and different times. To give different people the opportunity to come. We have decided to keep mixing up the times. Jade has a meeting room at St Monica's which is often free and available, which has worked well. To continue to mix up days and times.

Committee report – VG

- Last year we did a Wonka bar – planning to do again for WBD. £2 a bar. Lucy printed labels with golden tickets with prizes we had. We sold out immediately. Aiming to try and do 200 bars this year as only 120 last year. The children loved it, even though it didn't make lots of money. Huge thank you to Lucy Triffit for her support with this.

- Bonfire night – huge success @ Crayke. We sold sweet food and glow sticks. Sold out of everything. Was busy because other fireworks were cancelled but we made around £600 in around 45 minutes. Confirmed this year was Tuesday 5th November so may be quieter. A huge thanks to Crayke sports and social club for allowing us the opportunity.
- Crayke market – good money but required a lot of volunteers on a Saturday morning which didn't work for a lot of us with having children too. Another huge thank you to Crayke sports and social club for the opportunity and support.
- We planned a family bingo night, but this ended up cancelled due to low ticket sales.
- At Christmas, we went to other Christmas fairs with the chocolate wheel of fortune. £1 a spin and a prize every time which would be either a small chocolate, a bar of chocolate or a larger chocolate that we had donated. Outwood did particularly well, planning to do it again. KH highlighted that the stall positioning was useful at Outwood which helped. CC happy to do it again this year. CC confirmed that Outwood had received our public liability insurance proof.
- Rainbow raffle at Christmas – each year group donated an item in a colour, these were then raffled off, made around £300. Noted that we were asking for a lot of donations at that time of year, so we need to be mindful of this moving forward.
- We did a quiz night with 30 people in attendance. Made £700. Had a bar and a luxury raffled. Huge thank you to the many companies who donated prizes for that raffle.
- Tuck shop has been a huge success. Kids love it and it's a great income. CC asked if we feel we need to sell a healthy option. VG stated watermelon didn't sell at sports day and people can choose not to buy sweets if they don't want to. All in agreement that healthy options aren't required. Highlighted the need to provide options for allergies and such to be inclusive. CC asked about providing sweets for the bus children. JJ stated Mrs Bacon is liaising with parents and will confirm. A huge thank you to Charlotte Clark for all her hard work maintaining the tuck shop.
- Uniform stall – Huge thank you to Katie Hunsdale. Huge success, not only for the money made but for helping families and the environment too.
- Lottery set up last year – would be nice to get some more players. Passive earner. Thank you to Jade. Job role needed for someone to send out regular updates regarding the winners. Do we want people to know who has won. Would winners want everyone to know they have won. TS highlighted the need for the quarterly updates to the council too and it would be helpful for someone to take this on moving forward. Lottery manager a vacant role. TS highlighted she thinks the raffles should be reported to the council also, this needs to be investigated.
- Non uniform days. Online payments useful and popular.
- UV disco – great success. Thanks to Pete for DJing and to Mrs J for helping. Thanks to Thomas Clubbercise for the loan of the lights.
- Craft nights – huge success, this will now be done via after school club so CHASA will not be organising moving forward.
- Summer fair – huge success, large money earner. Tokens worked well, only a few teething problems. We do need more structure for logistics and take down. We hopefully now have Matt to help us with this. Tombola pricing was potentially too cheap due to the prizes available, we will look at this next time. Thank you to Emma and Ed for providing the barbeque. Thanks to Tom for setting up the garden games. Huge thank you to all the teachers for helping. Going to change logistics of the raffle this year so it doesn't take an hour of everyone's time. We are going to draw in advance and pin it to a board, winners will be able to swap for a prize of a lesser value but not a higher value. This is based off feed back from the fair. Huge thank you to everyone who helped to set up and loaned gazebos. Thanks to Rich Clark for loan of the PA system and a HUGE thank you to all the volunteers. Special thank you to Louise Harker who through her work at the card factory, was able to Match fund out summer fair and this created an extra £2500 towards the total profit.
- Grants and donations – we tried to get as much money as we can from grants and donations from external companies. Digital grants from a charity backed by amazon for £1200. Some of this went

towards the screen. £150 grant from Co-op, towards outdoor equipment. Wickes gave us £250 towards a shed for the shed team. All the supermarket champions have made donations which we are grateful for.

- At the end of the last AGM, the Solar panels were highlighted. A substantial amount was raised for this. Well done to Marta for highlighting this. Thanks to Aviva, Bupa, nestle and everyone who donated to our cause.
- Next year - £500 lions' cheque towards outdoor equipment. We will also be taking part in the Tesco blue coin boxes. Lots of our local Tesco's have a box for CHASA. We receive a minimum of £500 and a maximum of £1500. A huge thank you to Victoria Griffin for all her hard work with obtaining these grants. Money towards the shed team for them to spend on what they wish.
- £1827 from gift aid – thanks to Becky for this.

Treasurers Report - TS

- The end of year report was handed out to members.
- Income – fundraising events: top three earners, school lottery coming in at 3rd, Tuck shop comes in at 2nd, the summer fair comes in 1st. record breaking amount from the summer fair this year - £3424. The match funding of £2500 really increased this – Huge thanks to Louise Harker. JJ thanked the dedication of CHASA for the amount raised. Report will be put on the school website.
- Grants – just over £14.5k in grants. Figures were higher due to raising money for the solar panels.
- Gift aid - £1827.
- Expenditure – donated to school £16,114. Top three donations to the school were the interactive screen. JJ stated it has been transformational for the school. Next biggest donation was for the provision of music (lessons for years 1-6) and updated musical instruments, and coach travel for young voices. There were the digital donations for the iPads. We have a Parent kind expense highlighted and Zurich for our insurance. We try each year to ensure each class has a fair amount of money allocated to them.
- We now have online banking set up which has made things much easier and straight forward.
- Evidence of current bank balance offered to members of the meeting.

BS said a huge thank you to TS as this will now be her last year as Treasurer. She will be moving on at the end of this year. Thank you to TS from all members.

VG highlighted that as we have raised over £20k we need an independent person to check over the books to audit them. This person does not need to be an accountant, just someone who has experience. Unsure if there is a parent who may have experience in this. **To action.**

Headteacher Wishlist/ Feed back from previous year - JJ

JJ started by thanking everyone for their attendance. She continued to thank everybody for their support over the last year also. She continued to say how pleased she was that the figures of income and expenditure near enough match, because this shows that the money is being spent on the children as they are in the school and not saving it in the bank. Last year was the year of music, the money was spent on lots of different aspects of music and supporting the children with their love of music. This year is the year of the outdoors and Mrs Dobson is leading on this in her role as science subject lead. Mrs Dobson will be asking for ideas from parents and children for ideas so requests may come further through the year as the

plans develop. In the meantime, the children would really like some new felt tips for the classrooms and the learning hub.

TS suggested having an amazon account with the new bank card attached that we could access to purchase things such as this. JB suggested adding wish lists to the amazon account that the teachers could add to, which we could purchase from. JJ agreed this was a really good idea. **TS to action.**

JJ requested some crayons for Holly class and for the learning hub also please. All agreed the twisty crayons may last longer. All agreed to purchase one for each class and learning hub. **TS to action.**

Mrs H has requested some playdough for apple class for the daily dough disco to help develop the children's fine motor skills.

Holly class – Mrs Chandler has sent an email regarding trips. JJ highlighted that there is a 2-year rolling curriculum which means this year is quite school trip heavy, but in the next year, or the last year, they don't go out on many interactive trips owing to the curriculum. Support needed over this coming year with recognition that next year it will be less.

Thanks passed on from Mrs H for last year's trips – the packed lunches went down a storm. Recognition that a trip doesn't need to be expensive and that even the small costing ones can have a large impact.

BS highlighted that although we don't spend as much on trips for the younger children, they do benefit further up the school and that they will benefit more from the large ticket items for school as they have a longer length of time remaining.

VG suggested discussing Mrs Chandlers request. Chasa had discussed covering the cost of the coach for the chocolate story, the price of the stone age workshop and the coach for the Murton park but probably not the entrance fee as this was £700, so parents would have to pay this but the cost would be reduced significantly not having to pay for the travel. Important to highlight to parents, the amount the trips would have cost without CHASA support so that next year, when the curriculum changes, they don't feel short changed. BS stated this would be around £800 towards holly class but then probably only like £200 next year.

Discussed support for Oak class next year with young voices and residential etc.

Election of officers and trustees for the committee- BS

BS explained the core committee consists of Chair, Vice Chair, secretary, Treasurer, and vice treasurer.

The wider extended committee which was other roles designed to share the load a little: Uniform manager, tuck manager, Compliance risk assessment role, communications team etc. This year we were hoping to add a fair co-ordinator also as the fair is our biggest event and we need somebody to oversee the smooth running of it.

Roles were put out in the chronicle so that anybody could nominate themselves forward.

Proposed nominees:

Chair – VC is stepping down as chair – BS forwarded for chair. Nominated by VG and seconded by TF (before hand).

Vice Chair- VC – Nominated by BS and seconded by VG.

Secretary – JB – Nominated by BS and seconded by TS.

Treasurer – TS – Nominated by VG and seconded by JB.

Vice treasurer – VG nominated by TS and seconded by JB. Jessica Brown – Nominated by BS and seconded by VG – to commence as Treasurer from April next year.

Tuck manager – CC nominated by BS and seconded by JB. BL nominated for shadow tuck manager and seconded by JB (to take over next year).

Uniform manager – KH – nominated by BS and seconded by JB.

Compliance and risk assessments – Fiona Ankers has had to step down, so we have a vacant role. VG is happy to cover in the meantime with support from Emma Wilkinson. BS nominated VG, seconded by JB.

Fair Co-ordinator– M.B nominated by BS seconded by VG. VG highlighted the role of the Fair – coordinator. Needing someone to over see the smooth running of the fair. Making sure that volunteers are organised, timelines are followed, and assisting with the safe take down of the fair effectively. She continued to suggest that due to MB work at M&S it would be helpful to start gathering donations towards the fair prizes throughout the year.

Comms and media – JB and BL – nominated by BS and seconded by CC.

Lottery and raffles manager – TS highlighted the need for a nominated role as we need to be accountable for reporting to the council quarterly. BS suggested we could ask Hannah S. If she is unable then we will team up together to ensure it completed.

Class reps:

Reception: Hannah Sadler and Beth Leggott.

Year 1: Fiona Ankers and Katie Hunsdale.

Year 2: Emma W and Amy Robinson.

Year 3: Vic G and Hannah Davies.

Year 4: Katie Lidell and Louise Beeson.

Year 5: Victoria Cain and Jade Bunker.

Year 6: Becky Stubbins and Sam Parris.

JJ highlighted we will need to work out how to navigate around swapping email addresses etc. VG highlighted that it would be useful to just have names for the email addresses as those with children in reception may continue to swap roles around. JJ said she will speak to the company to set up emails with first initial and surname and then we can discuss where to forward each of the other CHASA emails.

VG explained the charity commission and bank account will need changing to new treasurer next year. JJ suggested keeping the CHASA@ email which can be forwarded to personal accounts as required. **To action.**

CC raised that she will also be leaving next year. BL offered to take over. JB explained to BL that CC usually purchases the items and then takes the expenses out of the profit then donates to CHASA. JB explained it works this was for CC but someone else could do it differently if they needed to and didn't want to outlay the money themselves. Explained we do it this way as we can claim gift aid from the donation. VG explained that CHASA could purchase the sweets and not claim the gift aid. Suggestion made that the last profit that CC makes before ending, could be used as a buffer towards the cost of the future tuck sweets so that no body is out of pocket. CC suggested after Christmas, she started handed it over and kept £200 for the purchase of the next stock. See above for nominations.

Plan for 24-25

- BS raised that we had an awful lot going on last year and we won't be doing the craft clubs this year as that's included in the after school club.

- We have a template for everything now so it should be easy to follow and share the load, having 1 or 2 people arranging separate events.
- Agreement that this year, we can take it a little easier so as not to bombard parents too much.
- Discussed the cancelling of race night and agreement that adult nights are not overly popular so we won't be doing any of these moving forward.
- Discussed the online auction organised by VG and BS. Not tried before, hasn't cost us anything to create, bargains available. Around 15 prizes/ experiences. This is ready to launch. Deadline for this discussed as it was to end on the night of the race night. VG suggested extending it until the end of October or even into November as people may consider it for Christmas presents etc. TS highlighted that some of the prizes have expiry dates on them. VG highlighted that they all have decent expiry dates on until at least May. Agreed to launch ASAP.
- TS suggested having something on this term, VG mentioned that we have the harvest disco upcoming. Mentioned that tickets were a donation – if families are unable to afford the ticket price, they can purchase the goodwill tickets and families can also purchase a pay it forward ticket. As these tickets are donations then we can claim gift aid and get an extra £1.25 in a donation. VG highlighted that the profit raised from the disco goes towards reducing the price of school trips so it's important that families can understand this perspective.
- All in agreement to put in the chronicle tomorrow that the Race Night is cancelled.
- BS stated that there is the Harvest glow disco coming up on 24th October. This time it will be at the sports hall to minimise disruption to the after-school club. We will have 2 sittings. JB and VC are organising. We have asked Ben if he is able to DJ. He will get back to us.
- Bonfire stall is coming up. We will be doing the same as last year, glow sticks and donuts.
- Outwood Christmas stall – 6th December – CC happy to lead.
- Next year – Wonka bars were popular and planning again for WBD.
- Potential for a cinema night in February/march.
- Break the rules day just before May half term.
- From March time, we will be planning the summer fair for June.
- Lottery, tuck, uniform, easy fundraising and Tesco scheme in the back ground.
- TS asked about the rainbow raffle – agreement not to do this year to minimise requests from parents. JJ highlighted that she would like to support other charities too which is important for the other children to learn also. All in agreement that CHASA will step back from parent donations to enable this to be successful.

AOB:

Nothing to discuss.

Close.