

MINUTES

Crayke Home and School Association

27/11/25 20:00 / Zoom

In Attendance

Jade Bunker, Becky Stubbins, Beth Leggott, Coral Canning, Jess Brown, Matt Balmforth.

Apologies

Judi Jackson, Emma Wilkinson, Katie Hunsdale, Tom Ferraday, Victoria Cain.

Open

Becky Stubbins opened the meeting and thanked everyone for attending.

Summary of meeting

Action Items

- Jess - EasyFundraising guide + monitor match

Create a short 'how to' text/post for EasyFundraising, locate any existing login/poster resources, circulate via WhatsApp/Chronicle. Also keep an eye on the Card Factory match transfer and notify Becky when confirmed.

- Beth - Raffle/prizes & volunteer message

Post a message to WhatsApp/groups asking for raffle prize donations (deadline: bring in by Friday). Confirm number of prizes and coordinate with the ticket printer for golden ticket wording and poster.

- Jess - Pay Opal/Amazon items if approved

When Opal/wishlist storage is confirmed, pay for agreed small Opal wishlist purchases directly from the HSBC account and keep records for reimbursement/tracking.

- Jade - Follow up on grant applications

Coordinate with Coral to progress outstanding grant applications (e.g., Anchor Foundation) and follow up where responses are pending.

Overview

- Meeting covered debriefs of recent events, fundraising results, upcoming events logistics and grant updates.

- Current bank balance: £5,632.77; notable event profits: Silent Disco ≈ £340, T-towels ≈ £903 revenue (cost ≈ £430).

- Card Factory agreed to match the auction (minimum match £1,000); other grants partly successful (Blakemore £100).

- Actions assigned: Jess to produce EasyFundraising instructions and Jade to watch the Card Factory match; Beth to send prize/volunteer messages and to pay Opal items if approved.

- Plans confirmed for nativity raffle, Valentine's disco (12 Feb target) and World Book Day activities (early March).

Events debrief & sales

- Autumn Silent Disco made £340 profit; headset costs increased workload; committee agreed to run as a novelty (e.g., every ~2 years).
- Uniform sales totalled £113.50 with additional cash pending; tea towels SumUp showed £903 income, £430 cost, estimated £473.50 profit; tea towels incoming.
- Tuck shop is paused due to a rat issue and winter conditions; restart awaits school approval; Beth is managing cash, restocking and card-pay setup; consider parent poll to set stock.
- Grants status: £100 received from Blakemore Foundation; National Lottery declined £2,000 (deemed school responsibility); Morrisons declined; Anchor Foundation £2,000 pending; Card Factory agreed to match auction proceeds (auction totals submitted: £1,058.65; party raised £901.91).
- Current account balance £5,632.77; recent outgoings: sand/water table ~£380, reading diaries £450, smart TV £1,400, panto balance £550; reimbursements/credits: trains £560, silent disco deposit £60; plan to buy one item per class from Amazon wishlists and fund Opal Outdoor Play items (welly storage ordered).

Grants & matched funding

- Applied for four grants at the start of the school term.
- Blakemore Foundation granted £100; Morrison's declined the £5,000 application; National Lottery declined the £2,000 application; Anchor Foundation £2,000 application pending.
- Card Factory match fund approved for the event; Card Factory requested confirmation of totals and bank details and agreed to match the auction.
- Auction total reported approximately £1k; party-on-playground raised £901.91.
- Lions donation was received in July and banked; amount was recorded in the previous financial year.

Opal wishlist & donations

- Jade circulated one Amazon wishlist per class and one for the Opal Outdoor Play Initiative via WhatsApp.
- Few purchases have been made to date.
- CHASA agreed committee funding for Opal; Opal wishlist totals £50.
- Purchase from local retailers (Home Bargains, B&M) was suggested to obtain cheaper equivalents to Amazon items.
- Welly storage has been ordered and funded; ordering from the Opal list will begin after storage arrival; Jade to manage Amazon lists.

Nativity, raffle & disco plans

- Nativity on Wednesday 10 December; raffle to run at performances.
- Prizes currently ~6; with two coffee vouchers total 7–8; Katie may add more; buying extras is last resort.
- Raised £270 from raffle last year; expect last-minute donations to increase prizes.
- Volunteer commitments: Jess volunteered afternoon (possibly morning); Becky likely morning; Beth to confirm.
- Actions: organiser to message for helpers and prizes; ask to bring prizes by Friday; draw to be recorded and shared after event; require two people for draw/transparency.

Thank you and close.