

# MINUTES

## Crayke Home and School Association AGM

18/09/25/ 18:00 / The Durham Ox

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### In Attendance

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Jade Bunker, Becky Stubbins, Beth Leggott, Caroline Helfferich, Coral Canning, Emma Wilkinson, Jess Brown, Hannah Davies (zoom), Lucy Triffit, Natalie Lunn.

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### Apologies

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Matt Balmforth, Hannah Sadler, Katie Hunsdale, Louise Beeson, Judi Jackson, Tom Ferraday, Victoria Cain

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### Open

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Becky Stubbins opened the meeting and thanked everyone for attending.

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### Matters arising from the minutes of last year's AGM

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- Agreed to switch CHASA email addresses – now actioned, although JBr will remain as treasurer email for continuity. CHASA email addresses have been updated as agreed.
- Event scheduling has been condensed following last year's feedback. The reduced schedule worked well, with one or two committee members taking lead responsibility for each event. This approach will continue.

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### Policies – BS

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- CHASA policies are reviewed annually to ensure relevance and effectiveness.
- Updated versions have been agreed and will be published on the website.
- Everybody asked to familiarise themselves with the policies please.

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### Committee report – BS

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#### **Online Auctions:**

Two successful online auctions were held, raising approximately **£884** from the first and **£1,058** from the second (summer) auction. These required significant setup time but minimal ongoing effort. Future auctions are expected to be easier to coordinate.

#### **School Discos:**

Two discos (Autumn and Valentine's) were held, catering separately to younger and older pupils. Both were well-attended and enjoyed by all.

#### **Bonfire Night Stall:**

CHASA again hosted a sweet treats and glow stick stall, raising **£400–£500**. The reusable glow sticks

proved popular, and toffee apples were a particular success. Increased attendance was noted due to other local cancellations.

#### **Nativity Raffle:**

Tickets were sold at the door, with a virtual draw afterward. The format worked well.

#### **Christmas Cards:**

Not held last year due to scheduling conflicts. Lucy Triffitt volunteered to coordinate again this year, pending timely form distribution. Previous profits: **£186.40**. TBD with school. EW mentioned the possibility of whether tea towels might be more appealing to parents/ easier to execute. JBu to look into this.

#### **“Wonka Bars” Fundraiser:**

LT is happy to design and print these again. The event was well received, though obtaining donated Galaxy bars proved challenging.

#### **Break the Rules Day:**

Some concerns were raised about the title; an alternative, “Make the Rules Day,” was suggested.

#### **Party on the Playground (POTP):**

This event successfully replaced the Summer Fair and raised nearly **£800**. The committee hopes to secure match funding from Card Factory.

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### Grants and donations – BS

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**Lions Grant:** Received again this year – **£500**.

**Tesco Blue Tokens:** Secured **£1,000 (second place)**. The cheque was presented to the Shed team. Reapplication planned for this year.

**School Lottery:** Continues to provide a steady income stream. Coral Canning updates parent groups regularly.

#### **Uniform and Tuck Shop:**

- Katie Hunsdale continues to manage uniform sales efficiently.
- Unnamed uniform was highlighted as a general issue in school. Becky suggested CHASA purchase name sticker sheets for all pupils, though Emma noted these may not adhere well and it was also raised that some parents may not use them.
- Beth Leggott now oversees the tuck shop. Weather can impact operation; the donated gazebo may help.
- The committee agreed to remind bus children to save sweets until home.

#### **Acknowledgements:**

Sincere thanks were expressed to all volunteers for their ongoing support.

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### Treasurers Report - JBr

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- Copies of the Treasurer’s Report were distributed.
- Thanks were given to Tracey Swiers for her contribution up to April and to Jess Brown for assuming the role thereafter.
- Train ticket costs appear high but reimbursements from parents are expected.

- The Tesco grant was transferred to the school.
- Art exhibition proceeds will support the school's Interfaith Day, with CHASA contributing additional funds.
- Anonymous *SumUp* payments need clearer itemisation for record-keeping.
- The TENs licence was paid last year and may be required again for future events.
- **Opening balance (start of term): £7,296.07.**
- CHASA remains in a healthy financial position.

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## Headteacher Wishlist/ Feedback from previous year - CH

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CH shared an email from Judi Jackson (see Appendix 1).

**Maintenance:** The outdoor classroom decking requires replacement.

**Discussion:** The possibility of introducing a monthly donation scheme was explored but may present logistical challenges (e.g., integrating with ticketed events). LT mentioned the possibility of creating a crowdfunding page for specific projects – to action.

### Wishlist 2025–26:

- Contribution towards Beech Class trip to Helmsley Castle (travel support).
- OPAL initiative resources – e.g., waterproof speakers (approx. £200 total).
- Home reader books for KS2 – estimated **£1,000**.
- “Year of the Festivals” themed events and resources – **£500**.
- Aprons for Upper Key Stage 2.

### OPAL Update:

- The school are going to be investing about £6,000 on the OPAL scheme, over the next 18 months.
- This will NOT include equipment or welly storage, so school are looking to gather equipment and resources. They are looking to introduce a digging area, mud kitchen, sand pit, den building, music area, relaxation area and would be looking for people to donate tyres, pallets, pots/pans etc and/or to potentially create an amazon wish list for this purpose.
- Welly storage - Apple Class already have welly racks. For the rest of the classes, school will require 3 welly storage units, which will include the welly racks within them. They are about £750-£800 each. This could be something which CHASA grants or funding could help with - TBD.

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## Election of officers and trustees for the committee- BS

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Proposed elections:

| Role       | Nominee(s)                   | Proposed by | Seconded by |
|------------|------------------------------|-------------|-------------|
| Co-Chairs  | Becky Stubbins / Jade Bunker | JBr / BS    | EW / BL     |
| Vice Chair | Beth Leggott                 | BS          | JBu         |
| Secretary  | Coral Canning                | BL          | BS          |

| <b>Role</b>                 | <b>Nominee(s)</b> | <b>Proposed by Seconded by</b> |    |
|-----------------------------|-------------------|--------------------------------|----|
| <b>Treasurer</b>            | Jess Brown        | BS                             | CC |
| <b>Lottery &amp; Grants</b> | Coral Canning     | JBu                            | BL |
| <b>Tuck Shop</b>            | Beth Leggott      | BS                             | CC |
| <b>Uniform</b>              | Katie Hunsdale    | BS                             | BL |

**Class reps:**

|                  |  |
|------------------|--|
| <b>Reception</b> | <b>Coral Canning and Donna Sykes</b>   |
| <b>Y1</b>        | <b>Hannah Sadler and Beth Leggott</b>  |
| <b>Y2</b>        | <b>Fiona Ankers and Katie Hunsdale</b> |
| <b>Y3</b>        | <b>Emma Wilkinson and Amy Robinson</b> |
| <b>Y4</b>        | <b>Hannah Davies and Lucy Triffitt</b> |
| <b>Y5</b>        | <b>Katie Liddell and Louise Beeson</b> |
| <b>Y6</b>        | <b>Victoria Cain and Jade Bunker</b>   |

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**Plan for 25-26**

- Disco October. Possible silent disco.
- Bonfire night stall.
- Christmas cards TBC.
- Christmas raffle.
- Valentines disco or Film night.
- Wonka Bars
- Make the Rules Day
- POTP/Summer fair/Craykefest. Few suggestions about a summer social with a hog roast etc as many missed the family aspect of the summer fair.

AOB: EW asked about Amazon wish lists. School had one for the learning hub. If that worked, would it be worth creating new ones. JB agreed to set up class wish lists.

EW also asked about a “recycling system” for book bags. CH said she can possibly donate them to Nepal. No need to plan another meeting until after the school disco.

BS thanked all attendees for their continued support and formally closed the meeting.

## **Appendix 1:**

Message of thanks:

Hello everyone,

I just wanted to say a huge thank you to you all for all your hard work and dedication over the past year. Your efforts in fundraising and creating exciting opportunities for our children and families are truly appreciated – we simply couldn't manage without you.

Your unwavering enthusiasm and support for the Year of the Outdoors initiative was greatly appreciated. Your financial contributions to events such as educational visits, book bags, hoodies and reading diaries, Forest Quest days for all classes, disco and the fabulous Party on the Playground are immense. All these events create such brilliant memories for our children and offer invaluable financial support to families.

Your creativity, enthusiasm, and positive communication really make a difference and are something to be celebrated. Thank you once again for everything you do to help our school community thrive.

Wishlist:

- Contribution towards Beech class visit to Helmsley Castle (early November) - travel?
- Items to support OPAL initiative - waterproof speakers? 2 x £100? Also - see attached doc (appendix2) - any items gratefully received!
- Books to supplement to offer of "home readers" for KS2 - approx £5 per item - maybe £1000?
- Support for Year of the Festivals - visitors/resources/themed day etc - £500
- Aprons for UKS2

## Appendix 2:



OPAL Primary Programme ePack

### Doc 3.5 GUIDANCE Quick wins ideas list

#### Quick wins ideas list

From development meeting 1 onwards it's really important for schools to maintain momentum rather than purely on policy, communication and staffing.

Introducing quick wins can help staff and children understand the benefits of improved play opportunities early on.

Here's a good list to get started...

##### Low risk loose parts

Get started by collecting bulk unchallenging items which are easy to get hold of and manage, eg go to charity shops and get lots of cuddly toys, fancy dress, and old clothes in old suitcases.

##### Small world area

During the grounds walk around identify a protected space, eg a flower bed or an unused corner, where small world stuff can live permanently (rather than getting distributed and lost across the whole site) and kids can have creative quiet play with each other.

##### Freedom Friday

Mix up the key stages across the whole site every Friday. A good way to encourage schools to take a step towards integrating age groups one day per week – so they can get a sense of how easy it is before jumping in completely.

##### Weekly donations

Buy suitable storage boxes and then leave out for parents/carers each week with a sign for *"This week's loose parts collection is...."*  
Hats, handbags, suitcases, kitchen pans, fabrics.

##### Natural play area

Ask a local arboriculturist to bring logs and other chunky off-cuts. Order a tonne bag of stones or pebbles and designate a specific area of grounds as a natural play area – though always ensure this is away from grass verges to stop stones going in maintenance teams' mowers.

##### Tonne bags

Ask local builders' merchants for old tonne bags – 5-10 per site keeps 10-20 kids busy for a lunchtime.

##### Sandbags

Buy a bulk batch of small empty sandbags and encourage kids to fill them with sand and build mini structures (eg any sand is appropriate apart from builders/sharp sand).

##### Chalk

Bulk buy plenty of boxes online and then take out in a bucket once per week, fortnight etc depending on budget.

##### Foam swords

Buy two packs of foam copper pipe insulation (£1 from Wilkos or similar) to encourage safe swordplay (shorter than swimming noodles - and less likely to hurt if misused).

##### Water play

Buy roller camping barrels and other pots and buckets to enable basic water play (plastic is okay but remember that children play hard and plastic will only last so long before being broken - pots, pans, and colanders may be better).

##### Wellies

Ask the local supermarket to donate a 'bag for life' to each child that they can use to hang their wellies on their coat pegs.

##### Cardboard boxes

Arrange a system with staff and suppliers to keep boxes from the school's kitchen etc. or ask local businesses to save them – making sure there's a bin on the playground to put old, broken boxes into.



### Mowing regime

Discuss how much of the school grounds needs to be used as a football pitch and design a mowing regime for the grounds team. These are best printed and laminated then given to the maintenance contractor. Good practice is to always have the maintenance team sign in at the school office before starting work rather than just coming and mowing indiscriminately, as they can otherwise mow trees and play areas without realising.

### Large loose parts

Starter kit of all-weather items can be as simple as 50 tyres and 50 planks. Get in touch with a local garage and say, "we'll save you landfill tax on loads of tyres if you jet wash and deliver them to us – please!". Ask a local timber merchant or B&Q for planks.

### Digging area

Designate a space as a digging area and buy a few shovels, start with trowels until after development 2 meeting: risk-benefit training. Easy as that. No forks.

### Messy kitchen

If you're not ready to have a dedicated messy play area installed, start by using an old school table with pots, pans, spoons etc - plus some mud from the digging area, a water butt or bucket, or a bag of sand.



### Loose parts storage

Examples of containers and sheds to get you started:

- [www.gforceeurope.com/plastic-trucks-and-trolleys/plastic-mobile-containers-and-tapered-trucks](http://www.gforceeurope.com/plastic-trucks-and-trolleys/plastic-mobile-containers-and-tapered-trucks)
- [www.plasticboxshop.co.uk/materials-handling-c249/bottle-skips-c251](http://www.plasticboxshop.co.uk/materials-handling-c249/bottle-skips-c251)
- [www.tts-group.co.uk/large-loose-parts-store/1015940.html](http://www.tts-group.co.uk/large-loose-parts-store/1015940.html)
- [www.tts-group.co.uk/mini-loose-parts-store/1017679.html](http://www.tts-group.co.uk/mini-loose-parts-store/1017679.html)
- [www.tts-group.co.uk/medium-loose-parts-store/1019085.html](http://www.tts-group.co.uk/medium-loose-parts-store/1019085.html)
- [www.cosydirect.com/early-years/loose-parts/loose-parts-storage](http://www.cosydirect.com/early-years/loose-parts/loose-parts-storage)

### Big clean up

Keep a box full of shoe brushes near the back door for children to clean their shoes before going back into school from lunchtime.

### Willow village

Trim off whips/rods from the old, unruly, overgrown willow dome and replant them into small mini dome fences and play zones. Spray them with soapy water in the springtime as a bee/wasp deterrent.

### Woodchip/bark pile

Five tonnes is a good amount depending on the size of the site.

### Bubble brushes

Large stiff bristle brushes and tubs of water with washing up liquid.

### Parachute

For windy days buy lots of parachute toys.

### Just Dance

Big TV and YouTube, with Just Dance videos.

### Craft zone

Finger knitting, paper plate masks, scooby making, etc.