

# MINUTES

## Crayke Home and School Association

*14/4/26 9:10 Crayke Primary School*

---

### In Attendance

---

Judi Jackson, Jade Bunker, Becky Stubbins, Beth Leggott, Emma Wilkinson

---

### Apologies

---

Jess Brown, Coral Canning, Lucy Triffit, Hannah Davies, Hannah Sadler, Katie Hunsdale, Tom Ferreday, Matt Balmforth

---

### Open

---

Becky Stubbins opened the meeting and thanked everyone for attending. Becky advised that the focus of the meeting was to confirm details and planning areas for Craykefest.

---

### Summary of meeting

---

#### **Poster and Ticket Details**

- Craykefest 10<sup>th</sup> July 4-6.30pm at Crayke Primary School – school families event – parents/carers solely responsible for children. Parents/carers to be responsible for their own children only.
- Becky thanked Jade for creating the poster and volunteer form, which all agreed were looking great - a couple of minor changes were suggested, see below action points. Becky advised that she had asked for feedback on the poster and form from CHASA reps on the WhatsApp group and received positive comments about the poster but no suggested amendments.
- ACTION POINT: Jade to amend the poster to reflect agreed stalls and to amend volunteer form options to be able to select multiple options and to narrow down the options.
- Poster which includes volunteer link to be sent out this week to year groups and put in chronicle along with a separate volunteer link. Deadline for form completion Sunday 26<sup>th</sup> April.
- ACTION POINT: Jade to provide separate link to form. Form to be sent to staff too.
- ACTION POINT: Becky/Jade to send poster/volunteer link to reps group and to school for the chronicle. Reminder message to be sent if not many forms completed by deadline.
- ACTION POINT: Committee to collate volunteer responses and allocate planning areas (see below, 15 areas to allocate). Create a volunteer planning brief detailing who is in charge of each area, risk assessment can be incorporated into this.
- If inadequate volunteers certain areas of the event would need to be scaled back.
- Children tickets £10 to include passport booklet, all stalls, a hot dog and juice/water. Adult tickets £5 to include entry into star prize raffle draw. Sibling tickets 25% off. Pre-school children of school families can attend and will need a child's ticket. Ticket detail to state adult ticket is 16+ years old. Jigsaws to finish at 4.30pm on the day, to free up staff to help at Craykefest.
- Tickets to go on sale after the May half term holiday. Deadline clearly given. Tickets must be purchased online prior to event so we know numbers for food/drink etc.

### Areas to allocate for Planning

1. BBQ (Oktoberfest stall) –1 x gas BBQ/hotdogs/sauerkraut/ketchup/mustard/serviettes/SumUp. Vegan/ gluten free sausages and rolls if required. Ask for allergens in notes in ticket order process. Separate pan/air fryer to be used for vegan sausages, if required. Emma to bring fridge van on morning of Friday 10th and park in staff car park –food/drink supplies and cakes can be stored in here.
2. Drinks – water/squash/ fizzy cans/tea & coffee – ask that children bring water bottles.
3. Cake stall (British fete stall) – comms for cake donations/collection, supplies required for day (tablecloth/serviettes/knives/labels etc.) – position next to tea and coffee.
4. Stall allocation, organisation and purchases for stalls.

### STALLS:

- Oktoberfest – BBQ sausages
  - British fete - Cake stall & children's garden games
  - Brazilian festival – football (Brazil themed) & masks to colour in
  - Chinese New Year – Red Letter lucky dip & pin the tail on the dragon
  - Diwali – transfer henna tattoos & sweet tombola
5. Passport Booklets – organising artwork/printing/ stamps/ distribution. Jade has done the artwork and Lucy has quoted to print these. It was mentioned that we may have sponsorship to cover the cost of these – Jade to follow up. Passport booklets to be distributed to children on entry and they collect a stamp at each stall. For each stall, the passport also includes a section to write down an interesting fact about each country/festival – a fact to be displayed on each stall for them to find, JJ also to cover this in collective worship.
  6. Managing ticket sales/comms/list/managing this on door – ticking people off list at entrance on the day. JJ happy to be present on the entrance. Main car park gate will be locked, someone at smaller entrance/exit at all times.
  7. Star Raffle – Arrange ONE star mystery raffle prize (e.g. a stay somewhere). Raffle tickets for adult tickets sold to be allocated and put into drum prior to event. Opportunity for adults to purchase extra raffle tickets at the event. Raffle drawn at end of event.
  8. Communicating and organising donation day 2<sup>nd</sup> July (small bag wrapped sweets for sweet tombola & preloved uniform).
  9. Prepare sweet tombola ready for the day – use tuck shop sweets if extras required (AJ may be happy to prepare the sweet tombola and run this on the day).
  10. Pre-loved uniform stall - Katie could prepare this, could be run with honesty box.
  11. Ice cream van – Jade waiting for confirmation on this – a 'nice to have' but not essential.
  12. Volunteers – allocate volunteers for the day (including staff) based on form responses, create a volunteer brief to include set up (from 2.30pm on day) and clear up plans.
  13. Festival decoration and world music playlist – Jade happy to coordinate this.
  14. Payment methods – CARD ONLY at all stalls for ease. Communicate this well beforehand. Arrange that all volunteers who need it have SumUp on phones and organise pricing on SumUp and pricing where required on stalls.

15. Risk assessment – Emma to draft this based on previous summer fair risk assessment. This can be used in volunteer briefs. General H&S – stall layout plan/layby/signage/bins/walkie talkies/taping off areas/taping down wires. First aid resources from school will be available, member of school staff to be the first aider.

#### **AOB**

- Fund matching – put out a message to year groups about whether any parents/carers work for companies who run a fund-match incentive scheme, which could be used for Craykefest or future events.
- Mrs Gears has asked if CHASA could fund some more lunchtime club supplies – it was agreed that CHASA can fund this.
- All in agreement that CHASA can fund the Christmas pantomime visit again this year.
- Next meeting date to discuss final details for Craykefest will be Tuesday 2<sup>nd</sup> June 9.10am at Crayke Primary School.