

## Minutes:

### **Friends of Chapel Haddlesey (CHAPS) Meeting**

**Held on Friday 23<sup>rd</sup> June 2023 at 2-3pm**

**At Chapel Haddlesey Village Hall**

## Present

Samantha Heron-Dixon (SHD), Eleanor Tomlinson (ET), Vicky Campey (VC), Holly Davenport (HD), Michelle Constantine (MC), Amelia Rodgers (AR), Jayne Purdy (JP), Claire Pearson (CP), Hannah Lancaster (HL)

## Apologies

Helen Bennett (HB), Karen Woodstones, Madeleine Howard, Eleanor Langhorn

## Agenda

- Rota for Friday Ice Creams
- Committee Roles
- Halloween Disco
- Christmas Fair
- Leavers Books
- Notice Board
- School Holiday Meet-Ups for CHAPS Families

SHD opened the meeting, summarising the agenda from the last meeting on 9<sup>th</sup> June. All those present gave suggestions on items for the agenda in today's meeting.

Since the last meeting, the group have created a WhatsApp group & new Facebook page for Friends of CHAPS.

As HB was unable to attend the meeting, the agenda for the next meeting has been updated to include all items from 9<sup>th</sup> June which HB was following up on.

SHD suggested to continue holding committee meetings every 2 weeks while we get established, then move to monthly meetings unless an upcoming event requires additional meet ups. Meetings will alternate between afternoons/evenings to give everyone a chance to attend.

## **Halloween Disco** - Date agreed for Friday 27<sup>th</sup> October at 5:30pm

- SHD suggested this should be a ticketed event set up through Parent Pay so that we have an idea of numbers prior to the event.
- It was agreed that parents/guardians will need to supervise their children at the event & that siblings not at the school are welcome to attend. This will be highlighted on the event invites/newsletter nearer the time.

- SHD suggested there should be a tuck shop for the children to buy drinks & snacks.
- CP will ask her husband to DJ for the event
- Spare costumes/accessories to be available at the party for children without a costume. HL might be able to source some costumes. HL to ask School admin to ask for costume donations nearer the time.
- All agreed there should be a fancy dress competition split into age categories or one for each class
- Face Painting or face stencils to be available for all children on the night.
- Hot dogs to be served for the children. A food hygiene certificate is required for catering, SHD advised her husband has one & will be able to attend to ensure we are covered.
- ET offered to design a poster for the event

### **Christmas Fair** – tentative date Saturday 2<sup>nd</sup> December (TBC as this coincides with Snaith)

- All agreed the event should be held in the village hall, SHD or HL will contact Val Brunyard to check availability of the Hall.
- Free entry. Friends of CHAPS to sell tea/coffee/cakes to raise funds
- Fee for stalls to be £15-£20 (TBC later)
- Suggested date of 2<sup>nd</sup> December 2-4pm as the group felt end Nov would be too close to the Halloween Disco event & that families might have other plans later in December. It was felt that a Saturday might be better than a Sunday for most families.  
CP later pointed out that Snaith Christmas Fair is at 4pm on the same day which might affect availability of stall holders/number of visitors
- ET is part of a stall finders community online & will put a message to find people locally who might want to reserve a stall
- ET will design & print Friends Of CHAPS Christmas cards which will be on sale at the event & raise funds.
- SHD offered to bake items to be sold at the event
- ET offered to design posters for the event which will be printed & put out in local areas by members of the group
- A Santa's grotto will be set up in the meeting room of the hall with gifts for the children bought by Friends of CHAPS
- Need to find volunteers for a Santa & 2 Elves for the day, who will need to be DBS checked.  
HL to email school to see if we can use the same Santa they will be using for the in-school Santa visit.
- Will check school inventory for decorations to be used for the event, MC has a spare Xmas tree we can use & several members of the group have spare decorations to contribute.
- Raffle to be held. All members agreed it would be better to use vouchers instead of food hampers for the raffle prizes. Members of the group will ask local businesses if they can donate vouchers for the raffle prizes.
- It was agreed that a table will be set up for donations to Selby food bank. It was suggested that a representative for the food bank be invited so that the donation can be presented to them on the day.

## Committee

- It was agreed by all present that SHD should assume the role as Chair of the Committee.
- HL volunteered for the role of Vice Chair/Secretary.
- HB will continue as Treasurer for the Interim until a replacement is found.

HL to email Lesley Charlton asking for a volunteer for Treasurer in the next newsletter. ET later updated that her husband may be able to take on the role of Treasurer, but that it may be challenging if they need to attend meetings together due to childcare.

HL to email Lesley Charlton/Rachel Lindley to ask that the reformation of 'Friends of CHAPs' is mentioned at the upcoming Celebration Worship on Friday 30<sup>th</sup> June.

## Ice Lolly Rota:

**30<sup>th</sup> June** – SHD to buy / HL, AR , ET available to sell

**7<sup>th</sup> July** – HL to buy / HL, HD, ET available to sell

**14<sup>th</sup> July** – SHD to buy / SHD, HL, HD, ET available to sell

**21<sup>st</sup> July** – HL to buy / SHD, HL, HD, ET available to sell

Sales on Friday 16<sup>th</sup> June: £16.60 cash / Approx £10 Parent Pay – **Total £26.60**

Sales on Friday 23<sup>rd</sup> June: £21.25 cash / Approx £11 Parent Pay – **Total £32.25**

## Noticeboard

SHD thinks the previous noticeboard has gone but is going to check, HL will email school to ask if they still have it.

All present thought 2 noticeboards were needed; one at the front gates for Class 2/3 parents to see & another at the entrance for Class 1.

SHD is asking if her husband could make a new noticeboard, possibly using recycled plastics. Will discuss further at the next meeting.

HL will check with school if we need permission from Local Authority to put up the noticeboards or if school can give permission directly.

## Leavers Books

HL will ask School Admin if they have already started putting these together or if they need contribution towards paying for these.

### **Friends of CHAPS Newsletter**

- MC offered to write a newsletter on behalf of the group which School Admin will issue to parents. Frequency of Newsletters to be discussed at next meeting
- Newsletter will also be added to the group Facebook page so that extended family have visibility of this.
- ET offered to design a logo for us that can be used on newsletters, noticeboards, etc.

### **Draft Items for Agenda at next meeting:**

- Confirm Date for Christmas Fair
- Newsletters
- Noticeboards
- Dates/Ideas for Summer Meet ups
- Change of Trustee Info on Charity Commission/Bank Account
- Lottery License Application
- DBS Checks
- School Inventory
- CHAPS Box
- School Calendars at Christmas
- School litter pick?

### **Next meeting to be held on Tuesday 4<sup>th</sup> July 2023 at 7pm at The Wishing Well**

**Proposed following meeting Friday 21<sup>st</sup> July 2023, 2-3pm at Haddlesey Village Hall**

HL will advise Lesley Charlton of the next meeting dates & ask if school need/would like a representative at the meeting. HL will also ask for meeting dates to be sent out by text from school admin to make all parents/guardians aware.