

## Chesterton School Association meeting

17<sup>th</sup> January 2020

### Attendees:

Helen Marchetti  
Gemma Haynes  
Caroline Isaac  
Hollie Rooks

Nicola Robinson  
Zoe Phillips  
Maggie Dancer

### A g e n d a:

1. Christmas fayre feedback  
We made nearly £1,500 pounds. Santa's Grotto in the other room worked well and we should continue using this set up in the future.  
Baubles stall was successful, however in the future it needs to be run on its own.
2. Lower and Upper School disco (24<sup>th</sup> January)
  - Tuck shop
  - Food, drink
  - Miss Phillips, Mr Horner – helping at lower school
  - Mrs Salter, Miss Crocket, Miss Barrett – helping at upper school
  - The school is getting busy and the number of children is increasing so possibly we need more helpers. We need to confirm what the ratio of children to adults is required at such school events. HM/GH
  - Stock check (CI)
  - Introducing pizza at the disco
  - Risk assessment – separate risk assessment is now required for each event. HM/GH
3. Quiz night (7<sup>th</sup> February)
  - Glasses required (majestic – CI to source)
  - Alcohol licence (GH to apply)
  - Most teachers are coming with their partners
  - Bar snacks, crisps etc. (CI)
  - Prizes (HM)
4. Bags2School collection (25th Feb)
  - Posters, social media and email to parents required prior to half term
  - Nicola to do publicity
5. Book week film night (6th March)
  - pom pom book marks to sell (HR to explore ideas)
  - Class based

- Sausage in a roll on offer
  - 4 people needed to do tuck shop and serve food
  - Stone age topic film? Possibly Ice Age
  - Invites to go out Friday before (28<sup>th</sup> Feb)
6. Easter Cake Sale (2<sup>nd</sup> April/3<sup>rd</sup> April)
- Diane Messum to coordinate?
  - After school sale
7. Bingo (15<sup>th</sup> May)
- Parents and children event
  - What time? We need to establish the best time to run especially that hot food can't be served (kitchen not available)
  - Drinks
  - Snacks
  - Prizes
  - MD to coordinate
8. Summer Fayre (20<sup>th</sup> June)
- Building work may affect the event so we need to wait and see how much space we have
  - Kitchen – will it be operational during the events?
  - Shall we explore renting out the stalls
9. Summer Party (10<sup>th</sup> July)
- Book DNA kids
  - food, ice creams, tuck
  - possibly BBQ
10. Year 6 leavers gift
- Contribution to hoodies?
11. Tesco blue coins
- The school has already been awarded £10,000 and Tesco blue coins. application to be submitted to boost funds for the equipment
  - The current play equipment cannot be moved and once the building starts it will have to be removed
12. AOB
- We require risk assessment per event. We need a template (GH)
  - There is £5,000 per class allocated by OCC for new classrooms chairs and desks
  - Carpet for Beech class