

**Minutes for Charity Association on  
Thursday, 20<sup>th</sup> October 2022 at 9.30 am**

**Present:**

Katharine Hubbard – Chair  
Kelly Roberts  
Louise Green  
Alisha Thomas  
Helen Avraam (via Teams)  
Alicia Hall (Via Teams)  
Kay Partridge  
Shelley Allen

**Apologies**

None

**Minutes/actions from last meeting**

There were no outstanding actions from the last meeting on 29<sup>th</sup> September 2022.

*Action: None*

**Christmas Fair**

Kate asked if anyone has an update on preparations for Christmas Fair on Saturday, 26<sup>th</sup> November. Alicia advised she has sourced the following stalls:-

- Seaview Sensory Toys
- Gale Hawkes - Avon
- Glutiny
- Becca's Crafty Creations
- Cheese Wedge – still waiting for him to get back to Alicia
- SJ Gifts
- Tots to Kids – handmade personalised kids clothes
- Laura's cake and cupcakes
- Adorable baby knits
- Wooden Craft Stall
- Spellbound and Daffodil Beauty
- Face painting – Toby's mum
- Hot dogs/burgers – Helen's husband

Insurance will be required if doing beauty treatments and Kate advised she will make enquiries as Glutiny serving alcohol will need to apply for a licence.

Alicia advised she is also trying to find out if she can source a handmade jewellery person to do a stall.

**Dee Banks Charity Association**

*Registered Charity Number: 516733*

c/o Dee Banks School, Sandy Lane, Chester, CH3 5UX

**Trustees:** Mrs Judith McGuinness, Mrs Katharine Hubbard and Miss Kelly Roberts

After discussion it was agreed a charge £10 per stall plus a donation. Payment required in advance. Kate will send over bank details for payment to go directly into Charity Association account.

Will need to accommodate an area for classes to host their stalls.

Redwood Class have already decided they are going to have a teddy swap stall and Hazel Class will be doing a Candy Cane Sweet Pull. A list will be sent around school for class stalls.

An own clothes day will be held on Friday, 4<sup>th</sup> November to raise donations of chocolates, bottles, luxury items. These will be used to make hampers for raffle prizes or stock tombola stall at Christmas Fair. Kate confirmed donations received for the Summer Fair will be going into tombola for Christmas Fair.

A start time of 12.30 pm was agreed to allow time in the morning to set up and wind down from 3.30 pm.

Helen will ask her husband to do hotdogs/burgers.

Kelly suggested inviting neighbours to maintain good relations.

Kelly to ask Cookie to DJ at the Christmas Fair.

Kate will order raffle tickets once she knows prizes.

Shelley suggested contacting Chill Factor to donate to raffle.

Alisha and Louise offered to help with hampers

There will be an Elf dressing up day on Friday, 9<sup>th</sup> December for staff and children. The donation will be £1 donation to the Dee Banks Charity Association. It is not compulsory to dress up

*Actions: Kay to send a list around school for Class Stalls*

*Kate to order raffle tickets once we know prizes*

*Shelley will ask her class to do poster for Christmas Fair*

*Kay to send out letter for Elf Day*

*Need to ask for volunteers to help at Christmas Fair*

*Contact Chill Factor*

*Kate to look into licence for stall serving alcohol. .*

*Kate to send bank details for Charity Association for payment of stalls*

### **Children in Need Day**

A date was set of Thursday, 17<sup>th</sup> November 2022 to celebrate Children in Need as Friday, 18<sup>th</sup> is an INSET DAY. Pupils can wear spotty or yellow clothes, but it is not compulsory to dress up on the day.

*Action: Letter to be sent out.*

### **Donation from Masonic Lodge**

Kate advised the school has received a huge donation of £2000 from the Masonic Lodge. Kate said with such a generous donation the school want to put the money towards something solid and thought about using the money to buy new bikes. The bike shed is being renovated over the half term break so new bikes would be able to be put away properly.

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Helen mentioned Bren Bikes who offer internships to people with learning difficulties. It would be good to have a relationship with them as the pupils get older. Helen also advised you can get speciality bikes from Bren.

*Action: Kate to send a thank you to Masonic Lodge*

### **One Lottery**

Helen discussed the opportunity to join "Your School Lottery" which is £1 a week and you are entered into a prize draw of up to £25,000 and other spot prizes. This would be a way to raise funds for the children.

*Action: Kate will look into legalities and discuss at next meeting*

### **Any other business**

Alicia suggested setting up a WhatsApp for parents. Kelly advised there is a Facebook page. Kate said there is a facility on the school's website to have a forum. Helen advised if on school website everyone can join.

*Action: Kate will have a look at forum on website before next meeting.*

### **Date of the next meeting**

The date for the next meeting is Thursday, 10<sup>th</sup> November at 1.00 pm

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