

MINUTES

**Thursday 29th October 2018
8-10p.m., The Duke of Wellington, Willingham**

1) Welcome and Apologies for Absence

- Apologises for absence from Suzi H, Andrea E

2) Review Minutes from previous meeting

- No comments on previous minutes

3) Treasurers report – update

- Bank account is still in credit by a large sum, and so would be good to ensure funding requests are submitted from the school
- Money raised from year 1/2 performances was £251.65, driveway sale raised £155, donation to school fete/Fen Gallop from co-op stall was £120
- Plus Co-operative funding for 2018 has been confirmed as £4479 to be paid at end of November. 24th November will be a funding day at co-op in the village and would be good to get a large turnout from school/WSA to say thank you. We have also been selected for funding in 2018-2019 which is amazing!

4) WSA spending

- Art funding for new equipment to help with Christmas cards already approved by committee via email (confirmed at meeting)
- Funding agreed for coach for royal albert hall
- Plus funding for Year 1 & 2 trip (£5/pupil)
- The previous £8000 funding for apple i-TV devices has been spent with all the items purchased for use at the school and are slowly being setup. School currently has no IT support and so reliant on staff (Mr Morel) setting these up when he can. IT support has been found to start next year.

5) Upcoming events

6.1) Cake sales – year 9 Nov Year 2 (Mrs Sutton)

Helpers requested and we had volunteers

6.2) Christmas Fayre (see below)

6.3) Bags4School – w/c 26 Nov (collection 29 Nov)

Bags to be sent out in bookbags, parentmail to be sent and Jon to be asked where to put the collections.

6.4) Christmas Wreathmaking – 6 Dec and 11 Dec

BTdonate page to be set-up for 2 events (15 person limit per event), confirmed with Jon about room booking, refreshments to be purchased and Emma is on the case with materials required.

6) Performances – Reception nativity on 11 & 12 December

- Helpers for both performances, Marie to check stock for teas/coffees and sweets

7) Xmas Card 2018

- sent out before half term, orders in after half term. A big thanks to Mrs Varty for completing all the artwork and to Jacqui Barry for sorting out all the orders.

8) Uniform sales – any update

- No progress yet, due to volunteers availability. Suggestion to sell uniform on same day as cake sales.

9) Christmas Crackers for school

- MC to send email to Jo Aldhouse to confirm. Emma to order, with golden crackers

10) Christmas Fayre

Before the Day

- Posters – done and put up
- Grotto prizes and secret shop – Karen is sorting
- Golden cracker prizes – Marie and Emma L, still need more prizes (use more free sweets/drinks vouchers), Emma to order crackers,
- Reindeer food + Christmas decorations - Marie
- Cookies for decorating – Sam M + Jenny R
- Stalls – Emma Byrom organising
- Music – Emma B organising and sent out request
- Bar licence – Alice Brown is sorting

- Stock up on mulled wine, hot dogs, baps, etc... (MC to sort refreshments and EB to sort BBQ supplies)

On the Day

- Stalls – Emma Byrom
- Photographer is booked, need someone to be at booth (EB)
- Santa's Grotto – Emma + Suzi until 5pm, need extra helper (Katy)
- Bar & Refreshments – Andrea and Neil + need 2 helpers to share (Marie and Jez)
- Sweets – Sophie, need extra helper, Jenny Rayner offered
- Secret Shop – TBC (need to be DBS checked), need helpers – teachers/staff to be asked
- Magician (not attending now) plus storytelling – Katy and Angela (yes confirmed)
- Adult Tombola – Kate P & Elizabeth T
- Kids Tombola – need 2 x helpers – MC to send out email/request for helpers
- Cookie decorating – need helper – MC to send out email/request for helpers
- Christmas decorations – need helper – MC to send out email/request for helpers
- Reindeer food – need helper (Lorna, plus send out email)
- Golden crackers – Year 6 selling (Mrs Green to organise rota)
- Entry & raffle – Rachel Huxley + Natasha + Amanda
- BBQ – James Smith organising (borrow scouts BBQ)

11) AOB - Next meeting – Agree date

- Possibility of tea towels raised. With the other events on currently it was decided to not pursue this at this time but revisit later in the year
- Next meeting on 31 January