

Willingham School Association
Meeting Minutes
Tuesday 29th October – 8.00pm
The Duke of Wellington, Willingham



Attendees:

Marie Clements, David Morel, Lorna Hopcroft, Amy Shaw, Becky Binney, Karen Monks

Apologies:

Katie Gilbert, Emma Bowyer, Justine Green, Claire Henry, Susan Passmore

1. Minutes of last meeting

The minutes of the WSA meeting on the 23rd September were approved without comment.

2. Funding requests from the School

The WSA approved the funding of the shortfall of coaches for the choir trips if required.

No other funding requests were received.

3. Treasurers report update

The treasurer confirmed that the Friday night Bar and BBQ event on the 20th September make approximately £1060 profit.

The pamper night held on the 5th October made approximately £200 profit.

4. Event review (Pamper night)

The WSA discussed the pamper night held on the 5th October. We received positive feedback on the event and those attending seemed to enjoy it. However it was recognised that it took a significant amount of organisation.

5. Upcoming events:

- Film night – 2nd November (Popcorn making and helpers)

Approximately 80 children are booked in to attend the film night.

It was confirmed that we have enough helpers on the evening.

ACTION – AS to make popcorn in advance of the event for all those attending.

The WSA agreed to purchase cartons for drinks to reduce the risk of spillages.

- Year 5/6 performances – 25th to 28th November (helpers and refreshments)

The dates of the performances are confirmed as 25th, 26th and 28th November.

Emma Bowyer has agreed to sort out helpers for all of these performances – Becky Binney is happy to help and will speak to Emma about dates.

ACTION – MC to check with EBowyer about helpers for these performances.

- Wreath-making nights – 10th and 12th December

Both wreath making nights are sold out.

ACTION – MC to check with EByrom whether she needs help setting up and what she wants to do about refreshments.

6. Bags2School

Becky Binney confirmed that the Bags will be collected on Monday 9th December so all bags will need to be received by Friday 7th December. The bags will be stored in the bike sheds.

7. Christmas cards update

The deadline for receiving the Christmas card order forms is Wednesday 24th October. The WSA agreed to send out a Facebook post confirming this and asking people to bring in exact money.

Susan Passmore has already collected a large number of orders and is keeping track of what people have ordered.

8. Co-op funding

Marie Clements confirmed that we have already received £4272.85 in co-op funding. There is an additional £7000 which is waiting to be allocated so we may receive additional funding. Unfortunately the WSA has not been selected for funding this year.

The co-op will be holding a ceremony on Friday 22nd November to raise awareness of the funding raised. The WSA agreed that 12pm would be the best time, Dave Morel will arrange for some children to attend during lunch,

ACTION – MC to email the co-op manager to confirm 12pm on the 22nd November as the ceremony date.

ACTION – DM to arrange for some children to attend the ceremony.

9. Ticket tailor trial

Marie Clements explained that Ticket Tailor is an on-line ticketing platform which is offering a 6 month trial with reduced costs. The WSA agreed that it would be helpful to use an on-line platform as it can be difficult to track payments and attendees at event.

The WSA agreed to trial ticket tailor for one event to see how it works.

10. 500 club

The WSA discussed resurrecting the 500 club, in which parents and staff pay a set amount per month to be entered into a lottery. It was used previously at the school and was popular but was stopped when no-one was available to run it.

ACTION – BB and KM to investigate whether the 500 club would be worth resurrecting and draft text for Facebook to gauge interest.

11. First Aid

It was discussed that currently on Dave Morel, Becky Binney and Karen Monks are the only trained first aiders on the WSA which may be an issue during events. It was discussed that the WSA may be happy to pay for the first aid training of WSA members (which lasts 3 years).

This would be group training done on a weekend.

ACTION – Becky to find out a price for 10 people to be trained.

12. Christmas Fayre

ACTION – All to put up Christmas Fayre posters around the village.

ACTION – AS to do the risk assessment

Emma Byrom is organising stalls, there are approximately 6 confirmed as attending. Emma Bowyer is organising the photographer, we will need to book slots for the photographs.

The entry fee will be £1 and include a free raffle ticket. To reduce queues we will not write phone numbers on the back of the tickets but confirm that the raffle will be held at 6pm and prizes will only be given to those who are there.

We need many more helpers for the event, we do not have enough at the moment. Becky, Karen, Marie, Karen, Lorna have agreed to help at the moment.

ACTION – DM to ask if any of the teachers are able to help?

ACTION – AS to do a sign-up table for volunteers.

Marie has started emailing places for raffle prizes. We need to talk to local shops to see if we can get prizes for the golden crackers.

ACTION – AS and KN to talk to local shops to try and get prizes for the golden crackers.

At the moment we do not have a Father Christmas, we need to try and find someone to do this. They will have to have been DBS checked and attended Safeguarding training.

ACTION - DM to ask Dan Lentell to be Father Christmas

Clare Bland and Karen Nichols have confirmed they are happy to be in Santa's grotto. Ben Rayner may be able to help on the bar or BBQ.

It would be good to have year 6 children to help run the sweet stall.

We need to confirm whether the children and adult choirs will sing.

ACTION – BB to talk to Laura Sutton and confirm which choir can attend.

We need to confirm how many Santa's grotto presents are needed and for what age.

ACTION – LH to find invoice for presents last year and let Karen know.

Angela Barden confirmed she is happy to do reading room, however she needs to be safeguarded.

ACITON – MC to make sure AB attends the safeguarding training before the Christmas fayre.

ACTION – LH to order chubba lollies.

The WSA thought it would be a good idea to do a sweet amnesty after Halloween. We will put a box in reception for sweet donations.

13. AOB

- DM confirmed that the subscription to Numbots ordered
- DM confirmed that the local authority have agreed to pay for accelerated reader scheme this year, however the school may need additional funding for next year.
- ACTION – BB and DM to submit a proposal for funding of second year accelerated reading scheme for next meeting.

Date of next meeting – 25th November at Amy Shaw's house.