



WSA Meeting

Wednesday 11 January 2023, 8.15 p.m.

Venue: The Bank

MINUTES

1. Attendees and Apologies

**Attendees:**

**Emma Walker, Amy Shaw, Susan Passmore, Lorna Hopcroft, Becky Binney, Fleur Tarpey, Tamar Oviatt-Ham, Tom Mason, Ian Morgan and Beth Houghton**

**Apologies:**

**Dave Morel, Tom Bowran Pavey, Helen Hughes, Catherine Wainwright, Clare Gregory and Lara Feather**

2. Minutes of the last meeting and any matters arising (circulate)

- Minutes agreed and all actions complete

3. Treasurers Update

- Full update can be found at appendix 1 of the minutes

**Action:**

- **Agreed that after 6 months cheques should be written off. Treasurer to review and update accounts accordingly – Ian**

4. Funding Requests

- Renewal of TT Rockstars and Numbots subscriptions - £255.50 (excl VAT) - **Agreed**
- Funding for Electronic Micro-bit devices - Y3/4 DT Unit – **Agreed to fund up to £350.**

**Action:**

- **Alternative companies could provide at cheaper prices. Chair to send through information to relevant teachers – Lorna**
- **Honeypot to send funding request through for tables - Beth**

5. Feedback:

Christmas Fayre

- Need a map for people to follow as lay out was confusing
- Clear signs of where everything is

- Need to decide on a date now
- If on Friday need to get more volunteers
- More time to set up
- More stall holders
- Cake and hot drinks separate to alcohol
- Santa in a different place
- No control over the volunteers, review
- Christmas tree guy would need to be out the front
- Walkie Talkies needed
- Speak to scouts or guides make some money to help tidy up

**Action:**

- **Get agreement from Dave on the date now. Options on dates as follows: Friday 24 November, Friday 1 December – Lorna**

**Christmas Hamper Raffle**

- Need to think about the themes – agreed to use colour theme next time

**Christmas Cards**

- Tamar has sought feedback from Sara Varty on the process

**Action:**

- **Book in deadlines for this year with the company - Tamar**

**6. GINUARY PREP**

- Prep underway but still a lot of tickets to be sold.

**Actions:**

- **Produce QR code to add to poster - Ian**
- **Update poster – Becky**
- **Put posters up around the village - Amy**
- **List of volunteers to set up - Emma**

**7. EVENTS CALENDAR FOR THE YEAR (INC DISCUSSION ON CORONATION)**

- The draft events calendar was discussed as follows with provisional dates:

| <b>Event</b>                                      | <b>Date</b>         | <b>Lead/s</b>   |
|---|---------------------|-----------------|
| GINUARY   | Friday 27 January   | Emma and Amy    |
| World Book Day Costume, Uniform and Doughnut Sale | Friday 24 February  | Lara            |
| Easter Egg Bingo                                  | Saturday 25 March   | Fleur and Tamar |
| Coronation Colour Run                             | Friday 5 May        | Lorna?          |
| Fen Gallop and Summer Fete                        | Sunday 2 July       | TBC             |
| Welcome Event and AGM                             | Friday 22 September | TBC             |
| Halloween Costume and Doughnut Sale               | TBC                 | TBC             |
| Christmas Fayre                                   | TBC                 | TBC             |

**Action:**

- Finalise dates and event leads - Lorna
- Get agreement for events and dates from Dave and check with John – Lorna
- **Poster of events calendar to put up around school - TBC**

**8. Any other business**

**Coop funding promotion**

- email and a facebook post required to promote. Main funding will be next November.

**Actions:**

- **Get a sign put in the coop - TBC**
- **Check with Catherine re next round - TBC**
- **Posters around the village - TBC**
- **Brochure easy way to support school – go out in the welcome pack with all ways to help raise funds for the school and also get put on the school website - TBC**
- **Look into Tesco local Fund – TBC**

**School Lottery, Amazon Smile and Easy Fundraising**

- All to be promoted more through email and facebook

**Actions:**

- **Draft email to go out to parents with brochure (action above) – TBC**
- **Promote regularly on facebook - TBC**

**Opening swimming pool**

- Clarification needed on what clearances volunteers will need this year and resus training needs to be booked in for April ASAP. There is a concern that we will get few volunteers.

**Clarification re volunteers – friends of WSA**

- Clarification from Dave on what levels of clearance volunteers will need for different tasks

**Action:**

- **Get a clear list from Dave on the areas where volunteers will need DBS and references and to do the safeguarding training e.g will all swimming pool volunteers need this going forwards – TBC**
- **Draft a terms of reference for what is required for WSA Committee Members and Friends of WSA – TBC**
- **Sort a google form to get people to sign up for ‘Friends of WSA’ - TBC**

## Performance Refreshments

Performance dates

Years 1/2

- Tues 28 Feb afternoon
- Wed 1 Mar eve
- Thurs 2 Mar afternoon

Years 3/4

- Tues 28 Mar eve
- Wed 29 Mar eve
- Thurs 30 Mar afternoon
  
- Sort volunteers for this at the next meeting

## I heart Willingham Hats

**Action:**

- Get and email sent out next week and on a regular basis to promote hats – Tamar
- Can hats be sold at the rec , Lorna to check - Lorna

## Doughnut Sale

- Need to put a start and end time on the poster and comms
- Have pre orders for 12 doughnuts ahead of the event

## Comms

- Support with Facebook and other social media, anyone with marketing experience in the group - who can help Emma

**Action:**

- **Someone to volunteer to support Emma - tbc**

## Coronation

- Ideas include colour run and tea towels

**Action:**

- Check with Dave re ideas - Lorna

## Fen Gallop and Summer Fete

- Agreed that we would go ahead with the summer fete
- Next meeting focus on Summer Fete and Fen Gallop and Marie to attend

### Leavers Hoodies

- Amy volunteered to take the ordering on for this year

#### **Action:**

- **Amy to speak to Tom re hoodies – Amy**

### Sum Up machines

- Agreed we should buy another machine

#### **Action:**

- **Buy sum up machine - TBC**

#### To cover at next meeting as no time to discuss:

- Jobs list
- Vice Chair position
- New Constitution

### **9. Date of next meeting**

- Wednesday 8 February