



**WSA Meeting**

**Wednesday 15 March 2023, 8.15 p.m.**

**Venue: The Bank**

**Minutes**

**1. Attendees and Apologies**

**Attendees:**

Lorna Hopcroft, Becky Binney, Tamar Oviatt-Ham, Tom Mason, Ian Morgan, Emma Walker, Beth Houghton and Fleur Tarpey.

**Apologies:**

Dave Morel, Amy Shaw, Susan Passmore, Helen Hughes, Catherine Wainwright, Clare Gregory, and Lara Feather.

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

**3. Treasurers Update and Funding Requests**

**Last month income**

- Performance Refreshments - £88.90
- Ginuary - £314.80
- Easy Fundraising/Amazon - £162.72
- School Lottery - £109.20
- Hats - £30
- House T Shirts - £20
- Doughnuts and Costumes - £367
- Fen Gallop - £1,494.23 (mainly sponsorship for the event)

**Funding requests**

- Year 6 leavers do - 52 pupils agreed to fund £5 per pupil = **£260**
- Year 5 hilltop - 41 pupils £5 per child for souvenir = **£205**

**Actions:**

- Add committed spend onto the treasurers report – **Ian**
- Write off cheques over a year old – **Ian**
- Create a spreadsheet that has tracking of spend by year group - **Ian**

**4. Easter Egg Bingo prep**

- Set up from 12.30
- Sell the bingo cards on a separate table to the raffle tickets

### Helpers:

- Lorna, Jessica
- Tamar, Nick and Abi
- Fleur
- Becky
- Catherine – can do some calling and help tidy up
- Amy and Charlie
- Susan and Oscar

### Actions:

- Check cupboard for raffle prizes - **Tamar**
- Check stock and purchase anything that is running out - **Tamar**

### 5. Performance refreshment volunteers - Years 3&4

- 28<sup>th</sup> 6pm – Clare, Amy, Helen, Becky, Helen
- 29<sup>th</sup> 6pm – Sarah, Lara, David Allen
- 30<sup>th</sup> 1.30pm – Sarah, Clare

### Action:

- Send a message to the facebook/whatsapp groups - **Sarah/Amy**

### 6. Fen Gallop and Summer Fete Update

- Volunteers - Timetable drafted of how many we will need and when for set up and during the event
- Layout of the event – Tom has drafted a layout for the event that needs finalising
- Need to look into Inflatables and bouncy castle – Willingham Gym provided inflatable football last time.
- Fleur has a trailer that can be used to transport bar stuff and gazebos ahead of the event. Will need to remove anything we need from the school on the Friday afternoon.
- Agreed on £20 a pitch for any stall holders. People already confirmed: Raised in Rampton, Barbers
- Ideas for people to ask
  - Scouts – did a maze last time
  - Barn Bootcamp
  - Facepainting (Sam Price ask first, Paula Armstrong)
  - Brownies
  - Body Shop
  - Plant Sales
  - Lot 25
  - List of stall holders to contact from Emma
  - WAGs re BBQ
  - School Uniform and Fancy Dress
  - Entertainment : Stardust Academy and Marshal arts display

### Actions:

- Circulate the volunteers spreadsheet so that we can start to populate – **Tom**
- Review layout at the next meeting – **Tamar to add to agenda**
- Circulate a standard letter so committee members can circulate to potential stall holders etc – **Tamar**
- Compile list of stalls and circulate to Committee so that individuals start contacting and adding to the list – **Tom to compile**

## **7. Leavers Hoodies Update**

Amy has sorted and sent letter to Becky. Becky will be sending out the letter shortly.

## **8. Coronation Tea Towels**

- Agreed that each pupil will receive a tea towel for the coronation. Will put additional orders on sum up
- One design per year
- One design for the staff
- Honeypot to put in a request re pegdolls

### **Actions:**

- Agreed to send the proofs s digitally. **Emma and Ian to review how this is done**
- Can we get the tea towels for pupils before the coronation and additional tea towels later.  
**Lorna to ask**

## **9. Any other business**

### **Update on meeting with Honeypot and next steps including updating constitution**

- Need to change the Constitution before August to amalgamate the two associations.
- Agreed that an EGM would need to be set up in early June – done via zoom

### **Action:**

- Update Constitution - **Lorna**
- Get a date in the diary for the EGM and need to then give 21 days notice - **Lorna**

### **General Comms support**

- How do we engage volunteers
- Have a friends of – separate whats app group. Need to communicate money we have raised and what we pay.
- Have a comms and engagement person. Need to send out a message to parents to see if we can find one.

### **Resus training and opening of swimming pool**

#### **Actions:**

- Book resus training - **Lorna**
- Contact people that did the training and volunteered last time once we know the date to see if they are interested in volunteering again - **Helen**
- Look at a setting up a booking and payment system - **Ian**
- Sort risk assessment and update documentation - **Tamar**

### **Replacement of shed**

#### **Actions:**

- Check the size of the shed required – Sarah
- Start to look at options for shed - Fleur

## **10. Date of next meeting**

- 4<sup>th</sup> May at 7.30 in the Bank