

WSA Meeting
Wednesday 2 September 2026 7.30pm

Venue: The Bank Micropub

Minutes



1. Attendees and Apologies

Attendees: Fleur Tarpey, Becky Binney, Tamar Oviatt-Ham, Clare Gregory and Georgia Warburton.

Apologies: Sarah Morgan, Ian Morgan, Mona Paalanen, Nicole Byatt, Clare Taylor, Abbie Wong, Helen Hughes, Catherine Wainwright, Clare Mason

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

Review of actions from the previous meeting:

- **First Aid Training:** Training is scheduled for 14 and 16 September at the school. Sarah and Fleur will attend. An additional committee member who intends to remain on the committee beyond this academic year is required to undertake training.

Action: Tamar to follow up via WhatsApp to identify an additional volunteer - **Tamar**

- **Year 6 Trophies engraving:** The committee discussed obtaining engraving quotes earlier in the process to achieve better value.

Action: Tamar to research engraving options and report back to Fleur and Sarah - **Tamar**

- **Midday Equipment:** The order has been reviewed but is yet to be placed.

Action: Becky to chase progress and place the order - **Becky**

- **Fen Gallop:** Final figures are still awaited.

Action: Ian to provide final figures - **Ian**

- **Reception Packs:** Items for the reception packs had been ordered. An A5 information sheet explaining the role and activities of the WSA was discussed for inclusion in the packs.

Actions: Georgia to print Information sheet and poem to be included in the packs - **Georgia**. Fleur to let team know if she needs help with putting the packs together - **Fleur**

- **Honeypot Representative on Committee**

The committee discussed seeking representation from Honeypot on the WSA Committee.

Action: Sarah to follow up with Annette – Sarah

- **WSA storage in school**

Action: Follow up with Mona on use of the storage cupboard once the after-school building is complete - Fleur

3. Treasurer's Update

Update deferred to the next meeting.

4. Funding Requests

No new funding requests were received. The committee discussed and agreed raising the cost of the house t-shirts to £8.50

Action: Sarah to create a new QR - Sarah

Ongoing Matters

- **iPads:** No update available.
- **Outdoor Play Equipment:** Online Playground quote reviewed in the meeting by the Committee. The Committee agreed that current funding would be sufficient to purchase a trim trail and agreed to take the purchase of the trim trail forward this academic year and review opportunities for match funding and grants to go towards this. It was agreed that the funding for replacing the remaining playground equipment would be pursued for the following academic year. Possibility of volunteer assistance to remove existing equipment discussed.

Actions:

- Get comms out to see if there are any parents in school willing to volunteer to remove existing equipment – TBC
- Get comms out in relation to any opportunities for match funding – TBC
- Research any further grant opportunities – TBC
- Finalise plans and costings for the trim trail – Fleur and Sarah
- Re circulate poster and QR code for donations – Sarah

3. Feedback from Recent Events

Fen Gallop and Village Fete

- Awaiting confirmation of the final figures so can confirm allocation of the 25% charitable contribution.
- Cadets' bank details have now been received.
- The committee discussed repair costs for the wood laser machine and queried its original purchase cost.
- Discussed further representative from the school on the Fen Gallop Committee.
- Attendance at the Village Fete was lower than expected.

Action: Committee to establish original purchase cost of the laser machine – **Fleur**.
Explore potential school representation on the Fen Gallop Committee, follow up with Mona - **Becky**

4. Colour Run Date: Saturday 26 September 2026

The committee reviewed preparations for the event, including:

- Volunteer rota discussed the lack of volunteers and the need to reiterate that if volunteers did not materialise then parts of events/events would need to be cancelled. This needed to be clear in communications.
- Event-day arrangements including stalls
- Communications and publicity.
- Individual actions prior to the event.

Updates included:

- Bouncy castles and a miniature train have been arranged.
- Pre-loved clothing sale planned in the hall, bags on their way.
- Colour powder requirements discussed and agreed on.
- Approximately 30 participants per heat.
- Current participant numbers stood at
- Seven sponsors confirmed with six additional responses pending.
- Stardust involvement confirmed.
- WSA to sell its own ice creams.
- TENs applied for.

Actions:

- Becky to approach Sam Price and Jason Emness regarding participation in "Gunge a Teacher" - **Becky**
- Fleur to order t-shirts and safety glasses via the Amazon Business account, send order to Becky – **Fleur**
- Order Powder – **Fleur**
- Recirculate comms and volunteers list - **Sarah**
- Sort heats and timings for the day so can be communicated ahead of the event – **Fleur and Sarah**

5. Upcoming Events and Dates

September

- Consider additional ice cream sales to reduce remaining stock.
- Uniform sales on Friday 11 September

October

Halloween Activities

Halloween Movie Night: Friday 16 October

- Subject to confirmation with John
- Two films to run in separate classrooms.
- Admission £3.50.
- PG-rated films could be selected.
- Hotel Transylvania suggested.

Actions:

- Becky to check with John re opening school – **Becky**
- Ask for volunteers before advertising in volunteers' group. If not enough volunteers' films not to go ahead – **Sarah**

Halloween Bingo: Saturday 31 October, 2.00pm to 4.00pm

- Fancy dress encouraged.
- Prize for best dressed attendee.
- Face painting planned.
- Refreshments to include tomato soup and hotdogs.

Action: Confirm John can open school - **Becky**

Winter and Christmas Events

- Winter Wonderland and Christmas Fair: Friday 27 November. Papas Locas confirmed.
- Christmas Quiz at The Bank: Tuesday 8 December (maximum 35 attendees).
- Christmas Movie Night: 11 December.
- Nativity refreshments – dates TBC
- Christmas hamper raffle. Arrangements TBC
- Christmas cards. Should be arriving in school shortly
- Golden Tickets scheme for Christmas Fair

Action: Becky to check with John re date and confirm - **Becky**. Fleur to speak to Clare M re golden tickets – **Fleur** Contact stall holders re Christmas fair - **Tamar**

6. Any Other Business

The committee noted the need to recruit a new WSA Chair.

Action: Georgia to draft an advert seeking a new WSA Chair - Georgia

7. Next meeting Date

Daytime meeting proposed for 7 October, 11.30am to 1.00pm,

Action: Becky to confirm daytime meeting arrangements for 7 October - Becky