



**Willingham School Association**  
 Minutes of Meeting  
 Monday 19<sup>th</sup> October 2015

		<b>Actions</b>
1	<p><b>Attendees</b></p> <p>Sue Berry (SB) Kathryn Wright (KW) Danielle Peacock (DP) Emma Bowyer (EB) Sarah Hazelhurst (SHa) Jess Llewellyn (JL), Nicola Slater (NS), Suzi Haigh (SH) Andrea Eccles (AE) Danny Carminati (DC) Lisa Lewis (LL)</p> <p><b>Apologies for absence from:</b></p> <p>Cristina Luca (CL) Nicola Dreuitt (ND)</p> <p><b>Review of AGM</b></p> <p>Emma Bowyer opened the meeting, she was voted in as the new CHAIR of the committee at the AGM held on Friday 16th October. Other positions voted in were Sue Berry – Vice Chair and Suzi Haigh – Treasurer. As yet the committee has no official secretary; the role of minute taking at meeting will be rotated around the committee until a secretary is appointed.</p> <p>The AGM was well attended by 25 people all have agreed to be helpers at our future events.</p> <p>Lindsey Day (LD) has agreed to join the committee and would like to assist LL with keeping our social media profile up to date.</p>	<p><b>LL, LD</b></p>
2	<p><b>Review minutes from previous meeting</b></p> <p>It was agreed that the Minutes from the 28<sup>th</sup> September 2015 were correct. It was agreed to publish minutes on our website once draft ones had been agreed at the following meeting.</p>	<p><b>LL</b></p>
3	<p><b>Treasurer's Report</b></p> <p>SH issued a copy of the report that was presented at the recent AGM.</p> <p>Discussion was held regarding the amount of money we currently have in the account and the need to find out what the school would like this to fund. As a charity we cannot hold all this money in our accounts.</p> <p>Concern was also raised as to how close we got to £25,000 income last year. As discussed last meeting, going above this figure would have a significant effect on our charitable status and how our accounts are audited.</p>	
4	<p><b>WSA resources</b></p> <p><b>4.1 Marquees.</b> To purchase similar to what we have now would cost ~£60, to purchase one like Sue and Howard's that we borrow frequently would cost ~£250. This one is much sturdier and would last a lot longer if looked</p>	

	<p>after. The committee voted to allow Howard Berry to go ahead and purchase a marquee to the value of ~£250.</p> <p><b>4.2 BBQ.</b> JL showed a model thought to be suitable for our needs this was ~£200 it was thought purchasing this time of year would get a good price. The committee voted to allow JL to purchase this BBQ.</p> <p>A discussion was held as to where to store such items. A bigger shed maybe required for the WSA. This will need investigating further, particularly if it is to go where our current one is as a bigger hard standing will need to be put down. This could possibly be done at the same time as some work that may take place in this area by the school next year. It the mean time EB kindly offered storage space for this equipment but it was stressed that we need to move away from using personal space and equipment in the future to run WSA events.</p> <p><b>4.3 Laminator.</b> Given the amount of time this takes for members of the committee to be in school using their equipment to laminate documents for our events, it was asked if we could purchase our own laminator. To purchase one like the school would cost ~£350. This was thought too much and cheaper ones could be purchased from Tesco. It was agreed to purchase a Tesco Value Laminator ~£20 to allow A4 copies to be done at home. Any A3 copies can still be done in school.</p>	<p><b>SB</b></p> <p><b>JL</b></p> <p><b>EB</b></p> <p><b>EB</b></p>
5	<p><b>Feedback from Events</b></p> <p><b>5.1 Feast community driveway sale</b> 35 houses took part in this event. It raised a good amount of money for very little effort really. Comments received after the event included:-</p> <ul style="list-style-type: none"> <li>• There was a good community spirit in the village that day</li> <li>• The event went on for too long</li> <li>• Need to co-ordinate with the school or other events on the same day to allow people to go to everything. Possibly just make the yard sale an afternoon event.</li> <li>• Try to share large drive ways in the village to allow people on the out skirts to move closer to the centre and have a few stales all in the same area to make it easier for buyers to get round all the stalls</li> <li>• Mark on the map what each house will be selling</li> </ul> <p>On the whole a good event that we should look to repeat next year as we have already had people interested in having a stall.</p> <p><b>5.2 Teachers meet the WSA</b> A good communication exercise and Mrs Francis has emailed thanking the WSA for doing this. Following this some teachers now have some ideas for funding request and should be submitting these soon. SB has asked the school to clarify what they need us to fund this year so we have a better understanding of what money will be left for 'Big ticket' items. This will also be discussed at the Governors meeting in November.</p> <p>SH is going to talk to Jo Aldhouse to try and get ideas for what the school need regarding funding and for what before the Governors meeting.</p>	<p><b>SH</b></p>

	SHa is to ask teachers to submit any funding request to her having been approved by Viv first so she can bring them to the next meeting.	<b>SHa</b>
6	<p><b>Christmas Cards</b> All cards are being produced in school now, SHa will check if any teachers needs any help with this, the deadline is this Friday.</p> <p>SHa will collect all cards from the teachers and have them ready for SB to pick up on Friday and post off.</p> <p>Rowena and Michelle have agreed to sort these out when they arrive back, collect and process orders and sort the goods when we receive them back. SH will check they know what they are doing and are still OK to help with this.</p>	<p><b>SHa</b></p> <p><b>SHa/SB</b></p> <p><b>SH</b></p>
7	<p><b>Family Portrait Day 8<sup>th</sup> November</b> 9 signed up for this so far. The deadline is this Friday, although EB will push to fill slots after half term as well. A flyer and sign-up sheet should be provided at the cake stall for this week. It will be advertised in the Willingham News Nov issue which may generate some interest too.</p> <p>Helpers are required on the day. LL agreed to help EB with this. Others would also be welcome.</p>	<p><b>EB</b></p> <p><b>EB / LL</b></p>
8	<p><b>Christmas Fayre – Saturday 5<sup>th</sup> December</b> Subcommittee will be meeting on Monday 2<sup>nd</sup> Nov. EB, SB, DP, KW. It was agreed to invite Karen Monks to this meeting.</p> <p>Karen is already shopping for secret shop. It was agreed to buy ~100 presents but to spend a little more money on them and not do 50p gifts this year. SB is to see if she can provide Molten Brown products again.</p> <p>Santa's Grotto – Children will be encouraged to go in to see Santa in bigger groups to help with the timing slots and allow more kids to go during the fayre. It was agreed to get 100 presents for this again.</p> <p>It was agreed to have the Baptist Church to run 'Get in the Picture' again this year. This will need to be held in one of the hall and space will need to be planned for this. This will replace the story telling. KW would be running this so won't be available to run the crafts on the day. NS agreed to run the crafts.</p>	<p><b>EB</b></p> <p><b>SB</b></p> <p><b>Sub-committee</b></p> <p><b>NS</b></p>
9	<p><b>Year 4/5 performances</b> Committee members running refreshments are,</p> <p>SB Monday 9th November at 7 p.m. NP Wednesday 11th November at 1.45 p.m. KW Thursday 12th November at 7 p.m.</p> <p>Raffles prizes required</p> <p>LL to arrange for photographer to attend</p>	<p><b>JL</b></p> <p><b>LL</b></p>
10	<p><b>500 Club</b> It was agreed to close this, but this will take about 1 year so a new license will have to be applied for in Dec. It was thought that when members of the club were written to they could be</p>	

	asked if they would still like to donate to the school using BT donate. A time table for closing the club needs to be produced.	<b>NS / SH</b>
11	<p><b>Cake Sales</b> Donating the money raised from cake sales back to the class school trip doesn't work anymore given the change in curriculum, so a new incentive is required to get people baking and buying. After discussion it was agreed that SH will talk to Annie to look at the cost of Coaches for all school trips and maybe a one off figure per child could be agreed at the beginning of the school year that the WSA would fund.</p> <p>It was also agreed to ask the school council what they would like the cake sale money to be spent on. They would have ~£1500 per year either in one lump sum if it were a big item, or spread across the year as and when they would like to buy something.</p> <p>Parents and children would need to know this is what the money raised is being spent on to try and get more cakes baked to raise more money. A board by the cake stall could possibly display pictures of what has been purchased by the council for the school with this money.</p> <p>More help is required for the rota to allow the cake sales to run. The sign-up sheet was passed round the committee</p> <p>Better communication for parents is needed to know when it's their turn to bake. The wallet needs to be found and slips in bags needs to be reinstated. The cake sale rota needs to be put on school website. Once the rota is updated ND needs to send to LL</p>	<p><b>SH</b></p> <p><b>SHa</b></p> <p><b>EB</b></p> <p><b>ALL</b></p> <p><b>ND / LL</b></p>
12	<p><b>End of Year Disco Friday 11<sup>th</sup> Dec</b> DJ has now been booked. Posters are being produced</p> <p>KW reported on a meeting that she had held with Viv Francis regarding Safe Guarding of Children at these events and behaviour in general. See separate notes of this meeting to follow.</p> <p>Following this report and actions agreed from this the committee also agreed on the following:</p> <ul style="list-style-type: none"> <li>• The cost of the Disco would increase to £3 per child</li> <li>• Infants would still receive a drink half way through and sweets at the end</li> <li>• Juniors would be allowed water throughout the disco, there would be no tuck shop. 2 glow sticks would be given to each child and they would receive Haribo at the end of the disco like the infants</li> </ul> <p>Changes regarding phones and tuck shop would be talked about in school prior to the disco and we would just be reinforcing the school rules. KW is to remind Viv to do this.</p>	<p><b>EB</b></p> <p><b>KW</b></p>
13	<p><b>Film Nights</b> CL is happy to continue with the admin for these events. The rules implemented for the Disco's will also be used at these events regarding phones and behaviour expectations</p>	<b>CL</b>
14	<p><b>Governors Meeting Wednesday 18<sup>th</sup> November</b> EB/SH/SB will be attending this meeting to discuss any ideas they have for</p>	

	<p>future funding requirements. SHa is to ask for all funding requests or ideas for spending our money to be given to her by the Friday before this meeting to allow us to review these at our meeting on 17<sup>th</sup> November before going to the governors meeting.</p> <p>As a charity SH reminded us that we need to have a spending budget in place for the charity commission.</p>	<b>SH</b>
15	<p><b>Next Meeting</b></p> <p>The next meeting will be held on Tuesday 17<sup>th</sup> November at Kathryn's.</p> <p>Main items for the agenda:</p> <ol style="list-style-type: none"> <li>1. Review all the funding requests prior to governors meeting</li> <li>2. Finalise Christmas fayre</li> </ol> <p>Minutes will be taken by JL</p>	
16	<p><b>AOB</b></p> <p><b>16.1</b> The Role of Secretary needs to be advertised as the committee cannot function without this role. This post has responsibilities that have to be done by the secretary, but other tasks traditionally undertaken by the role could be distributed out to other committee members so it is not such a big role.</p> <p>A role description has also been written for a 'Publicity Officer' another important role to help the WSA to continue to hold fund raising events. These descriptions were handed out.</p> <p>A note in the newsletter will be sent out thanking those who attended the AGM and highlighting that we still need a secretary.</p> <p><b>16.2</b> A post-Christmas night out has been arranged for Friday 15<sup>th</sup> January, to celebrate Sue's time, effort and dedication to the role of Chair of this committee.</p> <p><b>16.3</b> It was suggested that a coffee machine be purchased to provide drinks at our events. One will be borrowed and trialled at the Christmas fayre to see how much interest there would be in this. This will be reviewed in the new year.</p>	<p><b>EB</b></p> <p><b>SB</b></p>