

Willingham School Association

Minutes of Meeting

Tuesday 12<sup>th</sup> January 2015

		Actions
1	<p><b>Attendees</b> Emma Bowyer (EB), Sue Berry (SB), Andrea Eccles (AE), Nicola Slater (NS), Danielle Peacock (DP), Suzi Haigh (SH), Natasha Heighes (NH), Jacqui Barry (JB), Kathryn Wright (KW)</p> <p><b>Apologies for absence from:</b> Nicola Dreuitt (ND), Lisa Lewis (LL), Danny Carminati (DC), Sarah Hazlehurst (Sha), Katy Gilbert (KG), Jess Llewellyn (JL), Lindsey Day (LD), Christina Luca (CL)</p>	
2	<p><b>Review of minutes from previous meeting</b> Minutes from last meeting (8<sup>th</sup> December) not on website. Andrea to speak to Lisa.</p>	AE LL
3	<p><b>Treasurer's report</b> SH shared Nov/Dec report. Profit over £3,000 from various events. Almost £18,000 in account but approx. £14,000 spending approved and awaiting orders/invoices from school. £3,621.24 still available to spend.</p>	SH
4	<p><b>Facebook/Twitter account</b> Lindsey not here so will update at the next meeting.</p>	LD
5	<p><b>500 Club</b> NS is working on doing the last draw in March. NS will check with the council if we can ask members to donate any remaining subscriptions to WSA funds.</p> <p>A letter will be sent out to all members, parentmail and newsletter to inform how the closure will work.</p> <p>NS is to finalise figures but there should be enough in account through monthly direct debits to fund the prizes up to the last draw.</p>	NS
6	<p><b>Local PTA Contact</b> EB is in touch with Amy from Longstanton PTA and is liaising with her over dates for events to ensure no clashes. Longstanton PTA put a car boot sale advert in Willingham book bags and will reciprocate for our events. Suggested developing links with Over PTA.</p>	EB
7	<p><b>Panto 7<sup>th</sup> January</b> Panto went well. Thanks to the helpers for doing the popcorn.</p>	
8	<p><b>Christmas Disco Feedback</b> <b>Positives</b> Disco much calmer without tuck shop in KS2 and no squash in KS1 &amp; 2. Limiting numbers to 100 also helped.</p>	DP

	<p><b>Suggested Improvements</b></p> <p>Need a Fire Leader who is in charge of keeping the list of names and a torch in case of a fire.</p> <p>Need to purchase a torch</p> <p>Ask John to do a fire alarm test so WSA aware of how it sounds. It should also be tested when the music is playing to check it can be heard.</p> <p>Key position (e.g toilet) volunteers need to have a DBS check that the school has on record.</p> <p>Agreed to change the cut-off day to Tuesday (from Thursday) for the next disco to give time to complete the admin.</p>	<p>DP</p> <p>DP</p>
9	<p><b>Year 3 Performance</b></p> <p>Volunteers</p> <p>Thursday 11<sup>th</sup> February – ND, LL, CL, AE and Amanda Swan</p> <p>Friday 12<sup>th</sup> February – LL, CL, AE</p> <p>AE to find more helpers for the Friday performance.</p> <p>SH will sort out the alcohol licence and floats.</p> <p>DP to sort stock for performances and raffle prizes (bottle of wine and chocolates).</p> <p>SB suggested charging £1 a strip for or £5 for 6 strips (worked well at Over Pantomime).</p>	<p>AE</p> <p>SH</p> <p>DP</p>
10	<p><b>Upcoming Events</b></p> <p><b>Friday 5<sup>th</sup> February– Film night</b></p> <p>Sha to let EB know topics in school so can decide on the film.</p> <p>EB to check if we can use the school's film licence.</p> <p>Pam Cox will sort replies</p> <p>SH will do the letter and BT donate</p> <p>DP and other helpers to do popcorn</p> <p>Rooms – Hazlehurst's and Watson's rooms will be used as sound the best.</p> <p>A float will be kept in the office</p> <p><b>Sunday 7<sup>th</sup> February – Beetle Drive</b></p> <p>AE to send poster to EB</p> <p>EB to organise poster distribution</p> <p>EB to check booking with John</p> <p>AE to get prizes</p> <p>SH to do float for entrance</p> <p><b>Saturday 27<sup>th</sup> February – Ceilidh</b></p> <p>Hall is provisionally booked</p> <p>SH to do alcohol licence</p> <p>Will have a 3 piece band (£380) EB to ask KG to book</p> <p>EB to organise poster distribution and tickets. Tickets will be sold in Post Office and school</p> <p>SB to organise beer and contact WAG to see if they will run bar again.</p>	<p>Sha</p> <p>EB</p> <p>Pam Cox</p> <p>SH</p> <p>DP, EB</p> <p>SH</p> <p>AE</p> <p>EB</p> <p>AE</p> <p>SH</p> <p>SH</p> <p>EB, KG</p> <p>EB</p> <p>SB</p>

	<p><b>Friday 18<sup>th</sup> March – Disco</b>  SB has booked the disco for March and July  EB to check Senior teachers available for both dates.</p> <p><b>Sunday 20<sup>th</sup> March – Easter Bingo</b>  EB to ask kitchen about bakes for this event and Beetle Drive.  Will organise poster next meeting.</p> <p><b>Friday 22<sup>nd</sup> April – “Taste of Willingham”</b>  Envisaged as local people involved in food/drink production. Either a sit down affair with presentations from different companies or more like a food fayre.</p> <p>KW suggested e-mailing contacts from the Christmas Fayre and Willingham Feast to see if there is any interest and then deciding on the format based on the interest at the next meeting.  SB suggested contacting the Deli and the pubs as well.</p> <p><b>21<sup>st</sup> May -Fete</b>  Discussion of the current method of sponsorship (booklet) being too old fashioned and too time consuming to produce.  Suggested offering sponsor a place on Facebook page (Fen Gallop is doing similar). Big sponsors could have banners for £100. Stalls could be sponsored. We could advertise over the PA system (Mr Efford to be on the mike?)  JB and SB to meet and discuss ideas.</p> <p>BBQ – EB is getting together a crew of ‘dads’ to run the BBQ going forward. Need to be shown the ropes by Jess and her team at fete and Fen Gallop.</p> <p>Days Out Lottery – NS to send out requests</p> <p>SB to book ice cream van</p> <p>EB to get quotes for bouncy castle</p> <p>NH to book Karate, choir, Lady Borland, boxing for displays.</p> <p>Bake off judging needs a rethink as was too time consuming last year. Perhaps charge to enter?  AE to speak to Charlotte about selling cakes after judging.</p>	<p>SB EB</p> <p>EB</p> <p>EB EB/SB</p> <p>JB/SB</p> <p>EB/JL</p> <p>NS</p> <p>SB</p> <p>EB</p> <p>NH/EB</p> <p>AE</p>
11	<p><b>Fen Gallop- 3<sup>rd</sup> July</b>  KW, SB, EB and SH went to meeting.  Sponsorship will remain the same as last year £3000 but t-shirts will be added as extra.  3 years sponsorship (2015/16/17). Neil Marsh will give £500 (2016). Increase of prizes of 10K  £3000 minimum to go to school and then money to other groups.  School training day on 4<sup>th</sup> July could be a problem. KW to discuss at</p>	<p>KW</p>

	<p>meeting with Mrs Francis.</p> <p>EB to ask if toddler groups (Tiggers, Tops, Bubbles, Little Notes) would like a stall.</p> <p>Registration will go live in a week.</p> <p>KW has created a poster to appeal more to families.</p> <p>SH to check insurance</p>	<p>EB</p> <p>SH</p>
12	<p><b>Jumble Collection</b></p> <p>Decided to hold on Friday 26<sup>th</sup> February.</p> <p>SB to ring company</p> <p>EB to organise publicity</p> <p>DP to be at collection</p> <p>Need to ensure receipt says Willingham School Association as last year it said Willingham Primary School and the company wrote the cheque to them rather than WSA.</p>	<p>SB</p> <p>EB</p> <p>DP</p>
13	<p><b>Post-Christmas Drinks</b></p> <p>Meet from 6.30 in the Bank Pub and then Curry House for 8pm</p>	
14	<p><b>AOB</b></p> <p><b>Cake Sales</b></p> <p>4<sup>th</sup> March cake sale is in aid of a Brain Tumour charity. Should it be a whole school cake sale? Sports Relief cake sale will be not be done if 4<sup>th</sup> March is whole school.</p> <p><b>First Aid</b></p> <p>Course at school 18<sup>th</sup> and 19<sup>th</sup> April 9-11.</p> <p>Need some committee members to be trained.</p> <p>NS received training from work. Will look for certificate.</p> <p>Discussion of possibilities for training.</p>	<p>DP</p> <p>NS</p>
15	<p><b>Next Meeting</b></p> <p>9<sup>th</sup> February at Emma's house , 3 High Street</p> <p>NH to consider secretary role. NH to do minutes at next meeting</p>	<p>NH</p>