

Willingham School Association

Minutes of Meeting

Tuesday 17<sup>th</sup> November



		Actions
1	<p><b>Attendees</b></p> <p>Sue Berry (SB) Kathryn Wright (KW) Emma Bowyer (EB) Suzi Haigh (SH) Jess Llewellyn (JL) Lindsey Day (LD) Katy Gilbert (KG) Andrea Eccles (AE) Christina Luca (CL)</p> <p><b>Apologies for absence from:</b></p> <p>Nicola Dreuitt (ND) Lisa Lewis (LL) Danielle Peacock (DP) Danny Carminati (DC) Sarah Hazlehurst (SHa), Nicola Slater (NS)</p>	
2	<p><b>Review minutes from previous meeting</b></p> <p>It was agreed that the Minutes from the 19<sup>th</sup> October 2015 were correct. Lisa is to put the minutes on our website.</p>	LL
3	<p><b>Review of spending plan</b></p> <p>SH reported that she had met with Jo Aldhouse to discuss the WSA spending plan. School now have a copy and Suzi is waiting for a list of priorities from them. The committee voted to secure funding for the following requests:- Books, P.E. Equipment, Steelpans, and Drama workshops. It was also agreed that as it was no longer possible to use the cake sale money to deduct money from class trips that we would fund £5 per child towards trips for Reception to Year 4, and Years 5&amp;6 would receive money off deep water swimming trips.</p> <p>Larger requests for a Sensory room, updating the reception outside area and a Peer mentoring base were also discussed. It was decided that we would like to initially fund £4000 towards the Peer mentoring base, concern was raised that it should be an area that can be used all year round.</p> <p>It was felt that perhaps the school should perhaps apply for grants to sort out the groundwork for the reception area that needs doing, and that once these safety issues have been addressed we could fund the equipment to go in the space pending fundraising from the Fete and Fen Gallop.</p> <p>There were concerns about the amount of staff training for the sensory room.</p>	EB, SH, SB

	Decisions for the other two large projects will be made after EB, SH and SB attend the governors meeting on Weds 18 <sup>th</sup> November.	
4	<p><b>WPS Safeguarding</b></p> <p>Committee members handed in their signed declaration forms and new forms were handed out to those that hadn't received them. Kathryn has updated the WSA handbook to include safeguarding.</p> <p>It was noted that the document should be sent to Disco helpers to read beforehand.</p>	CL
5	<p><b>Family Portrait Day</b></p> <p>17 families attended this event which raised £170. We are now waiting for any orders to come in for which we will receive some commission.</p>	EB
6	<p><b>Christmas Cards</b></p> <p>The orders are being sorted this evening</p>	
7	<p><b>Christmas Fayre</b></p> <p>We have 20 stall holders although some have pulled out because they now have to have public liability insurance. Some are paying £10 to join our insurance. We need a licence for mulled wine and all performances from now on. Sue will get the licence for the Christmas Fayre and for the Reception performances. She will also try to clarify how many licences we are able to have a year.</p> <p>The helpers list is filling up slowly. Set up times will be Friday 4<sup>th</sup> 12-4 and then the halls can be set up after 6pm.</p>	SB
8	<p><b>Nativity performances</b></p> <p>We need 4 helpers Becky Dawson and Katy Gilbert to head the teams. Emma to send out information to the helpers about performances. It was noted that we need more drinks, biscuits and a milk jug!</p>	EB JL
9	<p><b>Disco</b></p> <p>Christina will be organising the disco. We need 4 Committee members available to help. A letter has gone to the office and should be out this week. The BT site is ready to use to pay.</p> <p>Suzi is to e-mail the office about the closing date and time and to instruct them to then refer to the event as being sold out.</p>	CL, SH
10	<p><b>Newsletter</b></p> <p>Emma to have a first go at producing the Christmas newsletter. It should include the calendar of events.</p>	EB
11	<p><b>Calendar/Events</b></p> <p>A calendar of events for next year should go out in the week of the disco.</p>	SB Sha

	<p>The following should be included:-</p> <p>Thursday 7<sup>th</sup> January - Panto (Sue to ask at govenors meeting if we need to do popcorn again).</p> <p>Friday 5<sup>th</sup> February Film night for years 1-6 (Sarah Hazlehurst to advise on topic)</p> <p>Sun 7<sup>th</sup> February Beetle Drive</p> <p>Saturday 27<sup>th</sup> February - Celidh (Sue to check availability of Ploughman Hall for Sat 27<sup>th</sup>) (Katy to find out about a band)</p> <p>March 18<sup>th</sup> Sports Relief, disco and cake sale</p> <p>March 20<sup>th</sup> Easter Egg Bingo</p> <p>April 22<sup>nd</sup> Food evening (“Taste of Willingham”)</p> <p>May 13<sup>th</sup> Film Night</p> <p>May 21<sup>st</sup> Fete (Emma to phone local schools to check date clashes)</p> <p>July 3<sup>rd</sup> Fen Gallop (Sue to speak to Emma about Neil Marsh sponsorship)</p>	<p>KG</p> <p>EB</p>
12	<p><b>Next Meeting</b></p> <p>The next meeting will be held on the 8<sup>th</sup> December at Emmas House 3 High Street.</p>	
13	<p><b>AOB</b></p> <p>New Recruits meeting 25<sup>th</sup> November</p> <p>WSA Meal 15<sup>th</sup> January</p>	