

**Willingham Primary School Association (WSA)  
Registered Charity No. 1039136**



**ANNUAL GENERAL MEETING Minutes**

**Wednesday 16<sup>th</sup> September 2020, 8 p.m.**

**Attendees:**

Dave Morel, Amy Shaw, Chloe Leaper, Katy Gilbert, Emma and Dom Byrom, Marie and Jez Clements, Catherine Atkins, Rajesh Patel, Pamela Lockley, Becky Binney, Lorna Hopcroft, Helen Hughes, Justine Green, Vanessa and Matt Lockyear, Suzi Haigh, Katie Greehalgh, Susan Passomre, Catherine wainwright, Jo welham, Kate Partridge, Anna woodward, , Tom Bowran, Lisa Adcock, Andy Croxon, Karen Monks, Tom Mason, Vicky Page

**1. Minutes of the last AGM and any matters arising (circulate)**

- These are now available on the school website
- There are no matters arising

**2. Chair's summary report for 2019/20**

- Marie Clements was the WSA chair for 2020
- Before January we managed a good number of events including:
  - o September BBQ and Bounce
  - o Christmas Fayre
  - o Pantomime
  - o A number of film nights
- We also held pamper nights, wreath making, ginuary, Bags2School and beetledrive.
- We managed to do a significant amount before lockdown.
- During lockdown we kept a presence, including suggesting different artwork each week and a scarecrow hunt week. We also promoted the book exchange at the school and the Co-op.
- We held the fen gallop as a virtual race in July which went really well.
- In particular for leavers 2020 we managed to create a good memory thorough:
  - o Collating messages from leavers and staff and giving autograph books.
  - o Sharing a special message.
  - o Leavers hoodies
  - o Paying for the leaver's pizza party and trophies.
- We have also started Amazon smile, easy fundraising and the school lottery
- We are always looking for new members to join; there is no need to take a trustee position, you can attend the meetings, contribute for new ideas and vote where the money is spent. Or you can get involved through smaller tasks, such as supporting evens.

**3. Treasurer's Report for 2019/20 Treasurer's and accounts Summary for the year ending 31 July 2020;**

- The fen gallop was a success and even in its virtual format – it raised over £3000 profit.
- We were lucky to be part of the co-op community fund (2019/20) which helped raised nearly £4000. We have not been selected for this year but are applying for next year.
- The Christmas Fayre raised nearly £2000, it worked having its next after school format.
- The welcome bouncy castle event was a success raising over £1000 – we hope to repeat it.
- Overall, we raised over £12,400 last year.
- We have spent the money on:
  - £2k on phonic resources
  - Pantomime
  - Subscriptions for numbots and rockstars
  - Funding for the running track.
  - School trips
  - The co-op money allowed us to refresh the school ITC suite.

#### 4. Election of Trustees of the Committee

- Marie confirmed everyone is happy to continue in their current positions, apart from Emma Bowyer.
- The following committee members were nominated, seconded and agreed:
  - Chair - Marie Clements
  - Vice-Chair – Katy Gilbert
  - Treasurer – Lorna Hopcroft
  - Secretary - Amy Shaw
  - Assistant Treasurer – Susan Passmore
  - Assistant Secretary – Becky Binney

#### 5. Update on progress with the Running track

- We were due to have it laid over the summer holidays, however we had a significant drainage issue which led to flooding of the corridor and offices and needed to be dealt with before the running track was added. As a result, there has been a delay in having the running track installed.
- However, the pump has arrived today (16/09/20) and should be put in in the next few weeks meaning that we should be able to lay the running track during October half term to open it straight after.

#### 6. Managing events going forward during coronavirus? Plans for future events?

- We know there will continue to be challenges with events, we have considered which of our normal events we would be able to do:
  - Sept BBQ and Macmillan coffee morning – *not possible*
  - Christmas fayre – *not possible in the usual format.*
  - Secret shop – *could be possible, need to consider how to do this safely*
  - Christmas raffle/auction – *should be possible*

- Virtual elf visit for KS1 to replace father Christmas - £1.50 per child and funded by the WSA. – **The funding for this was approved by the WSA.** Pantomime – *not possible as was a whole school event.*
- Crackers – *may not be possible* – although we could fund Christmas biscuits made by the school kitchen, as we did for the reception children?
- Christmas cards – will be possible and is already organised (art work will need to be returned to school before half term). Payment will be online to avoid people going into the office for payment.
- Wreathmaking - *may be possible*, although we will need to have small groups – less than 6.
- Future events
  - Film nights – *not possible*
  - Cake sales – *not possible*
  - Ginuary – *possible* – although will need to go virtual
  - Choir trip – *not planned* – could fund other items to enhance the music curriculum, i.e. a box per year or musical instruments?
  - Performances – it is *not possible* to provide refreshments? Although we could do a refreshments bag to pre-purchase? The nativity will be pre-recorded.
- Possible future events for later in the year
  - Easter egg bingo – *may be possible*
  - Swimming pool – *may not be possible* – there is no WSA resus training planned.
  - Feb gallop – *should be possible* – there are some places already sold, and they are hoping to go ahead.
- Other places do have Christmas events going ahead – so perhaps it could be possible?
- We are trying not to plan too far ahead – but can think about other options, i.e. outside, booked slots.
- Could do a quiz night?
- Running track, means we will have a one-way system which we could think about utilizing.
- Other Possible ideas:
  - Christmas bag, i.e. including crafts.
  - Sponsored run when we open the running track
  - Virtual balloon race – computer programme where you race balloons over a week or so.
  - Covid-compliant workshops within the school – to replace the trips that are not possible.
  - Smarties coin collection – send children home with a tube of smarties to fill up.
  - Amazon wishlist for school – it was agreed we are happy to take forward
  - **ACTION – BB to give a list to MC of the most frequently brought items to add to an amazon wishlist.**
  - Zoom discos

- Second hand uniform – Need to consider how we sell it and give it away to those who need it?
- Continue with amazon smile and school lottery
- In august we received an amazing donation of £10k from a local resident in their will (Honeypots also received £5k). This is fantastic and helps reduce some of the pressure on raising fund this year. We would like to do something to celebrate that person, i.e. a plaque or a bench, something more permanent. We could link it to the running track? i.e. a new cup? The fen gallop doesn't have a named cup for the children so we could look at linking the two.
- We would like to investigate having a permanent clothes bin for donations. This is funding to bags2school, however we need to find a location to put it. We are more likely to have a constant stream of donations if we have this.
- We could also look at other forms of raising funding from recycling, including Tetra pack or crisp recycling?
- There is a charity where you can receive funding for recycling pens.
- **ACTION – Catherine Atkins and Pamela Lockley to find out more about this and work up a proposal to share with Dave Morel.**
- Need to be careful about how many people are near the reception.
- It would be good to raise awareness of ways of raising funding, i.e. amazon smile
- Could we think about producing a new letter? Have a crib sheet of ways that people can raise money for the WSA by doing their shopping and raise awareness of the lottery and our email address.
- **ACTION – AS and MC to produce letter from the WSA**

**7. Date of next meeting**

- Wednesday 30<sup>th</sup> September – 8pm via zoom.