



WSA Meeting

Thursday 20th May 2021, 8.00 p.m.

MINUTES

1. Attendees and Apologies

Dave Morel, Amy Shaw, Tom Mason, Tamar Oviatt-Ham, Marie Clements, Katy Gilbert, Tom Bowram, Anna Woodward, Susan Passmore, Lorna Hopcroft, Eve Creighton, Karen Monks, Becky Binney, Emma Byrom

Apologies: Catherine Wainright, Katy Greenhalgh

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

None noted

3. Treasury report

The WSA raised £13,500 19/20 and spent approximately £22,000 (including funding for the running track).

So far in 20/21, the WSA have raised £19,000 20/21 (£10k from donation)

In total we have approximately £19,000 in the account, there will be additional funding from the co-op

Spend so far is on playground markings which will be done in October 21.

4. Funding Requests

Hilltop memory makers - £5 a head x 46 pupils (£230) – WSA approved.

Early years topic books - £200 – WSA approved

ICT – Request for Ipad trolley - £590 – WSA approved.

Honeypots new climbing equipment - £1483 – WSA approved.

5. Feedback on previous events:

- a. Mad Hatters Tea party – Sold approximately 18 boxes, possibly too close to the valentines tea box to encourage larger numbers of sales.

6. Ideas for future events:

- a. Raffle

It has been agreed we can do paper tickets in bookbags. People can pay by BACS or cash.

Parents will need to send back the stubs and, if paid by BACS, write paid by BACS on stub and email the stub numbers to the WSA. We will aim to sell 5 tickets per child. 335 children will be in school plus 60 in honeypots.

The draw will be at school on Thursday 8th July at 12pm.

Prizes:

Confirmed: Alpaca trekking, Lot 25/auction room voucher, Meraki prize, Waitrose gift card, Bushel box, Raised in Rampton, Cash prize (£50 - agreed by committee), £50 stolen goat voucher

Still to be asked or confirmed:

Porterhouse, Rumbles, Bakery, Cambs Cuisine, Highgate, Steak and Honour? Book Warren? Bank? Willingham Gym? Neil Marsh (already supporting Fen Gallop)

ACTION: Marie to order 500 x 5 raffle ticket books

ACTIONS: WSA members to continue asking for prizes in time for the raffle on 8th July.

b. Fen Gallop/Summer Fete

The organization is all on track, however the council are asking for additional information, especially in terms of risk assessments. The Fen Gallop team are working through these. The team are working through the COVID safety measures that need to be put in place.

It has been agreed that although there won't be a school fete, we will still run a Beer tent.

The scouts will run a BBQ.

ACTION – Katy Gilbert to share asks of risk assessments with Emma B who may be able to help.

c. Sports Day

Now a closed event, no parents attending. Therefore no further action needed.

d. Leaver's ideas

This is being organised, the autograph books and hoodies have also arrived.

ACTION – Justine and Becky will confirm with those parents who have not ordered a hoody and organise them if needed.

e. Christmas cards

These have been booked and arranged. Tamar has agreed to take on the organisation of the event. It will all be on-line so shouldn't require too much organisation.

f. Any other ideas?

The WSA have previously discussed a Pet photo Competition or a Bake-off event – the WSA have agreed not to progress them now but to keep them in mind for future.

Tom B has a contact at Xtreme events who can run an inflatable events for the children. The WSA discussed running an extended house day, similar to the "it's a knock out" event run by the Willingham action group. Possibly in the Autumn term. Tom B and Tom M agreed to work on this together.

ACTION – Tom B to share further information about the events and share with the WSA.

As discussed at the last meeting Tom M has spoken to the cycle repair man and will continue to engage with him about providing a cycle repair service to pupils.

7. Activities going forward – agreement of lead for WSA activities.

1	- House T-shirts (keep school stocked up, order new ones)	Karen Monks
2	- Applying for grants including COOP funding [Catherine is doing Coop application at the moment]	Catherine Wainright
3	- Alcohol licensing (TEN licence) for events	Tamar Oviatt-Ham
4	- Leavers hoodies [done for 2021]	Tom Bowram
5	- Leavers books [done for 2021]	Tom Bowram
6	- Christmas cards (booking dates, liaising with school/Ms Varty, checking orders) [Booked in for 2021]	Tamar Oviatt-Ham
7	- Facebook updates (additional help would be useful)	Catherine Wainright Amy Shaw
8	- School lottery admin checking [happy to still do returns every 2 months with Lorna]	Lorna Hopcroft
9	- Sumup - adding products/online store, making spreadsheet lists of who has paid	Susan Passmore Lorna Hopcroft
10	- Designing Event Posters (using Canva?)	Katy Gilbert
11	- Putting up posters in village/school	Tom Mason Karen Monks Anna Woodward Amy Shaw
12	- Laminating posters	Katy Gilbert Karen Monks

13	- Printing posters	Marie Clements Susan Passmore Tom Mason Becky Binney
14	- Photocopying at school when allowed	Tamar Oviatt-Ham Susan Passmore
15	- Swimming pool resus training (book and advertise) [for 2022 onwards]	Susan Passmore
16	- Swimming pool rota [can do rota/booking on PTAevents if free, and pay on day]	Susan Passmore
17	- Going to cash and carry for drinks/sweets/food etc.. (all can be put on account)	Lorna Hopcroft Katy Gilbert Karen Monks
18	- Friday cake sales (1 day/month) - Becky D, Emma B?	Emma Byrom Amy Shaw Anna Woodward Katy Gilbert
19	- Film nights - making list of attendees for sign in, coordinating helpers	Katy Gilbert Tom Bowram Anna Woodward
20	- Getting Raffle prizes from local businesses (this is usually spread out with a few people)	Spread as needed
21	- Design and buying raffle tickets if needed	Marie Clements Karen Monks
22	- Check Donate page/justgiving page etc.. for general donations and possible text raffles	Lorna Hopcroft
23	- PtaEvents page for high price events where we have a limit on numbers e.g. ginuary/wreathmaking etc..	Marie Clements
24	- Putting together New intake presentation/pack info	Tamar Oviatt-Ham Lorna Hopcroft
25	- Termly updates for newsletter [Amy?]	Amy Shaw Eve Creighton
26	- Christmas events eg. Panto/Christmas elf?	Marie Clements Katy Gilbert

8. Any other business

New intake evening – 28th June (6pm) – We need to agree which WSA members will attend.
The WSA agreed a possible date for the AGM of Friday 17th September 2021.

9. Date of next meeting?

Thursday 24th June – 8pm