



**WSA Meeting**

**Wednesday 10 November 2021, 8.00 p.m.**

**Venue: Zoom**

Attendees: Amy Shaw, Katy Gilbert, Marie Clements, Becky Binney, Lorna Hopcroft, Susan Passmore, Tom Bowran - Pavey, Tom Mason, Tamar Oviatt-Ham, Helen Hughes, Karen Monks and Catherine Wainwright.

**AGENDA**

**1. Attendees and Apologies**

Dave Morel

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

The minutes of the last meeting were agreed

**3. Treasurers Update**

- Currently £3,858 had been raised so far this year.
- There was £4,500 in the account that could be allocated to funding requests for this academic year.
- It was confirmed that there were 346 children registered as attending the school.

**4. Funding Requests**

➤ **Orchestra**

More information sought on the costings. Agreed to wait for further quotes which might give more options.

**Action:**

- **Marie to go back to Clare Anderson.**

➤ **Pond renovation**

The Committee agreed to fund option 1 for £520.

**Action:**

- **Marie to confirm with Kirsten Swann re the funding.**

## 5. Christmas Fayre

### a) Number of helpers required and rota

#### Actions:

- Amy agreed to look at the tasks for on the day and send through a revised version for Marie to review
- Further volunteers sought via facebook – Emma B
- Becky to send list to teachers to see if any more volunteers could be identified

### b) Stallholders

- 7 stall holders confirmed

#### Action:

- Emma to ensure that stallholders receive all of the correct information etc.

### c) Golden Crackers

- Year 6 selling them – volunteers were being sought and would be emailed to WSA email

#### Actions:

- Final Confirmation on year 6 volunteers - Marie
- Ordering golden crackers (200) - Emma B
- Prizes for crackers
  - Butchers - Katy G
  - Meraki - Katy G
  - Bakery - Karen
  - One stop - Karen
  - Curry house - Karen
  - Porterhouse - Tom BP
  - New cafe at Highgate - Lorna
  - Auction rooms – Katy G
  - Barbers – Tom M
  - Photography vouchers x2 – Already have
  - Rumbles - Lorna
  - Puddini - Amy
  - Stallholder Prizes x7 - Emma B
  - Free drink vouchers x 10 – WSA Done
  - Waitrose - Karen
  - Judy Merrill - Becky
  - Booze prize – Tom BP
  - English Rose - Karen
  - Neil Marsh - Marie
  - The Bank - Becky
  - Bike Repairs – Tom BP
  - Willingham gym (Mel) - Marie
  - The Barn - Helen

#### d) Secret Shop

##### Actions:

- Amy to go to Pound Stretcher at the weekend
- Volunteers for wrapping presents (Karen to distribute) – Tamar OH, Amy, Catherine, Tom M.

#### e) Games

##### Games discussed:

- Name the Teddy
- Guess the number of sweets
- Decorate Wooden tree decorations
- Football goal game
- Bat the rat

##### Actions:

- Name the teddy – Tom BP to source teddy
- Guess the number of sweets – Tom BP to organize
- Decorate Wooden tree decorations – Becky and Karen
- Football Goal Game - Tamar to purchase chocolate coins and chocolate football, Karen to source someone to run the game
- Bat the rat – Susan to order white chocolate mice

#### f) Food and Drink

##### Actions:

- Go to Bookers for sweets, baps, sauces (maybe tea and coffee, hot chocolate) - Katy G
- Go to Butchers sausages £2.50 + 50p - Lorna 100 (Lorna to check last year)
- Hot drinks - do we want mulled wine (slow cookers and electric needed) Katy GPAT test - 2 slow cookers – Becky to follow up
- Milk for tea/coffee – Amy to purchase Karen - gas hobs from Scouts to check
- Sumup QR - Marie
- Sumup machines (from Scouts) - Amy
- Ask for donations of cakes for tea/coffee stall 50p – Marie with office

#### g) Raffle

- Raffle tickets had been purchased by Marie
- Email has gone out to parents and carers requesting items for hampers

##### Actions:

- Staple raffle info on tickets – Tamar and Helen

#### h) Layout and Timings

- Secret shop (30 people max) Year 3/4
- Stallholders (50 people max) Main hall
- Tea, coffee outside
- Photographer (30 people max) Year 3/4

- BBQ outside
- Use outside gate - rather than entrance
- Out through via the running track

**Actions:**

- Sort out layout for fayre and which rooms to use. Talk with Jon about what we are doing and what time we need to get in – Marie

i) **Finance**

**Actions:**

- Floats, QR codes and sumup machines - Susan and Marie

j) **Other**

**Actions:**

- Clean bbq or get scouts bbq - Karen
- Storm shelter if raining from Scouts - Karen
- Get floodlights from football (4 floodlights) - Karen
- Print and laminate posters - Becky
- Put posters up - Amy
- Put direction signs up?
- Covid and General Risk Assessment Tamar (Get Dave and Marie to review)
- TENs licenses - Tamar

**6. Christmas Cards**

- Christmas cards had arrived at the school for distribution

**Action:**

- Organise the cards etc into classes ready for distribution – Tamar, Amy and Helen

The following items were not discussed as the meeting ran over 2 hours.

**7. Other Christmas Activities:**

- a) Christmas Wreath Making

**8. Ideas for future events:**

- a) Cale Sales/Krispy Kreme donuts
- b) We love Willingham Hats and Scarves

**9. Any other business**

**10. Date of next meeting?**