



**WSA Meeting**

**Wednesday 2 November 2022, 8.15 p.m.**

**Venue: The Bank**

**MINUTES**

**1. Attendees and Apologies**

***Attendees:***

Dave Morel, Tom Bowran Pavey, Emma Walker, Amy Shaw, Susan Passmore, Lorna Hopcroft, Becky Binney, Fleur Tarpey, Lara Feather and Tamar Oviatt-Ham.

***Apologies:***

Helen Hughes, Tom Mason, Catherine Wainwright, Ian Morgan, Beth Houghton and Clare Gregory.

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

**3. Treasurers Update**

- £16,153 in current account
- £ 5,514.39 in savings account
- Doughnuts and Halloween Costume Sale made £285
- Wreath making has made £170 so far 11 places taken, 24 max places
- £100 taken for House T-Shirts

**4. Funding Requests**

- None received.

**5. Feedback on Doughnut Sale and Halloween Costume Donations**

- Need to advertise and end time for the next sale
- Consider selling doughnuts over at after school club
- Look at asking for donations of Christmas jumpers and World Book Day Costumes

**6. Christmas Fayre**

- Christmas Fayre will be taking place on Friday 2 December and timings were agreed as 5-7.30pm.
- Teachers will set up classrooms from 4pm.
- BBQ, Sweet Stall and var to be set up near to each other.
- Secret Shop – Presents bought by Karen and Amy has agreed to have a wrapping session at her house on Thursday 24 November at 7
- Santa's Grotto – need to find a Santa
- Golden Crackers – Discussed using white envelopes and golden tickets instead of crackers.
- CI Photography TBC
- Christmas Tree Sales and Wreaths – Charlie Wirral
- WSA Stall for Hats, Christmas Jumpers and Uniform.

## **ACTIONS:**

- Finalise with the teachers the stall/activity they will have in their room – Dave
- Once location of stall/activities in classrooms has been agreed, Lorna will allocate each activity to a WSA member to ensure that preparations are made for the stall/activity ahead of the Fayre – Lorna
- Arrange for Year 6 to set up the tables for stalls in the New Hall before the end of the school day – Dave
- Review if any pet presents need to be purchased in addition to what is already in the cupboard as well as to speak to Lorna re selection box purchase - Tamar
- Check with their contacts re potential Santa's - Amy and Dave
- Speak to Katy about poster - Tamar
- Finalise decision on golden tickets and identify who will order the stock required - Lorna
- Update the donations list for golden tickets with any further donations - All
- Finalise arrangements re Christmas Tree and Wreath Sales - Fleur
- Request Donations for Christmas Jumpers (email/poster) - Tamar
- Google Sheet to be developed for Volunteers - Lorna
- List of what needs to be bought - Lorna
- Kitchen tray bakes – Becky
- Request for bakes email - Tamar

## **7. Christmas Hamper Raffle**

- Raffle to be held on 16 December 2022 in School at midday, Tamar to attend to help with the draw.
- Hampers will be themed.
- Michelle Lenk has agreed to wrap hampers.
- Lorna has ordered tickets.
- QR code for office

### **ACTIONS:**

- Email teachers to finalise themes – Dave
- Purchase ribbon/cellophane/boxes – Tamar
- Sort Slips to go with tickets and stapling - Lorna
- Create poster and email out request for donations – Tamar
- QR code for office - Susan

## **8. Christmas Cards Update**

Reminders for orders had been sent out

### **ACTIONS:**

- Final reminder to be sent out – Tamar
- Organise distribution when delivery arrives - Tamar

## **9. I heart Willingham hats**

- Sell Hats through office QR code
- Hold a raffle ticket and Hat stall on 18 November

**ACTIONS:**

- Sort QR Code – Susan
- Sort raffle ticket ad Hat stall after school on 18 - Emma

**10. Performance Refreshments**

- Reception Tuesday 6 December 1.30 and Weds 7 Dec at 6pm
- Years 5-6 13,14,15 December all at 6.30pm
- 3 volunteers needed for each performance

**ACTIONS:**

- Contact Reception facebook/whatsapp for volunteers - Sarah
- Contact years 5-6 facebook/whatsapp for volunteers - Lorna

**11. Ideas for future events**

- The date for Ginuary was agreed as 27 January
- Emma and Amy agreed to organize

**ACTIONS:**

- Run arrangements past the Caretaker – Emma and Amy
- Sort poster and comms to go out after the Christmas Fayre - Emma and Amy

**12. Any other business**

- Christmas Panto booked online

**ACTION:**

- Check with Dave about when this will be shown in classes - Lorna

**13. Date of next meeting**

- 11 January 2023 - 8.15pm the Bank