



WSA Meeting

Wednesday 7 October 2026 11.30am

Venue: Willingham Primary School

AGENDA

1. Attendees and Apologies

Attendees: Fleur Tarpey, Sarah Morgan, Becky Binney, Mona Paalanen, Tamar Oviatt-Ham, Clare Gregory, Helen Hughes and Lara Feather.

Apologies: Abbie Wong, Catherine Wainwright, Clare Taylor, Ian Morgan, Clare Mason and Georgia Warburton.

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

Minutes of the previous meeting were agreed.

Actions from previous meetings were reviewed under the relevant agenda items.

3. Treasurers Update

- Current balances:
 - Savings account: approximately **£17,000**
 - Current account: approximately **£9,000**
- JustGiving donations for the trim trial and replacement for the pirate ship totaled **£912.50** including Gift Aid.
- Fen Gallop generated a profit of approximately **£4,037**, expected to increase to around **£4,500** once all payments have been processed. 25% of Fen Gallop profits (approximately **£1,125**) will be donated to charities, leaving around **£3,375** available to WSA.
- Summer Fete profit totaled **£1,609**.
- The Colour Run and Family Fun Day generated less income than the previous year:
 - 2025: approximately **£1,500**
 - 2026: approximately **£680**
- Easy fundraising continues to generate approximately **£500 - £600 annually**. Discussed Circulating video and promotional information.
- School lottery income for the previous month was **£54.80** from 137 tickets sold. Discussed circulating the promotional information.
- Outstanding payment of **£500** remains due from Borrás Construction towards iPads.

4. Funding Requests

- No new funding requests have been received.
- Funding school trips – there was a discussion around year 5 only having one trip the previous year as a possible visit by a planetarium had been cancelled, and whether there remaining funding from the previous year would be carried forward. The Chair explained that the full £15 allocation had been used so no funding would be carried

forward. The Headteacher clarified that school trips had to fit with the curriculum which meant that some years there would only be one trip for particular year groups. She also explained that the Planetarium could not go ahead due to cost.

- Coop agreed to transfer last year's funding of exercise equipment to the replacement of the spider web and balance bar.
- Discussion took place regarding future fundraising for:
 - Trim Trial (£21,000 estimated cost). This would be funded first. Need to leave the money in the current account so have £17,000 currently towards this.
 - Climbing frame (£30,000-£35,000 estimated cost). This would be fundraising in the future.
- Georgia W has produced a fundraising thermometer poster to promote progress towards future fundraising goals. This will be put up around school and on the notice board and added to facebook and circulated again to parents via email.

Actions:

- Chase outstanding £500 donation from Borrás Construction - **Mona**
- Continue promoting fundraising thermometer via Facebook and school communications. **Georgia / Sarah**
- Circulate Easy Fundraising and Lottery information to parents again - **Tamar**
- Follow up options and costs for a new shed - **Mona & Sarah**

5. Feedback from recent events:

Fen Gallop and Summer Fete

- Positive feedback received.
- Have agreement from WAG Committee that the WSA can run the bar and they will provide the food at future events.

Family Fun Day and Colour Run

- 78 participants registered.
- More families participated together than in previous years.
- Event attracted a younger age range.
- Attendance throughout the day was quieter.
- Although profits were lower, the event remained affordable and well received.
- Mini steam train and bouncy castles were well received.

Future Considerations

- Consider varying the format of the colour run in future years. Committee members noted that as we already have the powder and t-shirts remaining from this year the colour run would be more profitable next year. Discussed potentially reducing the entrance fee for the colour run.
- Suggestions included:
 - Foam machine
 - Tug of war
 - Alternative activities

6. Halloween Events:

Movie Night - 16 October 2026

Volunteers confirmed: Sarah Morgan, Clare Taylor and Fleur Tarpey

Discussion included:

- Reception children to be permitted to attend.
- Refreshments – one member asked if fruit could be provided as a 'healthy' snack for children instead of the small bag of sweets. The Chair explained that this had been done before and none of the fruit had been touched and that if a parent preferred their child to have fruit as an alternative, they could send this with the child on the night.
- No dedicated WhatsApp group currently in place for some year groups so it is harder to communicate.
- It was confirmed more volunteers would be needed to run two movies, and they would need to be DBS checked.

Halloween Bingo and Fancy Dress - 31 October 2026

Volunteers confirmed: Fleur Tarpey, Sarah Morgan, Georgia Warburton and Clare Taylor

Discussion included:

- Face painter provision.
- Food offering to include hot dogs and soup.
- Additional publicity required.
- Agreed to hold in the morning 10-12 as other events were taking place in the afternoon.

7. Christmas Fayre - Friday 27 November 2026

Confirmed volunteers: Tamar Oviatt-Ham, Sarah Morgan, Fleur Tarpey, Abbie Wong, Clare Gregory, Catherine Wainwright and Clare Taylor. Teachers will support and will be allocated a slot. There will also be year 6 helpers.

Items discussed:

- External stalls and food truck
- Christmas train - Train will have lights and they also have flood lighting.
- Santa's Grotto - Santa has been confirmed.
- Photography - It was agreed to approach Dion Gallichan photography.
- Golden Tickets - Clare Mason had agreed to carry on leading on this.

Action

- Arrange Golden Tickets - **Clare M**
- Contact photographer - **Sarah**
- Contact External Stall Holders - **Helen/Fleur**

8. Other Christmas Events

Christmas Quiz - 8 December 2026

Volunteer: Lara Feather

Communications and tickets to be sent out nearer the time.

Christmas Movie Night - 11 December 2026

Volunteers: Sarah Morgan and Clare Taylor

Communications and tickets to be sent out nearer the time.

Christmas Cards

- Deadline for orders/submissions is **5 November 2026**. Tamar to collect and post.
- Chloe Tedstone will take over co-ordination for future years.

Hamper Raffle

- Draw scheduled for **9 December 2026**.
- Ticket sales and communications are to be organised.

Wrapping and final preparations for the Christmas Fair Tuesday 24 November at the Bank, time TBC.

Action

- Order raffle tickets - **Sarah**
- Issue communications promoting the hamper raffle - **TBC**

9. Other upcoming Events/Dates

- Uniform Sales - uniform sale Friday 9 October
- Nativity refreshments - dates and times TBC
- Rocksteady refreshments Tuesday 15 December - Volunteers needed.

10. Succession Planning for future Committee roles and new membership

The Committee agreed a communication needed to go out from the Headteacher regarding the future of the Committee as the key roles would be stepping down as their children are in year 6. There has also been a decreasing lack of volunteers for all events and future fundraising relied on parents stepping up. Georgia had also produced a poster that will accompany the communication and put displayed around school and on the noticeboard. Comms to go out to facebook and Members will be asked to circulate to year group chats.

Action:

- Finalise email to be checked by Chairs - **Tamar**

11. Year 6 Leaver Hoodies and Party

Some members raised whether a jumper could be an option instead of a hoodie and if they could be worn earlier in the year. The Chair explained that to get the best price it would either need to be a hoodie or jumper and that the hoodie option giving a choice of colours had proven the best value for money. The Headteacher confirmed that hoodies could not be worn earlier in the year.

The Chair confirmed that the Year 6 leavers party was in hand.

Action:

- Identify someone to co-ordinate hoodies - **Sarah**

12. AOB

None

13. Date of next meeting (evening)

Wednesday 18 November evening