

Willingham School Association

Minutes of meetings

Monday 12th September 2016

Present: Alice Brown(AB, Emma Bowyer(chair), Emma Launchbury, Suzi Haigh, Jacqui Barry, Alex Kennedy, Lisa Lewis?, Sarah Hazlehurst, Susan Passmore, Karen Monks, Laura Latham

Apologies: Emma Tregenna, Katy Gilbert, Natasha Heighes, Lisa Lewis?, Andrea Eccles, Danny Carminati, Danielle Peacock.

1.Emma Bowyer welcomed all to the committee, old and new.

All new members were asked to complete CRB checks. All members asked to read safeguarding documents. Kathryn Wright will send via email for members to check. The committee handbook is being updated and will be circulated asap.

2. Laura Latham gave an update of the improvements already completed in Foundation Stage outside area and plans for further developments. Laura shared photos of the equipment already bought and how it is being used. Over the summer holidays equipment was ordered and some updating took place this includes:

L shaped planters for planting

Fence posts made into wooden bricks

She outlined what the Foundation Stage Team would like to further improve the outside area. This includes: (with approximate cost)

- Willow dome to be used as a nature area (£190)
- A stream with running water as seen at another school. There was a discussion about safety issues and what the work would entail (£2000)
- Large sunken sandpit (awaiting cost)
- Construction blocks from community play things.(25 pieces £900 90 pieces £2960). In addition to this the school would also like a storage unit (additional cost).

LL explained that there may be a date arranged for a Saturday for parents/families to volunteer to help out with updating/clearing the outside area.

Suzi Haigh requested a running total of monies spent so far and a plan for the projects that the school would like us to fund raise for. Sh and EB asked for some copies of the photos to share with the parents at the AGM.

3. Minutes of previous meeting shared and agreed.

4. Jo Hodgson has requested monies for drama workshops during the schools Roald Dahl week. 1 day costa £800 and 2 days £1600. SH explained that all children would get some input which

would feed into their writing and story telling. After a discussion the committee agreed to pay half of the costs with the school asking parents for a contribution for the outstanding amount. The committee further agreed to a buffer of £200 to cover any shortfall after the parental contributions.

LL asked if peer mediation shed can be used. EB agreed this and requests will be made for any soft furnishings to decorate it. EL will put a request on WSA facebook page and KM will put requests on other facebook local selling groups.

Harvest festival date to be confirmed. After a discussion it was agreed that there will be no refreshments on offer during this.

5. Treasurers Report

SH has prepared a report for AGM. The WSA has 4 trustees :Chair/vice chair/treasurer/secretary. The treasurer role will be split between 2 others to help SH. SH has prepared a spreadsheet to help. SH circulated a treasurers summary:

Income £22,000 and EXD £8000 which is down 4% on previous year. The fen gallop was our most successful event with £4000 raised. EB and SH will meet with governors and request a plan for what they would like to spend money on during the year.

6. Card circulated and signed by members present for Jess Llewelyn

7. EL has a rota for cake sales and is looking to get more volunteers to run the weekly stall. This involves setting up, selling and packing away. The money raised goes to the school council. 30th September will be Macmillan coffee morning so no school cake sale that day. 18th November will be children in need cake sale.

8 Gingerbread men have been made and will be given out to Reception children to introduce the WSA.

9 Autumn performances by year 2 are 18th Oct at 1.30pm and 20th Oct at 6.30pm. Refreshments on 18th Oct by EB and EL and Oct 20th by JB and NS. AB will sort an alcoholic licence, link to be sent by SH. Raffle to be arranged by DP.

10 Money has been approved for school sports kit. SH will chase DC for an update on progress made.

11 Christmas card orders will be all processed online this year

12 AGM Friday 16th September. EL will take minutes.

WAG has asked WSA to run the market. EL is coordinating this. 12 stalls are booked, scouts are doing the BBQ, tiggers and organising the bouncy castle and crafts. The car boot has 3 cars booked. The family portrait session needs to be advertised. £5 to secure slot for 15min photo shoot. 2nd hand stall will be put out. Helpers will be needed to direct traffic, set up tables and pack away. 8am set up and 9am stall holders arriving.

Film night 14th October yr1-6 only. KS1 film-TBC KS2 film-Zootropolis. EB will check the school council film wish list to find a KS1 film.

Xmas Fayre: Sat 3rd Dec. will need alcohol licence. No craft stall, ceramics stall instead, face painting, secret shop, nativity scene.

WSA notice board: needs updating (KM)

13. portrait day will take place during the feast market

14. Harvest festival dates TBC

15. EB would like to attend part of a staff meeting to speak to the staff about WSA.

Easy fundraising needs to be promoted. EB will ask the school to add this to the footers of emails sent. It was suggested that a proforma be produced with a guide to make it as easy as possible. AK will produce something.

Date of next meeting: October 10th