



**WASPS – Willesley Association of School and Parents**  
**Registered Charity No. 1095840**

**WASPs Meeting**  
**MINUTES**

**Held on Monday 8 October 2018 @ 7.30pm**

**Present:** Claire Bark (CB), Rachel Thompson (RT), Jo Cooper (JC), Caroline Beresford (CBez), Richard Kirk (RK), Roxy Godfrey (RG), Corrie Massey (CM), Charlotte Liddell (CL), Laura Pearson

**Apologies:** Liz Walker (LW), Laura Cherry (LC), Joy Allen (JA), Sarah Duncombe (SD), Beth Jones (BJ), Claire Swanepoel (CS)

**Chaired By:** Claire Bark

**Minuted By:** Rachel Thompson

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1. Welcome
  2. Apologies for absence - See above
  3. Review of dates for 2017/2018 events (listed below) Chair
    - a. Welcome to Willesley Party Fri 21 Sept 2018

Great success. It was very well attended. There was a very high number of adult supporters at the event including grandparents. Many parents brought pushchairs into the hall. Must remember to ask them to leave them outside at future events as there were so many. Lots of siblings attended too. Good feedback from those who attended.
    - b. Community Family Evening Fri 28 Sept 2018 @ AHCC

This event was not well attended. Many parents queried why it was held at AHCC and not at school. They would have preferred to have had a community event but based on school field and earlier. It was cold and dark due to start time. In summary it was decided that this event in its current form was unlikely to go ahead in future but to look at an alternative event at school.
    - c. Festive Fair Fri 7 Dec 2018

Date checked with SR and added to school calendar.  
Planning to be done later in meeting.
    - d. Choc Bingo Fri 29 Mar 2018

Date has been checked with SR and put on school calendar.

- e. Circus skills during school hours Fri 7 June 2018  
Booked (JC)  
It has been booked for 180 children included in total price of circus. 180 more children can be added for extra cost.  
Discussion over which year group would not attend and it was decided Year 6 was the best one to leave out. This and other options to be discussed with SR. (JC)  
Children to be asked to pay for workshop to cover cost of them. Discuss cost with SR. (JC)
- f. WGT does the circus (pm) Fri 7 Jun 2018  
Circus themed event to make use of tent. An opportunity to present WGT in a new way and generate more funds. Food and drinks to be sold at this event. Inflatables too maybe. Contact Bouncy Days for costings (RT)  
Working party to be created to take this forward.
- g. 2x circus shows Sat 8 June 2018  
Hortons have offered to be involved in printing in some way. Maybe tickets or sponsorship. (RG is link on this)  
Inflatables to be booked. RT to look at costings  
Food and drink to be decided on.  
Insurance to be checked.  
Sponsorship and companies to advertise in booklet to be found. (ALL)
- h. Year 6 Leavers Disco Thurs 13 Jul 2018  
Date already in diary at school and disco booked. (CB)  
Working party to be organized nearer to date.

4. Decision on Project Leads for each event Chair

Festive Fair (CB)  
Circus (JC)  
Christmas Fundraiser (LP)  
Other events to be decided upon at a later date.

5. Discussion on additional events to take place Chair

- a. 2018.2019 - 50<sup>th</sup> anniversary celebratory year.
- b. SR wants to really celebrate 50<sup>th</sup> school anniversary, suggested a tea party straight back after school at end Aug 2019/Sept 2019 – this would be instead of Welcome to Willesley too.
- c. Wreath making as a Christmas fundraiser next year. CM to research/lead this for Christmas 2019.
- d. Easter Fun Run 2020

6. WASPs job roles

- a. Newsletter updates RT to write next edition.
- b. Meeting minutes – It was decided that each person in the committee would take it in turns to take minutes.
- c. Noticeboard - They have both been cleared and updated by CB and RT with current information. LW agreed in previous meeting to be in charge of this in the future.
- d. Fundraising – CS to be in charge of this.

Star Foundation Easy Fundraising – CS to continue with this. Update needed – are they providing any activities – sports, beat box, African drumming etc. CS to update WASPs on \*Tesco Bag for Life fundraising applications etc. CS also researching \*Co-op community funding.  
**\*Need to emphasise funding if for extracurricular equipment and not IT equipment.**

- e. TENS license application – JC and RK to apply for these. The Christmas one to be applied for now.

7. AOB:

Chair

- a. Uniform sale – who's available / honesty box

It was decided this wasn't the best way forward with this. It would revert to a sale in Parent Shelter on Monday 15<sup>th</sup> and Wednesday 17<sup>th</sup> October. All items 50p. LP to provide hangers. RG to provide rail. Uniform to be sorted on Friday next week ready for Monday. CM to organize this.

CB to get message sent to parent to leave uniform donations at school.

Float needed (CB to sort)

Monday set up and sale - CL and CM

Wednesday set up sale – JC, CB and RT

- b. Repo food and beverage stock take – Friday 12<sup>th</sup> (JC)

- c. Repo room games stock take - Friday 12<sup>th</sup> (JC)

- 8. Festive Fair working party meeting to following on from this meeting. The next WASPs meeting will be held on Tuesday 6<sup>th</sup> Nov 2018, including any additional Festive Fair working party meetings as and when necessary.