

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

WASPS Meeting

26 February 2019 at 7.30pm

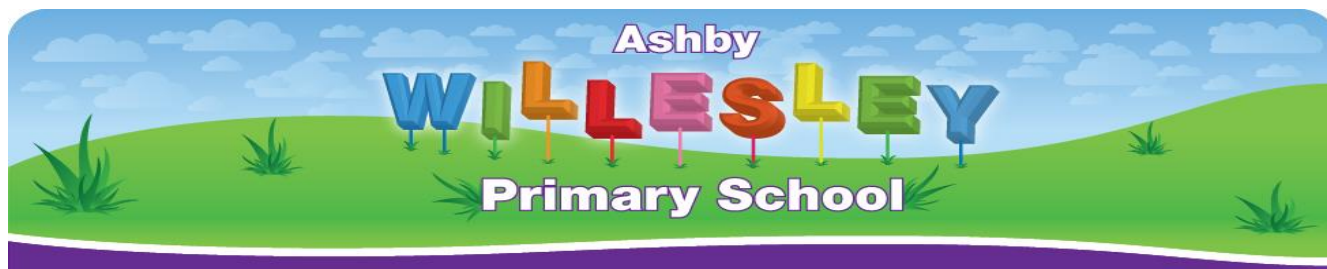
Present: Claire Bark (CB), Jo Cooper (JC), Liz Walker (LW), Caroline Beresford (CB2), Rachel Thompson (RT), Charlotte Liddell (CL), Vikki Hockey (VH), Corrie Massey (CM), Claire Swanepoel (CS), Laura Pearson (LP)

Apologies: Beth Jones (BJ), Joy Allen (JA), Sarah Duncombe (SD) Alison Wood (AW), Richard Kirk (RK), Laura Cherry (LC), Roxanne Godfrey (RG), Sam Goodall (SG),

Chaired By: Claire Bark

Minuted By: Claire Bark

1. Welcome and apologies given
2. Chocolate Bingo - 29th March 2019 6-9pm
 - a. Tickets confirmed at £1.00 per child and £2.00 per adult
 - b. Extra bingo books sold on the night for £1.00 each
 - c. Minimum tickets to be sold = 120 tickets.
 - d. Poster up at school and shelter w/c 28th Jan **Done JC/CB**
 - e. Re-distribute flyer via Weduc w/c 11th March reg ticket sales **CB**
 - f. Start selling tickets w/c 12th March **See next page**
 - g. Print bingo tickets and draft ticket number record sheet **CB email JBall**
 - h. Collect ticket print outs and cut up **JC**
 - i. Weduc reminder out to parents w/c 18th and 25th March for choc donations **CB email JBall**
 - j. Apply for TENS **Done RK**
 - k. Order and sort floats **RK/CS**
 - l. Drinks stock take to be conducted and shop - **CB & JC**
 - m. Check number of sausages left over from Christmas **LW**
 - n. 50x more sausages to be ordered **LW**
 - o. Pizzas, crisps, cookies? **RC/JC/CB**
 - p. Contact Peter at Royal Mail regarding bingo charity match **CB2**
 - q. Keep receipts for PO donation **CB2/RK/CS**
 - r. £50 float being sorted by CB for bingo ticket sale w/c 12th March **CB**
 - s. £250 bar & £50 raffle float to be ordered from HSBC w/c 18th March **RK/CS**
 - t. Collection of float and sorting into tubs Thurs 28th/Fri 29th March **RK/CS**

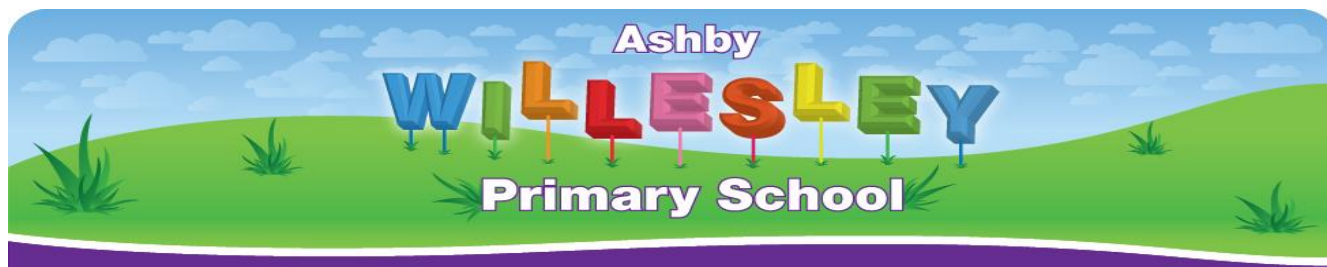


u. Ticket selling volunteers in parent shelter, **plus uniform sale** £1 per item:

Date and time 2.30-3.30pm *need time to set up + uniform table	Volunteer 1	Volunteer 2 (poss 3)
Tuesday 12 th March	Joy Allen	Charlotte Liddell & Caroline Beresford
Wednesday 13 th March	Claire Bark	Laura Cherry
Thursday 21 st March	Vicky Hockey	Jo Cooper
Friday 22 nd March	Vicky Hockey	Rachel Thompson

v. Bingo evening volunteers:

Location	Volunteer 1	Volunteer 2	Volunteer 3	Volunteer 4-6
Collect donations and ticket raffle prizes on the morning 6x *NB Mums to school morning	Claire B	Jo	Charlotte	Caroline Liz Rachel
Table & chairs set up 4-6x (from 4.30pm)	Claire B	Caroline B	Laura C	Laura P ? Corrie M ?
Kitchen set up, bar & food 4x	Jo	Rachel	Claire	Roz Fasci
Entrance 2x	Laura P	Charlotte L	Corrie M	
Bingo callers 2x	Liz W	Jill Edwards? Claire B – stand in	Lynn Knox children's bingo	
Sell raffle tickets on the night Yr6?	Yr5/6 children			



3. Circus event – Friday 7th June Circus Skills during school time & Sat 8th June 2x circus shows

- a. £2.50 per child paid via Parent pay – see school office for set up RT
- b. Check with school regarding school premium pupils RT
- c. Circus skills on Friday during school hours for all pupil- 30 mins per year group

JC drafted approx timings, check school proposed time slots are ok JC

- 9.15 – 9.45am
- 10 – 10.30am
- 10.45 – 11.15am
- 11.30 – 12pm
- 1 – 1.30pm
- 1.45 – 2.15pm
- 2.30 – 3pm

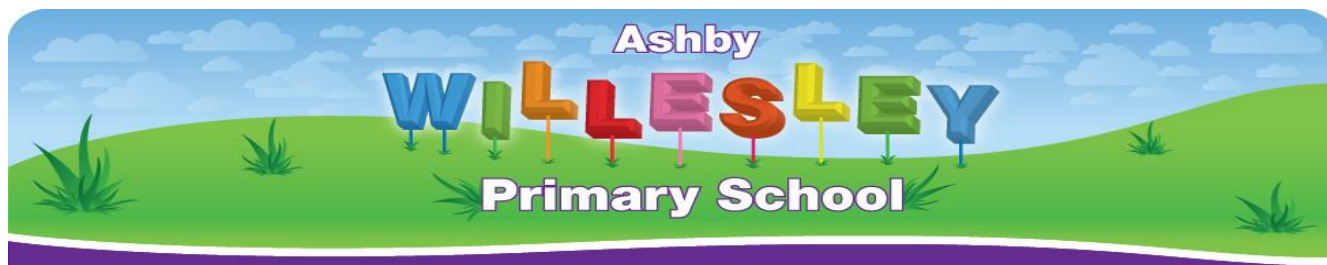
- d. School may use the big top circus tent for a WGT or similar during Friday school hours RT to check with Miss R/Mrs McKeown
- e. Saturday event 8th June 2019 = 2x circus shows with stalls/food/bar/raffle
- f. 2x separate time slots for circus, with break in between to change over ensure all participant have left the grounds, WASPS teams swop over and stock take on bar/food

Proposed timings:

- 10/10.30am open gates – serve bacon butties, tea and coffee as well as sausages
- 10/10.30am – 12pm browse around Summer Fair
- 12 - 12.45pm first circus show
- 12.45 – 1.30pm ish close for WASPs team change over, stock take & tidy up
- 1.30 – 3pm gates open for browse around Summer Fair
- 3 - 3.45pm second Circus show
- 3.45 – 5pm weather permitting keep stalls food/ drinks running plus tidy u

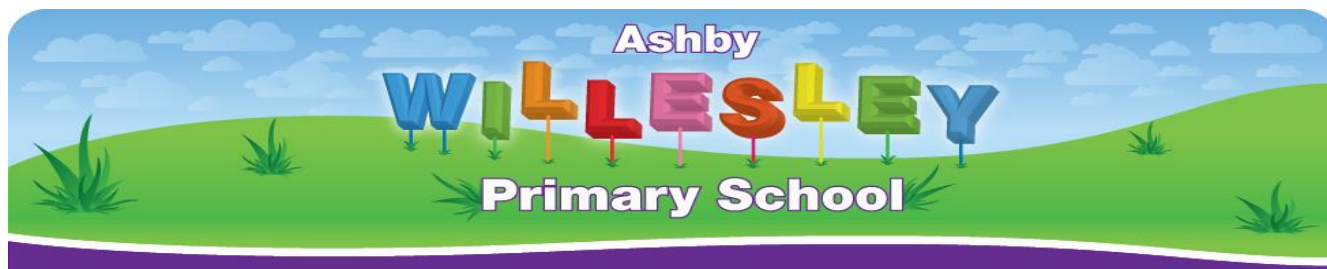
- g. One way system to be set up with entrance through purple gates near pirate ship to entice people through the Summer Fair first. Exit via large green gates adjacent to repo room.
- h. Circus games, stalls add any extra that may be worth running:

Manned by	Stall / Food & Beverages	Arranged by
Teachers? volunteers / WASPs?	Coconut Shy	
Teachers? volunteers / WASPs?	Splat the Rat	
Teachers? volunteers / WASPs?	Quoits	
Teachers? volunteers / WASPs?	Second hand teddy stall	
Teachers? Smedley etc?	Stocks for custard pies?	
Teachers? volunteers / WASPs?	Lucky dip	
Teachers? volunteers / WASPs?	WASPs toy stall	All research



Teachers? volunteers / WASPs?	Cake stall	
Year 5 & 6 pupils	Glitter tattoos	
External	Face painting	LC contacting Lucy Brown
WASPs / volunteer manned provided by external	Popcorn, candy floss & slushy machine	RT
WASPs / volunteers	Outside bar	Dave White's bar – Jill E?
WASPs / volunteers	BBQ – with bacon for morning slot	
WASPs / volunteers	Bar and snacks, toffee apples	
External	Ice cream van	JC
	General / Bottle tombola?	

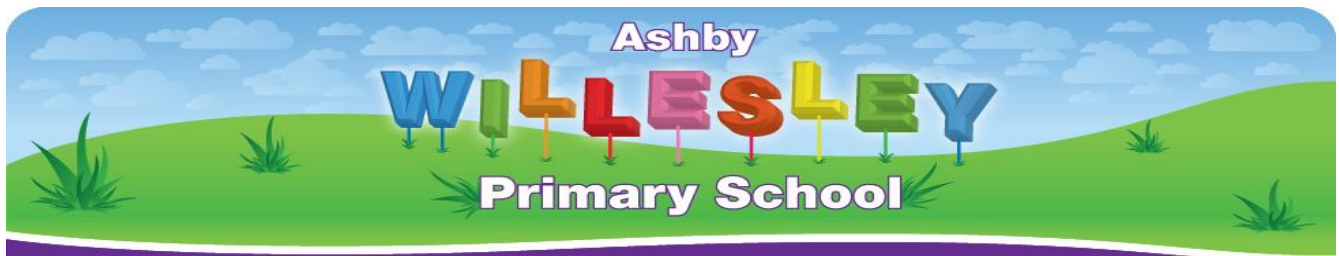
- i. Raffle prizes to be in a hamper style again, children to bring in themed items for class hamper:
- On holiday
 - Sports
 - Cinema
 - Animals
 - Travel
 - Garden
 - Pamper
 - Male & Female
- j. **Need to think about external companies to contact for sponsorship** **ALL**
- k. A5 brochure sponsor £50 full page, £25 half page
- l. Wrist band sponsor £300 per show (2x available)
- m. £100 bar, food, stall sponsorship etc
- n. BBQ sponsor – Sumo, Ed Walker **LW**
- o. Contacting local quarry companies including employer for any sponsorship **CB done**
- p. Contact house builders **CM**
- q. Posters / flyers design and print – Weduc flyer to go out in March 2019 **VH**
- r. 3x banners to put up school sponsored by Aneta Bunney **JC**
- s. **Distribute flyers at the school gate Friday 8th March 2019** **ALL**
- t. Start selling tickets end of March. £6 per ticket via Parentpay **RT**
- u. **Children's front cover design competition start of April – 3 runners up**
- v. Sort out event timetable for programme
- w. Programme design / collation and print – Roxanne to contact printing firm: **RG**
- Will they design the brochure for us?
 - What is the brochure design deadline?
 - Is there a charge for printing? May need about 400-500x copies??



- x. Set up a Facebook event page like we did for Xmas Fair mid-March 2019 JC / CB
- y. Weduc out for parent / teacher / friend volunteers 8th April 2019
- z. Contact Ashby Times to take photographs and write up of the day, plus add sponsor list to the newspaper article CB
- aa. Create Circus entrance sign? CB contact father-in-law CB
- bb. Use of porta-loos in the ground RT

Need to organise a working party to finalise details, please add your name against your choice of actions:

Location	Volunteer 1	Volunteer 2	Volunteer 3	Volunteer 4-6
Printing of banners and large A2/A1 posters in and around the school	Jo Cooper			
Flyer design for Weduc and book bags (use design for large posters)	Vicky Hockey			
Workshop and Show ticket payment via Parentpay – see office	Rachel Thompson			
Letters out to big & local sponsors for Circus programme and wristband sponsorship	CB quarrying	CM house builders		
Contact raffle prize sponsors – local small business, gift vouchers etc				
Collating of sponsors' logos and blurb and design programme				
Children's front cover design competition				
Printing of programme – design etc	Roxanne Godfrey?			
Contact external slushy candy floss popcorn / face paint / ice cream etc	Jo Cooper	Rachel Thompson	Laura Cherry	
Post Office support	Caroline Beresford			
Research and purchase 'tat' stall items				



Research and contact mobile toilet providers	Rachel Thompson			
Kitchen set up, bar & food 4x per show				
2 working parties				
Ticket check at entrance at start of event 3x per show				
2 working parties				

- CS added excel sheet on Google Drive for all to edit
- CB to add sponsor letter template to Google Drive for all to use

4. School / purple parliament / feedback

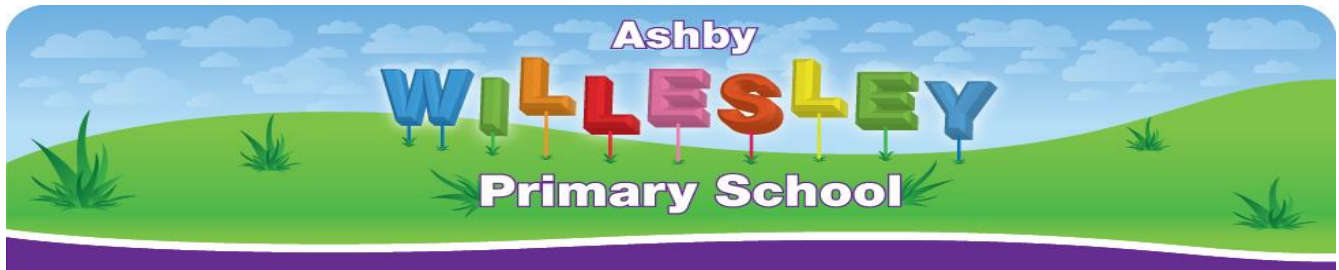
- a. Suggestion and feedback box in staff room **CB2**
- b. Purple Parliament feedback on 'wish list' **CB2**
- c. WASPs to attend assembly about what WASPs are, what we do etc **CB2 / RT**
- d. Forest school equipment (see point 4a above) **CB2**

5. Royal Mail update

- a. Is Peter attending and ok to support Choc Bingo? **CB2**
- b. Is Peter attending and ok to support Circus? **CB2**
- c. Send thank you note/ present to Peter
- d. Royal Mail sorting office visit?

6. Star Foundation / Easy Fundraising update

- a. Jo Ball confirmed school not received any Star Foundation activities yet
- b. Thoughts, do we stay with them? **ALL**
- c. Any alternative ideas? **CS**
- d. Cheque for c. £33 received from Easy Fundraising made payable to the school (not WASPS) CB given to office.



7. Year 6 Leavers Party

- a. Yr6 Leavers Discos Wednesday 10th July 2019 6-8pm
- b. Marie DJ booked **CB**

8. 2019/2020 main event dates

- a. Email sent to school office beginning of Feb 2019 for direction in what we are raising funds specifically for. Plus school use of Post Office. **CB**
- b. 50th Mosaic - invoice received from school Feb 2019 for £1k contribution. Miss R stated that she would like WASPs to fund the whole mosaic.
CB & RT spoke to Miss R Fri 1st March to voice the WASPs concerns. WASPs made a unanimous decision that they were not happy to fund the full £3k, but would pay the £1k deposit. **CB / RT**
- c. School have ideas for 50th celebrations; may require WASPs support: **Miss R tbc**
 - i. Tea party – to incl former school pupils and teachers event
- d. Miss R asked is WASPs would be able to purchase golden 50th celebration badge for everyone at school – kids, teachers, school staff, WASPs etc (think Blue Peter style)
Volunteers to research providers and design please
- e. 2019 Festive Fair – book Santa?

9. A.O.B

- a. 2017-2018 WASPs annual accounts submitted to the Charity Commission **LC**
- b. WASPs able to have use of printer and photocopier. Check with office when set up parent pay **RT / CB**

10. Date of next meeting – **Tuesday 2nd April 2019**