

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

**WASPS Meeting
1 April 2019 at 7.30pm
MEETING MINUTES**

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

Apologies: Joy Allen (JA), Sarah Duncombe (SD), Sam Goodall (SG) Richard Kirk (RK), Alison Wood (AW)

Chaired By: Claire Bark

Minuted By: Caroline Beresford

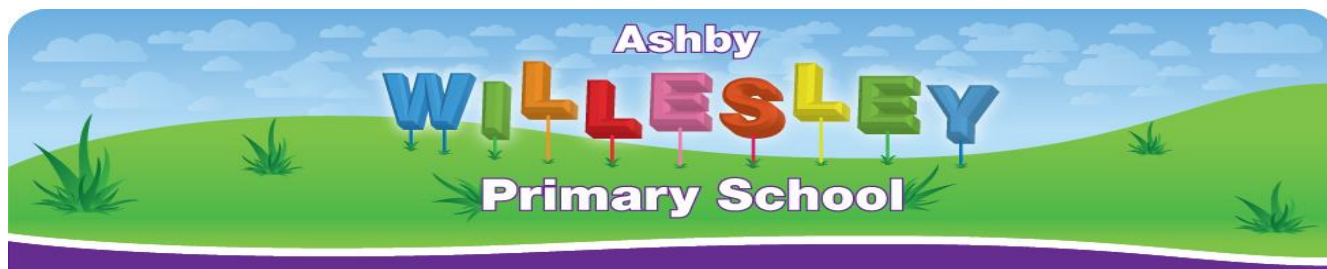
1. Welcome & apologies for absence CB

2. Chocolate Bingo update and feedback CB & Treasurers
 - £550 profit raised, plus 2x £200 from the Royal Mail
 - It was felt that the Tombola prices could have been increased because it was such a popular stall
 - More than 3 behind the bar, need at least 4-5
 - Quite a bit of beer left over, which will be carried over to next event

3. Circus updates ALL
 - Publishing of programme to finalise; need to get more sponsors if possible and then work out how many pages it will be. All artwork to go to CS asap. Programme needs to be put together from mid-May.

 - Horton sponsor £300 and may print for free? Or a reduced fee? RG to confirm
 Alternatives: DG cost £XX per copies xxx pages – £1.20p per Unit
 Online cost £XX per copies xx pages - £0.80 per Unit

 - Invoices to sponsors to go out asap for payment ALL
 - Need to get adverts in jpeg etc as pdfs not working brilliantly Email to CS CS
 - More sponsors for workshops and programme still waiting to hear from White Hart, Mark Fretwell & Clubs Complete JC/RT
 - Artwork template to be drafted and sent to school office w/c 29th April CB2
 - Class teacher and LSA volunteer list to staffroom w/c 29th April 2019 RT
 - Weduc out for workshop payments 6th May 2019 CB
 - Volunteer list out to parents /pupil helpers 13th May 2019 VH
 - TENS application to be applied for beginning of May 2019 RK
 - Risk Assessment, plus compile folder with contractors insurance and RA copies AW
 - Volunteers to be entered into raffle for a hamper VH
 - Book BBQ from Nigel Harrison and butchers order LW



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| <p>4. Year 6 Leavers Party</p> <ul style="list-style-type: none"> • T-shirt as an alternative gift to frame | <p>JC/office</p> |
| <p>5. School requests and Purple Parliament</p> <ul style="list-style-type: none"> • Info on PTA account distribution found • CB contacted Miss R suggesting WASPs put a business plan forward to the school. • Each teachers to write a letter of request – best 3 funded each year?
Discuss at next meeting | <p>CB2</p> |
| <p>6. Post Office update</p> | <p>CB2</p> |
| <p>7. Star Foundation update / Alternatives Discuss at next meeting</p> | <p>CS / RK</p> |
| <p>8. Christmas Fair 2019 Discuss at next meeting</p> <ul style="list-style-type: none"> • Organise a fair? • Book Santa? • Wreathe making | <p>ALL

CM/CL</p> |
| <p>9. 2019/2020 main event dates</p> <ul style="list-style-type: none"> • Meeting with Miss R school regarding forthcoming school event dates • Research badges • Welcome to Willesley party – confirm date and book disco Marie DJ | <p>CB
CB2
CB</p> |
| <p>10. A.O.B</p> | |
| <p>11. Date of next meeting – Monday 29th April 2019</p> | |