

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

WASPS Meeting

29 April 2019 at 7.30pm

MEETING MINUTES

Present: Claire Bark (CB), Jo Cooper (JC), Caroline Beresford (CB2), Rachel Thompson (RT), Sarah Duncombe (SD), Laura Cherry (LC)

Apologies: Joy Allen (JA), Richard Kirk (RK), Liz Walker (LW), Roxanne Godfrey (RG), Charlotte Liddell (CL), Vicki Hockey (VH), Corrie Massey (CM), Alison Wood (AW), Laura Pearson (LP), Claire Swanepoel (CS)

Chaired By: Claire Bark

Minuted By: Jo Cooper

1. Welcome & apologies for absence

CB

2. Circus

a) Tickets

JC

- Ticket sales update as of 6th May 73 remaining ticket for the 12pm show and 3 for the 3pm. Sue Rainbow was going email the teachers re tickets.
- Office to transfer afternoon sales money to WASPs account to discuss school paying from the school account to avoid paying VAT. To do separate invoices for workshop/Circus. JC to check if Popup is VAT registered.
- Weduc out informing last remaining tickets available via Parentpay. JC to get one sent week commencing 5th May to re remind.

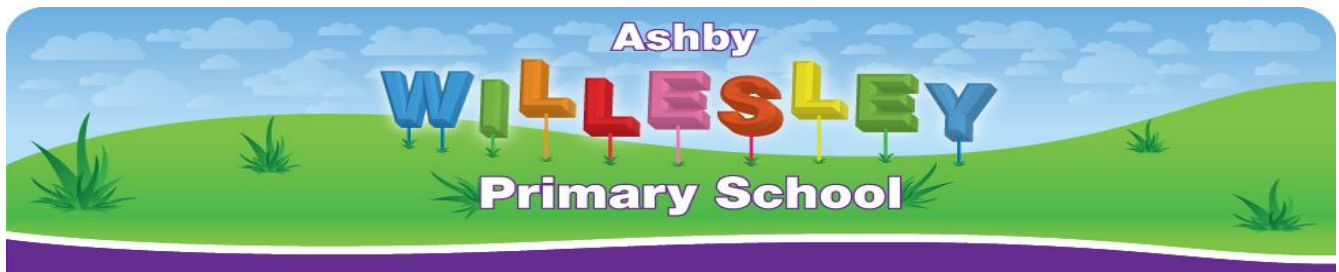
b) Programme Update

CS/CB2

- Final printing costs and numbers by Horton 36 page glossy, 300 copies at £190. Cost to be covered by Horton's
- Outstanding payments Currently being chased by CS
- Outstanding adverts in – deadline for printing 10th May deadline
- Front page sponsor Horton's
- Inside cover and back cover sponsor Top Mark back cover for £100
- Middle pages – Fitness Republic
- Artwork template to teachers CB2 sent to teachers last week (30th April)
- Liaise with teachers / office who judging the pictures:
 - 1 winner per classroom then:

Overall front cover winner, Key Stage 1 winner, Key Stage 2 winner

A decision made not to give a monetary prize. Prize is to have the artwork printed in the programme.



To have a prize draw to encourage volunteers! To use the Argos vouchers. £20 teachers, £20 adult volunteer, £10 for Y5 and Y6 volunteers.

RT to send volunteer sheet and information into school W/C 6th May. Jill Edwards to remind and encourage teachers to volunteer. JC to speak to Jill. **JC/RT/JE**

c) Confirm sponsorship stickers and signs

JC to liaise with school office re stickers. LC able to do at work, or EBay etc. Will need 900 in total. LC to research cost of stickers. **JC/LC**

Design, print and laminate all stall, price & information signs (ie. allergy warning etc) **CB2**

- Candy floss, slushies, popcorn - SS Joinery is sponsor - sell for £1.50 each, or £1 if small Slushy cups
- Barrel of beer – sponsor is Kelly Lakin
- Hook a Duck – sponsor is CJ Lewis printers
- Sweet cones – To sell for £1 each. LC to contact Hancocks in Loughborough for a customer card. Will shop for sweets. CL to fill the cones. **LC/CL**
- Games
- BBQ/Food – sponsor is Suma
- Need to stock take on tat for prizes and luck dip, order more if necessary **Volunteer needed for this.**

d) Circus Workshop

- Sponsors – Sapphire and Fab Co. **CS/JC**
- Confirm year group timings and communicate to school office and teachers **JC**
- Weduc to go out to parents for £2.50 contribution w/c 6th May 2019. Message to not mention WASPs, add sponsorship company names etc **RT**

e) TENS application

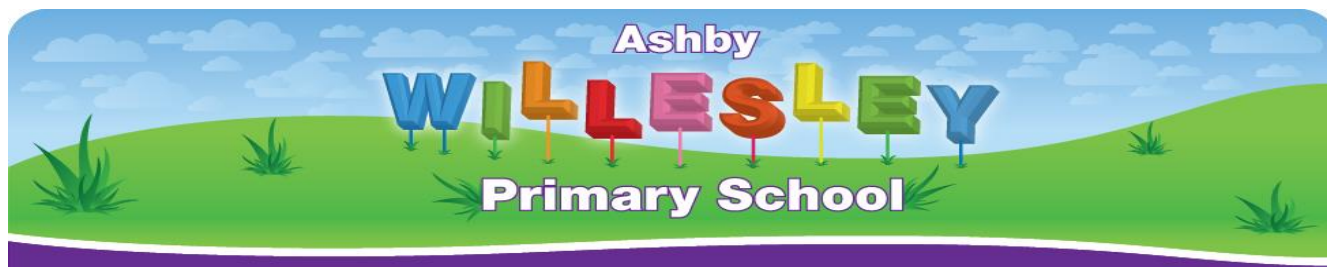
- Limit is no more than 499 people at any one time **RK**

f) Accounting

- Collate and sort floats **RK/CS**
- Need secure lock up on the day – Year 6 rooms? JC to liaise with Steve and Lisa re keys.
- Count money **RK/CS/CB/JC**

g) Risk Assessment

- Copy and file Popup Circus RA and insurance policies/ certificates/public liability insurance **JC has copies printed will bring to the next meeting** **AW & ?**



- Copy and file external stalls, games, ice cream RA and insurance policies/certificates/public liability insurance
- Draft RA – **RT to request a copy of the school ground RA and pass to AW** **RT**
- Generic sign warning if allergies on food stalls **AW/CB2**
- Allergy sign on glitter tattoo and face painting stall **AW/CB2**

h) WASPs job list **CB/CS/RT/JC**

- Ensure all jobs are covered and everyone knows what they are doing
- Finalise who is able to help on what for each show
- Floor plan – wet weather alternative to be discussed at next meeting
- **First aid point on laminated sheet at entrance** **CB2**
- **First aiders - list of first aiders present on the day Use school first aid bag** **JC/RT**
- **Liaise with Nigel Harrison re BBQ and Tam re tents.** **LW/JC/CB**
- **Teddy stall – send message to office to send via Weduc w/c Monday 20th May asking for soft toy donations w/ 3rd June 2019** **CL/SD**
- **Weduc message out Mon 3rd June regarding non-uniform day on Friday 7th June in exchange for tombola donations** **CB**

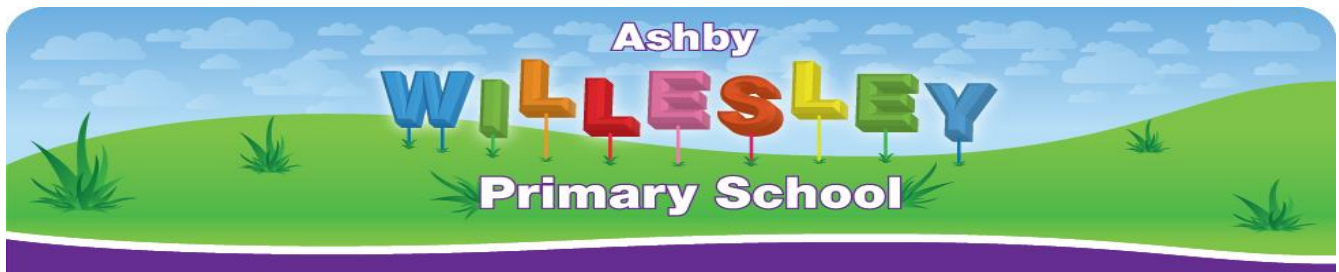
i) Games and Stalls

Need to check status and condition of games. All games 50p. It was decided each game will have its own selection of prizes rather than a separate prize stand (like the Christmas Fair).

- Bar
- BBQ
- Snacks and non-alcoholic drink stand
- Ice cream – external supplier
- Popcorn, slushy, candy floss – external supplier... (sweet cones **CL/LC**)
- Test of strength – external supplier
- Hook a duck – external supplier
- Coconut shy – external supplier
- **Games prizes to be researched and ordered** **Volunteer please**

Volunteers to check game status, condition and sort please:

- Tombola (general only)
- Lucky dip – **small paper sweet bags in repo room – need filling**
- Splat the rat – **check, may need plastic cricket bat**
- Quoits – **need circus / clown theme plastic table cloth**
- Clown coin drop – **need clown and water tank**
- Guess the name of the Dog – **need pretty bow for dogs neck and list of names available to choose**
- Ball Court games – **penalty shoot and basketball shoot 50p for 3x balls.**



j) Volunteers

- List in staffroom w/c 6th May – all staff to volunteer for 1.5-hour slot (Either 10.30-12pm or 1.30-3pm) any probs see Sue Rainbow / Matthew Brookes RT
- Parent volunteer electronic sheet out on Weduc w/c 13th May VH/LP
- Year 5/6 volunteer electronic sheet out w/c 13th May VH/LP
- Letter drop to be drafted. Year 6 to deliver to residents after STATs VH/LP
JC to speak to Sue Rainbow for the Yr6's to do after SATS

*Liaise with CB/CS/CB2 regarding list of stalls/games/food/BBQ that need manning

k) Food and beverages

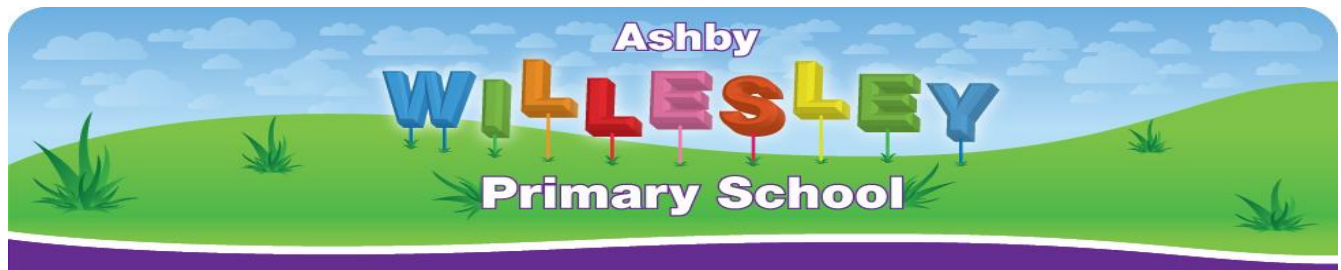
- Shopping list – An updated stock take is needed LW
- Use of Nigel Harrisons BBQ JC
- Confirm food and beverages price list

Draught ale and bottled ale	£3
Lager	£2.50
Prosecco	£3
Bucks Fizz (early show)	£2
Soft drinks and water	50p
Crisps	50p
Tea and coffee	£1
Bacon	£2.50 or £3 with a hot drink
Hotdogs	£2.50
Burgers with cheese	£3
Danish pastries	£1.50

Reusable glasses were discussed and it was thought it would be a good idea to purchase these but due to time scales this would be better left to order for the Christmas fair. Research is needed into costs. Volunteer
- Butchers order Volunteer
- Cobs order Volunteer
- Food shop Volunteer
- Drinks order / shop Volunteer
- Liaise with Tollgate CB

3. Year 6 Leavers Party

- CB, RT and JC will be there on the night at least 3 more volunteers required please
- Marie DJ booked for Wed 10th July 2019 – School have now also booked the Snowdome trip on this day too!
- T-shirt as an alternative gift to frame t-shirts have been ordered and have arrived. Lisa W to invoice WASPS for ½ the cost



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| <p>4. WASPs expenditure plan</p> <ul style="list-style-type: none"> • CB, RT & JC mtg with SR and MB regarding WASPs expenditure plan • Ideas from WASPs to be put forward - ALL to contribute • Mtg to finalise WASPs & school event dates • Each teacher to write a letter of request – best 3 funded each year? | <p>CB</p> |
| <p>5. Royal Mail</p> <ul style="list-style-type: none"> • Letter of thanks to be sent to Chris Robey via Charities Trust | <p>CB2</p> |
| <p>6. Star Foundation update / Alternatives</p> | <p>CS/RK</p> |
| <p>7. Christmas Fair 2019</p> <ul style="list-style-type: none"> • Need Christmas Fair lead volunteer • Book Santa? • Wreath making evening | <p>ALL</p> <p>Volunteer</p> <p>CM</p> |
| <p>8. 2019/2020 main event dates</p> <ul style="list-style-type: none"> • Research badges | <p>ALL/ Miss R</p> |
| <p>9. A.O.B</p> | |
| <p>10. Date of next meeting – Monday 20th May 2019</p> | |