



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

Minutes of PTFA - WASPs AGM and first meeting of the academic year

Held on Friday 9th September 2019

Present: C. Bark, J. Cooper, R.Thompson, E. Sturgess, C. Beresford, K. Rothwell, S. Duncombe, K. Soulsby, J. Lucas, V. Hockey, R. Kirk, J.Edwards

Apologies: L. Cherry, L. Pearson, C. Massey, C. Liddell, A.Wood, R.Godfrey, J.Allen

Chaired By: Claire Bark

Minutes By: Rachel Thompson

1. Welcome

All members introduced to each other.

2. Apologies for absence

See list above.

3. Chair's / Treasurer Report for 2018 / 2019

WASPS Chair Report 2018/19

Report was circulated for all to read. CB gave brief overview based upon what was written. A very successful year with the committee.

Treasurers Report 2018/2019

Report was circulated. CB and RK feedback of content. Positive feedback from committee based on amounts raised and funds available.

ES to go to Foundation Stage to find out about purchase of outdoor canopy and feedback to WASPs committee at next meeting.

Mirror was queried as backdrop of stage for playground. Is it safe? Would it reflect into classrooms? Position of staging to be checked.

4. Re-Election of Officers and Trustees of the Committee

NAME	POSITION	NOMINATED BY	SECONDED
Claire Bark	Chair	Rachel	Caroline
Rachel Thompson	Vice Chair	Claire B	Emma S
Joanne Cooper	Vice Chair	Richard	Jill

5. Election of Officers and Trustees of the Committee

NAME	POSITION	NOMINATED BY	SECONDED
Claire S	Treasurer	Vicki	Claire B
Caroline B	Vice Treasurer	Rachel	Jo
Vicki H	General Secretary	Claire B	Caroline
Jill E	General Secretary	Emma	Rachel
Richard K	General Secretary	Rachel	Jo
Emma S	General Secretary	Claire B	Caroline
Amy A	General Secretary	Jo	Claire S
Laura C	General Secretary	Rachel	Jo

Bank Accounts, Debit cards, Charity Commission and PTA Insurance to be updated with the new committee members.

Trialing PTFA members to volunteer for other job roles to ease the workload. To include:

POSITION	NAME	NOTES
Social media	Claire S	Owner of Facebook page
Marketing	Vicki H	
Raffle	Karen S	
External Stalls	Laura C	
Food & Beverages	Jo C	Stock take, event refreshment orders and shopping
Health & Safety	Alison W	Risk Assessments, collect 3 rd party liability insurance certificates etc
Year Group Representatives – communication link to year group parents and teachers for events and volunteering purposes		
Acorns	Karen S	
Year 1	Roxy/Laura/Corrie	
Year 2	Sarah D	
Year 3	Leonie Titley	
Year 4	Vicki H	Lead rep (with Leonie?)
Year 5	Amy A	
Year 6	Amy A	

6. Agreement of Frequency, Day & Time of WASPs Meetings

Frequency agreed as the second Monday following the return from a half term holiday at 7.30pm in the school practical area, or other venue tbc nearer the time. WASP meeting dates will be sent to school office for inclusion on the school calendar:

Monday 28th October 7.30pm venue tbc
 Monday 13th January 2020 7.30pm venue tbc
 Monday 2nd March 2020 7.30pm venue tbc
 Monday 27th April 2020 7.30pm venue tbc
 Monday 8th June 2020 7.30pm venue tbc

Separate working party meetings will take place as and when required for specific events.

Date of next meeting will be Friday 27th September for an informal chat for new members. Time and venue to be confirmed.

WASP event and fundraising dates (when agreed) will be sent to school office for inclusion on the school calendar:

- a. **Foundation tea party** – Friday 4th October 2019 2-3pm
- b. **Christmas Craft Fair** – Friday 6th December - time and date to be confirmed with school.
- c. **Valentines disco** – Thursday 13th February. Wednesday 12th too may be needed.
Discuss planning with A.Wood
- d. **Treasure Hunt** – Friday 15th May - date to be confirmed with school.
- e. **Dare to be Different Day** – Summer Term
- f. **Sports Day refreshments** - Date to be confirmed by school. It was successful so to repeat this year.
- g. **Summer Carnival** – Saturday 4th July - date to be confirmed with school.
- h. **Year 6 leaver's disco/event** – Date not to clash with the Snowdome trip this year.
- i. **?Adult Quiz night?** – Post meeting discussion with Mrs Dilks. Food & beverages served on the evening, ticketed event to be discussed at the next meeting.
- j. **?Film night?**

7. Marketing and Social Media

Social media WASPs rep = Claire S

- Owner of the new Facebook page.

Marketing WASPs rep = Vicki Hockey

- Update WASPs booklet for handing out at Foundations tea party
- Update noticeboards with what's on dates, who we are, photos of events and purchases – where the money has been spent
- Poster in notice boards prior to forthcoming events
- Revamp WASPs web page – liaise with Lisa Watson & Peter Bourne

8. Grants & Fundraising

Post Office

- Main contact Caroline B
- Keen for school to utilise Peter too.
- ES to approach school about using this funding.

Other grants & fundraising

Aim for this year is to research and apply for grants. See hand out of major companies that may be willing to sponsor / donate etc.

Grants & Fundraising coordinator(s) to be appointed

- Apply / bid for grants
- Communicate with school staff, parents & friends if they have contacts / sponsorship / Charity Match opportunities available to the PTFA

9. Outstanding 2018/2019 Expenditure

- Approx £1k Forest School equip & shed - awaiting invoice from Linda Baldwin
- Approx £1k for outdoor play stage - design and location Sue Rainbow & Lisa Watson. Need to finalise quote. Caroline B to get second quote.

10. Proposed 2019/2020 Expenditure

- Commemorative 50th pin badge for all staff, pupils and WASPs. Could be around 500-600 badges required – RT researching, link to Coalville Design
- £50-100 per class for Christmas Craft Fair materials
- Approx £3k for new hall projector and electric screen
- Upper playground markings similar to KS1 playground markings – price tbc by school
- Sunshade sail for Foundation play area (Mrs McKeown request) - ES to be link.
- Email request from Heidi Elliott (Year 5 teacher) for a MUGA (multi-use games areas) at c. £10k+
- If pre-school successful funding may be available through Sport England
Grants are available
Playdale UK company and lots more!
- Ball court flooring

11. Schools 50th celebratory tea party – Saturday 28th September 12-4pm

School led event, however have asked for WASP helpers to serve refreshments and cakes on the day

- WASPs buy cake plates and napkins - JC
- School to get Weduc out week before asking for cake donations, then a reminder Weduc out a day or two before the event
- WASPs helpers to collect and collate cakes on the Friday – School to advise where to store them?! Volunteers needed.
- Friday stock up fridge with left over water and cans of cold drinks to get down stock – volunteers needed.
- Saturday arrive 11 am for set up – Approx 6x WASP helpers to set up kitchen with coffee, tea, milk, cold drinks and cakes please? List of WASPs volunteers given to school/Sue Rainbow – R. Godfrey, L. Pearson, V. Hockey, A Anderson, S. Duncombe, J.Allen.
- Commemorative 50th pin badge for all staff, pupils and WASPs. Could be around 500-600 badges required – RT researching, link to Coalville Design.

12. Foundation tea party – Friday 4th October

School teacher lead is Rachel McKeown.

- Refreshments to include tea/coffee and cakes
- New parents goodie bags – J Cooper
- Copy of WASPs booklet to be included in goody bags – Vicki has redrafted needs to be checked and finalised

13. 5p/20p Challenge

- May roll out another year as very similar to the school Smartie tube collection earlier this year for Sierra Leone.

14. Pudsey Bear visit – Friday 15th Nov 2019

- School liaising with Ashby Round Table
- WASPs not needed to run this event this year. It ran well on own last year.

15. Christmas Craft Fair - 6th December (to be checked with school)

Coffee meeting Friday 27th Sept 10am ish to discuss raffle and idea. Craft Fair project meeting to then follow on from next WASPs meeting Monday 28th October 2019.

- A craft fair to make it different from previous years.
- Teachers to take ownership of ideas and to create and sell items.
- Staff feedback was positive at meeting.
- WASPs to make a budget available. Discuss with school.
- Raffle prizes to be sought to compile a book of 'take home raffle tickets to sell prior to the event. Price per ticket / book tbc – Karen nominated as raffle coordinator. Alison Wood printing contact
- Xmas challenge bags as usual – JC to order bags and ties.
- Tombola's (teddy and general) to use up stock.
- Bottle tombola donations – Weduc out to parents/staff a couple of weeks before, then reminders.
- Sweet / hot choc cones – C.Liddell
- Young Voices performance ES to check with school. Indoor performance this year instead?
Need to check YV as Mrs Dilks implied there wasn't one this year as Mr Cooper has left?
- C.Beresford suggested that Peter could assist with the budget.
- WASPs to donate mulled wine and mince pies again as worked well last year.
- TENS Licence required for the bar
- Serve hot turkey rolls and snacks such as crisps, fruit etc.
- Post meeting discussion with Mrs Dilks – suggestion to offer staff a turkey roll and a drink as a good will gesture for helping on the evening. Positive feedback from staff regarding last year's fair incentive of a gift voucher to a staff volunteer chosen at random.

16. Treasure Hunt – Friday 15th May 6.30pm - 9pm

- Use format we already have.
- Provide food and refreshments at school.

17. Break the Rules Day / Dare to be Different Day

50p for each rule that you break.....

- Wear odd socks
- Wear spots, stripes
- Have a crazy hairdo
- Wear a hat
- Wear tattoos, glitter
- Be superhero

18. Sports day refreshment sale

WASPs Class reps to as year reps. List to be confirmed.

19. Year 6 leavers disco

- Date – need to avoid Year 6 school outing if possible and the Year 6 performance?
- WASPs gift ideas for year 6's
- Mrs Dilks suggested WASPs write a note to the Year 6 pupils to see what they would like to do – disco, pool party (parent supplement) etc CB getting note out for Year 6 book bags.

20. Summer Carnival - Saturday 4th July 2020 (date to be checked with school)

- Prior notice to staff of the event date.
- Steel band, African drummers, dancers and entertainment/workshops on the day.
- Bar to be provided by WASPS – License needed.
- Food linked to Caribbean and external food vendors, not provided by WASPS.

21. Meeting was brought to a close 8.45pm

Next Meeting regarding raffle Friday 27th Sept, then WASPs meeting Monday 28th October 2019.

NOTE: Lisa Watson to be sent minutes along with Chair and Treasurers report, to upload to the WASPS web page, including circulation to the school office.

