

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

**WASPs Meeting  
MEETING MINUTES**

**Monday 2<sup>nd</sup> March 2020 @ 7.30pm**

**Present:** Claire Bark, Rachel Thompson, Jo Cooper, Claire Swanepoel, Caroline Beresford, Vicki Hockey

**Apologies:** Laura Cherry, Jill Edwards, Joy Allen, Laura Pearson, Corrie Massey, Charlotte Liddell, Jill Edwards, Emma Sturgess, Roxanne Godfrey, Richard Kirk, Alison Wood, Karen Soulsby, Sarah Duncombe

**Chaired By:** Claire Bark

**Minuted By:** Caroline Beresford

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**1. Finance update**

CS

**a) Incoming / outgoing**

- Charity Commission 2018/2019 accounts submitted October 2019
- See separate Treasurer's Report on Slack

**b) Fundraising & sponsors**

- See separate Treasurer's Report

**c) Expenditure / School requests**

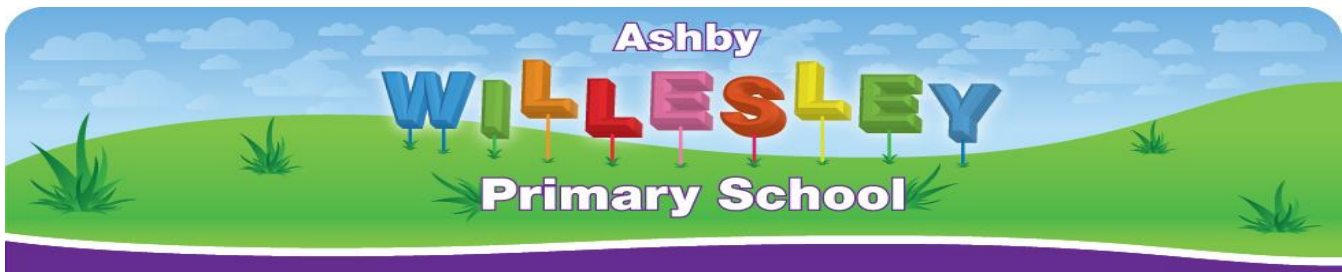
- CB/RT/JC met with Chloe Dilks Friday
- Play stage SS Joinery quote accepted = £2,397. Being installed over Easter. Teacher lead Sue Rainbow
- Willow sculpture. ON HOLD not enough space – Linda Blackburn
- Foundation sail – ON HOLD - check alternative designs due to maintenance – Rachel McKeown, JC to chase
- Playground markings – Heidi Elliot –When is this being done? JE/ES to chase quote and details
- MUGA – Heidi Elliot
- Wet play time activities, contribution update CS/ES/JE
- Do school need anything else? ES/JE
- Paypal donations from flooding approx £1500 to go to practical area refurbishment
- Next year expenditure request: Panto coaches – all agree on £950 contribution. School to contact post office too, Chloe is aware
- Severn Trent fund request for outdoor learning/seated shading area - CS

**2. Film Night**

**Friday 13<sup>th</sup> March 3.30-5.30pm**

**AW/SD/VH**

- AW liaising with Chloe and Lisa regarding Clubs Complete
- Filmbankmedia single licence has been applied for on 2nd March 2020
- Licence £150, we get a refund based on numbers at the event. Final cost will be £83 – VH / AW
- Weduc out w/c Monday 3<sup>rd</sup> March 2020, with booking info via Parentpay
- £2.50 with snack bag – Drink, popcorn, jelly babies. Use up SS Joinery stripy bags from Circus.
- Shopping – SD
- Capacity up to 120 children
- Teachers to have list of which children going to film night so that all children are accounted for - VH
- 7 film afternoon volunteers so far



- ParentKind guidance on ratios to be checked
- School DBS = AW, JC. Other DBS = CB, RT. When taking children to the toilet, two adults to accompany them
- Risk assessment & allergy signs **AW**

**3. Treasure Hunt Friday 15th May 2020 5.30-8.30pm LC**

- Additional helpers for Laura on the night CL/JC/RT/
- TENs licence **CBe/CS**
- Floats and price signs **CS/CBe**
- Start and finish at school - Steve Smart to be booked if needed
- Ticketed event, pay on parent pay - £2pp with a prize of a bag of sweets at the end for each child??
- Event timings will be 5.30-8.30pm tbc
- No raffle or tombola, just treasure hunt, food & beverages
- Food – 70-80 burgers to use up, currently in CB freezer.
- Need to stock take condiments/alcohol/soft drinks – make a shopping list. **LC/CL**
- Tesco order for rolls and shopping to be done. **LC/CL**
- Risk assessment & allergy signs **AW**

**4. Summer Carnival Friday 26<sup>th</sup> June 2020 5-8pm CB/RT/JC**

*Message from Chloe received after meeting informing County School games on the same day – normally a coach full of children attend plus a few parents. Deciding whether to change the date.*

**a) Initial set up**

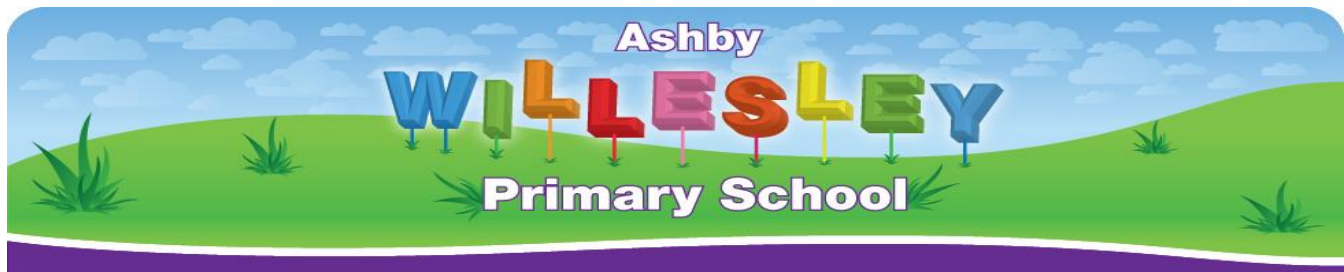
- Pay on door £2 for adult, KS2 and below free, £1 for children KS3 and above
- TENs licence – check max numbers **CBe/CS**
- Floats and price signs **CS/CBe**
- Mark out main arena on the school field
- Bring your own deck chair, blanket
- Risk assessment & allergy signs **AW**
- Wet weather plan – hold inside Acorn building like previous fairs

**b) Sponsorship**

- Estate agent boards – save for a bigger event
- Event programme adverts costing tbc and printing options to be investigated **CS**
- **Bar/BBQ sponsorship – CS**
- Silent auction donations – **KS/SD**

**c) Food & beverages**

- BBQ
- Ice creams sold by WASPs – keep looking for a freezer **CS**
- Tollgate Bar, one barrel and one pin?? **CB**
- Cocktail Mocktail bar – Dave Whites bar?? **JE**
- Snacks and sweet stall – sweet cones **CL/LP/CM/RG**
- Need to stock take condiments/alcohol/soft drinks – make a shopping list. **Volunteer needed**
- Butchers/Tesco order for sausages/rolls. **Volunteer needed**
- Risk assessment & allergy signs **AW**



**d) Entertainment**

- Events programme with timings, complete with full or half page adverts **CS**
- Children to design and make carnival masks to parade on the day. Ask staff / Governors to vote for the best in categories (TBC)
- Jaks performance 'Bongo dance' – **SD**
- Moon dance performance - **RT**
- **Sarah Brown woodwind performance – CBe**
- **Guitar teacher – guitar performance? LC**
- School choir performance? – **JE/ES to ask Sarah Hender**
- Teacher choir performance? **JE/ES to ask Sarah Hender, Sue Rainbow**
- Mr Brookes band? **Chloe asking Matthew**
- Limbo competition?

**e) Games & stalls**

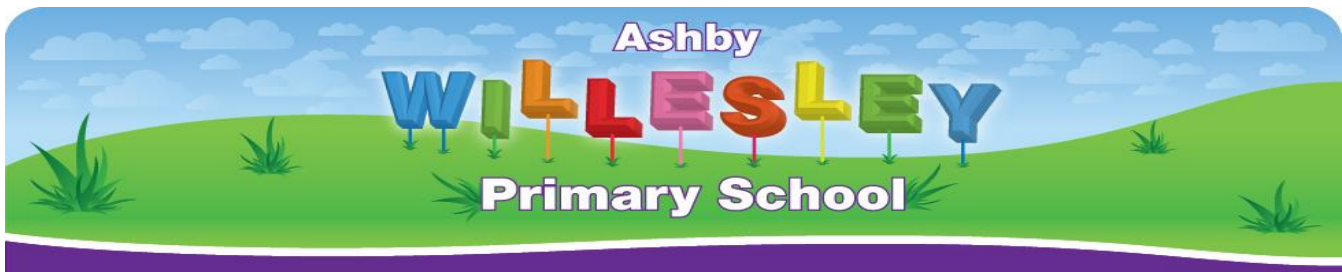
- Floats and price signs **CS/CBe**
- Teacher volunteer list to be put up in staff room **JE/ES**
- Set up electronic volunteer list for parents/children/helpers **VH**
- Set up online silent auction page - **VH/CS**

| Game / stall                             | Notes   | Volunteer          |
|--|---|--------------------|
| <b>Inflatables</b>                       | Bouncy Days hire with a supervisor £345. Charge £5 for a wrist band. Pay on the day.            | <b>RT</b>          |
| <b>Coconut shy</b>                       | Bouncy Days inflatable coconut shy  | <b>RT</b>          |
| <b>Teddy in a bag raffle</b>             | Get children to bring in gift bag donations. Put teddy in a sealed bag. 50p-£1 a go – pot luck. |                    |
| <b>Guess the teacher baby photo</b>      | 50 <sup>th</sup> celebrations game. Board of photos at the event.                               | <b>JE</b>          |
| <b>Silent auction</b>                    | Donations needed from local business's  | <b>KS/SD</b>       |
| <b>Bottle tombola</b>                    | Donations on the day in return for non-uniform day  |                    |
| <b>General Tombola</b>                   | Donations on the day in return for non-uniform  |                    |
| <b>Sweets and treats stall</b>           | Sweet cones, donuts etc?  | <b>CL/CM/RG/LP</b> |
| <b>Face painting</b>                     |   |                    |
| <b>Glitter tattoos</b>                   | Year 6 stall?   |                    |
| <b>Splat the rat</b>                     | Should all be in repo room – may need plastic bat   |                    |
| <b>Carnival biscuit making</b>           | Need to think of a biscuit design idea  |                    |
| <b>Penalty shootout &amp; basketball</b> | Year 5-6 run the stall  |                    |
| <b>Luck dip</b>                          | All set up from Circus last year  |                    |
| <b>Play your cards right</b>             | ?Large cards in repo room?  |                    |

**5. Sports Day**

**Thursday 9th July 2020**

- **KS1 morning** - refreshment stand to be run by WASPs and parents **Volunteers please**
- **KS2 afternoon** - refreshment stand to be run by WASPs and parents **Volunteers please**
- Food & beverage shopping - **Volunteers please**
- Floats and price signs **CS/CBe**
- Risk assessment & allergy signs **AW**



**6. Year 6 leaver's party Thursday 9th July 2020 6-8pm**

- WASPs contribution £300
- Disco – need to book Marie or Ben?
- WASPs gifts – t-shirt contribution again
- Need to stock take condiments/alcohol/soft drinks – make a shopping list. **Volunteer needed**
- Butchers/Tesco order for sausages/rolls. **Volunteer needed**
- Risk assessment & allergy signs **AW**

**7. 2020/2021 proposed events**

**a) 90's fancy dress disco (adults only) Friday 25<sup>th</sup> September 2020**

- CB reserved Lyric Rooms for £200. To be paid ASAP.
- Book DJ – Ben/Marie, or Lyric Room's for £180
- 2x Dads organising – **CBe**
- Weduc and posters in noticeboards/parent shelter to go out before summer holidays
- £10 per person Payment via Paypal. Maximum capacity
- Tickets to go on sale start of the new academic year, w/c Monday 31<sup>st</sup> August 2020

**b) 2020 Christmas Fundraiser**

- Children design a Christmas card. **VH/Leoni Titley**

**c) 2020 Christmas event**

- Christmas fair? Breakfast / tea with Santa? Snow globe hire?

**8. Marketing update**

- WASPs website has now been redesigned. PTFA wording to be changed back to PTA **VH**
- Next newsletter required before the Easter break – add in film night feedback and next event details, plus mention play stage being installed over Easter etc **VH**
- Notice boards – need replacing once scaffolding down, and revamping?

**9. AOB**

- WASPs night out Thursday 12<sup>th</sup> March 2020. Meet at 7.30pm in the Wine Bar for pizza
- Second hand uniform sale w/c 30<sup>th</sup> March

|           | <b>Tuesday 31<sup>st</sup> March</b> | <b>Wednesday 1<sup>st</sup> April</b> | <b>Thursday 2<sup>nd</sup> April</b> |
|-----------|--------------------------------------|---------------------------------------|--------------------------------------|
| <b>AM</b> | RT                                   | CB LC SD                              | CL SD                                |
| <b>PM</b> | RT                                   | JC LC SD                              | CL                                   |

- Other events: Donut sale? Dare to be different day?
- 2018/2019 Year 6 disco – photo booth photographs have been emailed. **RT**
- **Chloe would like all WASPs to be safeguard trained – date to be provided and WASPs that are able to, will attend**

**Next WASPs meeting Monday 27<sup>nd</sup> April 2020**