



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

**WASPS Meeting
28 October 2019 at 7.30pm
MEETING MINUTES**

Present: Claire Bark (CB), Jo Cooper (JC), Karen Soulsby (KS), Joy Allen (JA), Caroline Beresford (CB), Emma Sturgess (ES), Sarah Duncombe (SD), Jo Lucas (JL)

Apologies: Rachel Thompson (RT), Claire Swanepoel (CS), Charlotte Liddell (CL), Laura Pearson (LP), Alison Wood (AW), Laura Cherry (LC), Jill Edwards (JE), Roxanne Godfrey (RG), Vicki Hockey (VH), Richard Kirk (RK), Jill Edwards (JE)

Chaired By: Claire Bark

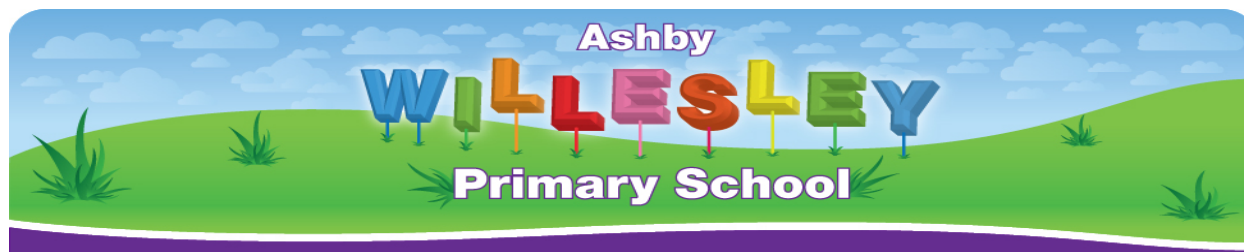
Minuted By: Caroline Beresford

1. Welcome & apologies for absence CB

2. **2018.2019 expenditure update**
 - See additional Treasurers update CS/CB2
 - Forest school shed installed – awaiting invoice CS/CB2
 - Forest school equip – awaiting invoice CS/CB2
 - Play stage: Ollie Whyatt quote in Aug - **CB to contact OW re date etc. SR is school lead** CB
 - 50th badges have been invoiced and paid for – **got the year to sell the remaining badges at every event!** ALL
 - Wet weather playtime equipment donation
 - **Ask for donations from parents first – ES liaising with Dinner ladies to check resources before getting a message sent out from school** ES
 - **WASPs volunteers to help sort out donations on the day** All
 - **Suggestion £500? Discuss after donation day** CB
 - 2020 expenditure – **see Treasurers update** CS/CB
 - **Get a board made for the MUGA fundraising. Suggest HE is school lead?** Volunteer required

 - **Liaison person to work with Lisa Watson to support funding/grants** Volunteer required

3. **Events so far update**
 - Foundation harvest festival update – **feedback to be given by ES to school about the chance for new parents to be able to meet each other** ES
 - 50th celebration – **really well received**
 - WASPs booklet handed out to new parents evening and the Foundation harvest festival
 - * **Tea urn leaks! Check if this is schools or we need to purchase a new one – ES to check** ES



4. Christmas and/or film nights?

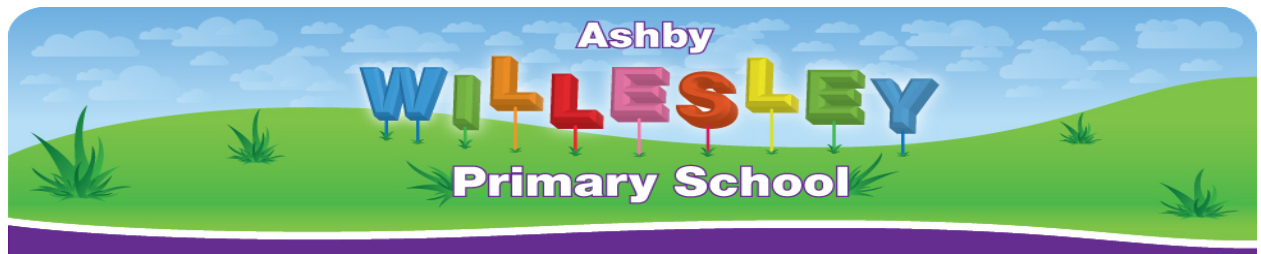
- Subject to new projector being installed in the Hall prior to Christmas? **LW still chasing up quotes**

5. Christmas Craft Fair – Friday 6th December 5-7pm

- Get flyer with brief timings out next week ?!! **VH**
- Choir will be singing organised by Mrs Hender at 4.45pm
- 8x teachers free to set up 3.30-4.30pm: Rachel, Sarah, Sue, Heidi, Gill, Kath, Teresa, Suzanne
- 17x teachers free to help in the evening (4 of which 6-7pm only): Chloe, Alison, Ashleigh, Jess, Alex, Jill, Emma, Catherine, Martha, Matt S, Frankie, Jo. Till 6pm – Suzanne. 6-7pm Helen, Clare, Kalpna.
- TENs to be applied for asap **CS**
- Floats to be ordered, collected and sorted **CS & CB2**
- Risk Assessment, plus compile folder with contractors insurance and RA copies **AW**
 - (Generic one to be done for each event that can be reused)
- Amount to gift per class for craft supplies – **ES confirming what need** **ES**

Need to check the condition of the Christmas games!

Class	Craft
Reception	Hot choc cones
1	Secret craft!!!
2	Cookie jar ingredients
3	PomPom puds, cross stitch and ginger bread
4	Reindeer food
5	Bird feeders
6	Felt bells
Mrs Blackburn	Forest school fund raising/uniform?
WASPs Games	Santa Down the Chimney - check condition
	Pluck the Turkey – check condition of feathers
	Christmas Advent Surprise – need a larger calendar than last year
	Festive Fruit Machine – if we can get hold of the cardboard!
	Ho Ho Hoopla - check condition. One of the rods may need super gluing
	Knock the Elf off the shelf - JC got snowballs just need some elves
	Pet Pressies
	Silent Auction for Christmas Cake (announce highest bid throughout evening)
Other Stalls	Bottle & General Tombola
	Teddy Tombola
	Chocolate Tombola
	Christmas Challenge Bags
	Bar
	Food
Year 6	Glitter Tattoos (AA/AA)



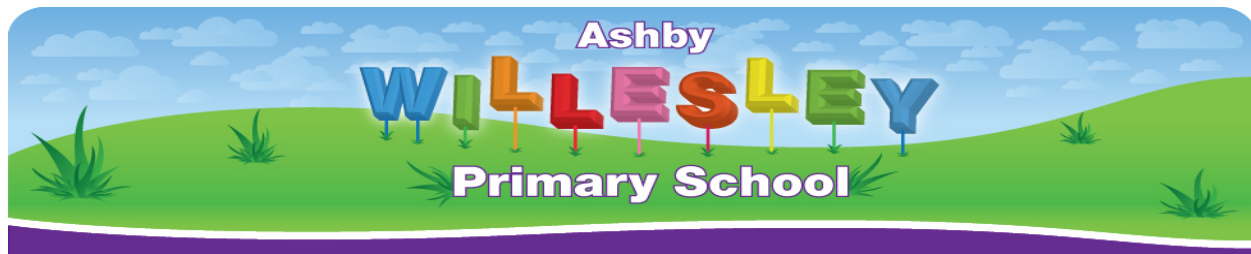
- Raffle letters out and ask on local vendors in Ashby town KS
- Chinese Raffle set up with bags LP/CM
- Teddy reccy JL
- Pet present cones to sell at the fair CL/AW/SD
- Christmas Challenge bags to be sent home Friday 22nd November with Weduc message, JC
Plus a mention on extra bags to be available in office for anyone who wants to do more
- Volunteer list to be sent out to parents w/c11th November VH
Suggestion = 1 hour slots (5-6pm and 6-7pm)
Do not include Yr Group Craft stalls. To include games etc, as well as:

- 1) Set up am
- 2) Set up pm
- 3) Entrance 4.45pm – 6pm ish
- 4) Mulled wine & Mince pies in practical area as well as in hall?

- Use FB Page to advertise event and tag companies in that have donated prizes CS
- Use old draft to create up to date programme VH
- Re-ticket items leftover in repro room AA + others
- Stock take what prizes are in there - Friday 8th November Volunteers required
- Games and stall signs to be printed and laminated CS & CB2
- Floor plan to be compiled and list of games in classrooms – next meeting ALL/CB
- Teachers crib sheet and floor plan for staffroom – next meeting CB/ES/JE
- Butchers order & collect (see list below) RG
- Food & beverage shop JC/RT/CB
- Contact Postman Pete CB2
- Check with GT about Coors donations CB2
- WASPs to donate mince pies & mulled wine ALL

Shopping list:

- i. 2x turkey crowns 200
- ii. Sausage 200
- iii. Cobs 200 free hotdog rolls from Tesco, and 200 round cobs for turkey
- iv. Veggie option
- v. Stuffing
- vi. Cranberry sauce use stock left in repo room – jars still in date
- vii. Gravy
- viii. Ketchup
- ix. Ale £3
- x. Lager £2.50
- xi. Red wine £2.50
- xii. White wine £2.50
- xiii. Rose wine £2.50
- xiv. Prosecco £3
- xv. Mulled wine WASPs donating
- xvi. Mince pies WASPs donating
- xvii. Crisps 50p
- xviii. Water 50p use stock left in repo room
- xix. Coke 50p



- xx. Lemonade 50p
- xxi. Fruit shoots 50p use stock left in repo room

6. Valentines Disco – w/c 10th Feb 2020

- Date and timings: Tues 11th, Reception, Yr 1&2 Feb 5 – 6pm, Weds 12th Yr 3&4 5 – 6.15, Yr 5 &6 6.30-8pm – Check dates with Lisa and Steve Smart **CB**
- DJ – Sarah’s husband, Ben?
- Games
- Price for the evening to include a drink and a packet of crisps?
- Tuck shop for both age groups
- Risk Assessment, plus compile folder with contractors insurance and RA copies

7. Treasure Hunt – Friday 15th May 2020

- Date and timings
- Price per family
- Food
- Bar
- TENs to be applied for
- Wet weather plan? Quiz?
- Risk Assessment, plus compile folder with contractors insurance and RA copies

8. Dare to be Different Day – 19th June 2020?

- Friday before Summer Carnival? - 19th June
- Decide on the rules to be broken
- Poster and Weduc leaflet out - date: _____ 2019
- A portion of the proceeds to charity?...Sierra Leone?

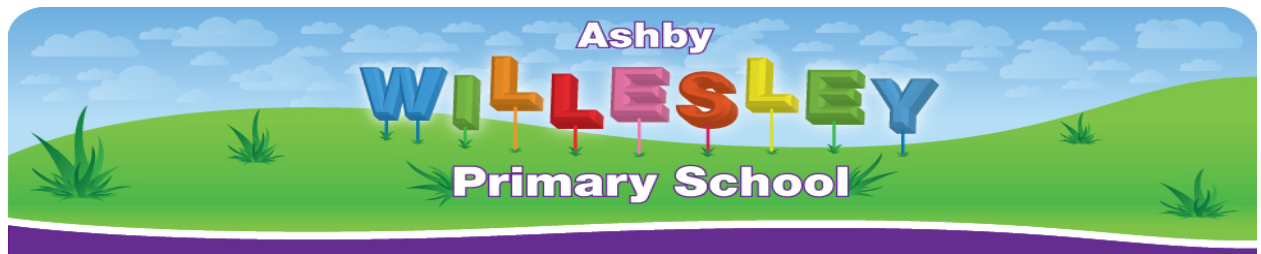
9. Sports day

- Weds 24th June KS1 am, KS2 pm, Foundation Weds 1st July
- WASPs to run refreshment stall again as was successful last year
- Maybe sell homemade cakes and snacks?

10. Summer Carnival – Saturday 27th June 2020 – change of date. CD checking with staff

- Ticketed event – price?
- Sponsor letters to go out asap
- Programme of events with sponsorship pages to be drafted and seek printers?
- Tickets to be sponsored again like the circus
- Estate agent board sponsorship?
- Sponsor letters out
- **Need to contact entertainers and street food vendors**

**KS
All**



- | | |
|--|-------|
| 1) Steel band | SD/RT |
| 2) Caribbean dancers | CB |
| 3) African drummers | CB |
| 4) African dancers | JA |
| 5) Street Dancers | |
| 6) JAKs | SD |
| 7) Food vendors – Kerb bear, African, Caribbean, African, Thai, pizza, burgers, veggie etc | |
| 8) Ice cream van | |
| 9) External stalls? | |

- Workshops for the children leading up to the event? Drumming, dancing etc?
- Flyers to go out at school, noticeboard and Weduc Spring time
- School classes to compile a hamper each or artwork to be sold?
- Auction?
- Class teacher and LSA volunteer list to staffroom in the new year
- Volunteer list out to parents /pupil helpers May 2020
- TENS application to be applied for May 2020
- Risk Assessment, plus compile folder with contractors insurance and RA copies

11. Year 6 Leavers Party – Friday before school finishes on 3rd July 2020?

- Date and timings, possibly the Friday before the break up – 3rd July 2020
- Year 6 to choose from 3 options: pool party at Hood Park, roller-disco at HP, or disco at school
- Flyer to go out in the new year for a vote
- Gift?

12. School / Purple Parliament requests

- | | | |
|--|---|---------------------------|
| • School hall projector and screen | - | Lisa Watson |
| • Wet playtime equip lump sum per class | - | Miss Tabberer |
| • Foundation playground sun sail (Spring time) | - | Mrs McKeown |
| • Playground markings (Spring time) | - | Miss Elliott |
| • MUGA | - | Miss Elliot & Lisa Watson |

13. Post Office update **CB2**

14. Star Foundation update / Alternatives **CS**

- Bags to school collection Thursday 24th October 2019 raised £110 / 275kg

15. A.O.B

16. Date of next meeting – Monday 18th November 2019



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WASPs PTA Treasurer Report – October 2019

2019/20 is shaping up to a good year we all hope. School have provided many requests for WASPs support which we have agreed to and we still have capacity to provide further support.

Fundraising to date includes:

	TOTAL	£	
September 2019	50 th Celebration Party	£447	
October 2019	Bag2School	£110	
Ongoing	Star Foundation		(Paid quarterly)
	Stamptastic	£9	(New – paid quarterly)
	Easy Fundraising		(Paid quarterly)

For 2019/20, we have committed to purchase:

TOTAL > **£7,316**

Annual Expenses:

Foundation Welcome Party	£66	SPENT
Year 6 Leavers Party and gift	£300	July 2020
PTA membership	£120	SPENT

2019/20 Planned Spending:

50 th Celebration Gift for Staff & Pupils	£380	SPENT
Forest School equipment for Acorns	£550	
Forest School shed	£1,100	
Playground / Outdoor Performance Stage	£1,300	
Lunchtime games	£500	Amount required TBC by school
Donation to Projector for Main Hall	£3,000	

Playground Markings	TBC	
Sun-Sail for Foundation Playground	TBC	
Multi Use Games Area	TBC	(Multi-Year project) as >£10k

- Funds currently available are £11,898, as per our constitution £1,500 will remain in the bank.
- Therefore, after the stated commitments above, we have £3,082 available to school to aid in providing the additional requests or additional equipment & experiences for the children, as well as monies to be raised during 2019/20.

Request: We require someone to work with school to try and secure additional funding / grants where possible to aid in purchase of the larger items, such as the Multi Use Sports Area. Some work has been started to identify grants but needs an owner to work with school to complete the submissions.

Claire Swanepoel

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