

W1SPA

(WESTFIELD PRIMARY SCHOOL PARENTS' ASSOCIATION)

Minutes of Meeting held 20th Sept 2017

Attendees:

Bex Plenderleith (Chair)

Ali Cronin (Secretary)

Lisa Engel (Treasurer)

Clair Horsfield

Paul Banham

Kyle Owen

Rebecca Harte

Brooke Donabie

Emily Perks

Apologies

Nell Sparks

Rachel Richards

- Bex established event formula for annual fund-raising total. There is potential to increase on £18k as Pamper Night is back on calendar, and Giving Machine and Supermarket Vouchers will hopefully raise more, with more effort.
- She reviewed spend - annual subscriptions, bottles, coaches for school trips, etc. She confirmed we are awaiting confirmation from Mrs Stace what big spend may be our focus in 2017.
- Discussion of potential new events, after identifying gaps in calendar:
 - A) The half-term after Xmas only has the Xmas fair, so is space for adult or family event here.
 - B) Spring-term gap - nothing for adults before half-term
 - C) Easter - used to do Treasure Hunt: time to reinvent.
 - D) After Easter - nothing in first half-term.
- Attendees discussed potential future event ideas, including:
 - Sponsored event for kids, eg Easter Bunny Hop
 - Adults' disco
 - Sponsored endurance event for adult/s e.g. mountain climb, parachuting,
 - art exhibition
 - External entertainment where we sell tickets, e.g. magician
 - Talent show for kids
 - Roller disco

- Pop-up restaurant
 - Early years bonding event, e.g. teddy-bears' picnic
 - Barn dance
 - Fashion show
 - Swimming challenge
 - Exercise-a-thin
 - Fun run
 - Dads' night (Paul and Kyle to develop ideas)
 - Photoshoot
- Discussion of potential new events, after identifying gaps in calendar:
Some lower-effort fundraising ideas were discussed: matchbox challenge/silver Smarties challenge/loose change bottles for every pupil.
 - All the above to be discussed in full at next week's meeting at school with Mrs Stace, and hopefully some confirmed. A potential Xmas disco needs publicising ASAP, for example.

ACTIONS - owner

- **Second hand uniform sale - Brooke**, underway.
- **Bunnings** - hot dog sale fund-raiser. **Paul** to enquire.
- **Modernising event ticketing** - **Lisa** to investigate if we trial through Wisepay. Or set up bank transfers specific to events. If neither works, **Nell** to investigate other methods of ebooking.
- **Gift Aid** - **Bex** to appeal on Facebook for a volunteer to investigate.
- **Match funding** - flier to go out to school community to see if someone works for a participating company, **Bex** to do.
- **Free grant money** - **Brooke** volunteered to oversee, will need to liaise with Mrs Stace post next week's meeting.
- **Dads' night** - **Paul** and **Kyle** developing ideas
- **Quiz night** - **Bex** to email class reps for Foundation emphasising that this is a great event for newer parents to get to know each other, and there will be designated mingle tables.
- **Pamper Night** - **Nell** and **Rachel** have volunteered to lead this event when the current parents leave the school.
- **Quiz Night** - **Paul** and **Kyle** have volunteered to run this event after this year.

Next meeting to be held Wednesday 27th Sept 2017, 8pm, at school