

W1SPA

(WESTFIELD PRIMARY SCHOOL PARENTS' ASSOCIATION)

Minutes of meeting held 27th Sept 2017

Attendees

Bex Plenderleith – chair	Holly Green
Paul Banham – vice chair	Wini Sumith
Lisa Engel – treasurer	Barry Gaven
Ali Cronin – secretary	Clair Horsfield
Suzanne Stace – headteacher	Sadie Clarke
Emily Perks	Nell Sparks
Brooke Donabie	Rachel Guest
Rebecca Harte	Jo Harding

Apologies

Rachel Richards
Clare Fennessy
Gillian Barnett
Kyle Owen
Rebecca Trowbridge
Michele Lee
Beth Kidd

Finances

W1SPA still owes £3k to school for the adventure trail. We also need to replenish the IT pot. A lot of what we will make this year is already accounted for (including everything W1SPA usually funds). There will probably be £7000-£8000 left to spend. Mrs Stace would like to take a proper look at where the most need lies, in consultation with parents and staff (several teachers' interactive white boards aren't working properly, for example). Mrs Stace will let Lisa know by Christmas. The school would love to run more trips, but it's too expensive.

Communications

Bex asked if W1SPA could take charge of putting their own communications in book bags, rather than asking the teachers to do it. Mrs S said not to worry – teachers will do it; they just need to get

the comms in good time as sometimes it takes a couple of days to get around to putting them in the bags. Bex suggested a notice board on the wall behind where W1SPA people usually stand in the playground to publicise W1SPA matters. Bex to sort this.

Payments

Ideally parents could pay for W1SPA events online. Vicki Baxter is looking into the possibility of adding W1SPA to Wisepay. If this isn't possible, Lisa will look at other possibilities for ebooking.

Children's personalised Christmas cards

W1SPA offered to take this over; Mrs Stace gratefully accepted! We will send home suggestions for designs plus a blank form onto which children can put their design. Bex to ensure that the current company can guarantee there won't be a repeat of last year's situation, when some items arrived after Christmas. If there is no such guarantee, she'll find another company.

Quiz Night

Fifty tickets have already sold. Hoping for 80. Paul can get glasses from Wine Society if Waitrose are out. Other ideas for making more money on the night would be good, eg the Heads or Tails game, or the game where each member of each team rolls a coin towards a bottle of wine. Closest coin wins the bottle. Bex reiterated the issue with younger years parents not coming to events. However, apparently lots of Reception parents are coming to the quiz – they just haven't submitted their forms yet. Mrs Stace will try to get a teachers' team, but doesn't want to push it on a Friday night.

Film Night / Kids' Disco

Decision made not to hire a DJ, but to use a playlist instead. The lights in the hall can be put on a disco setting. Otherwise the current formula for both Film Night and the Discos will remain unchanged, as it works well.

New event ideas

- An adults' disco before Christmas would be an easy money-spinner. 8th December was set.
- Murder Mystery Party was suggested, but got a mixed reception.
- A 'bonding' event for early years parents was suggested, eg, Teddy Bear's Picnic on a Friday after school. Mrs Baxter to check about hall availability. Another such suggestion was bedtime story-time – kids come back to school in their PJs and have stories read to them.

- Matchbox Challenge (fill a matchbox with as many non-duplicated items as poss. Winner wins a prize. Everyone pays £1 to take part).
- Smarties Challenge (fill a tube with 20ps and it makes £20).
- Fill a water bottle with coppers.
- Sadie suggested getting a charity coin-spinning machine for the space by the office.

Free grant money

Brooke found lots! Mrs Stace has list of options to prioritise and return to Brooke, who will then start the application process.

Supermarket vouchers / Giving Machine

People don't realise that you get the same amount in vouchers as the amount you pay. 38 families currently buy SV. Challenge is to double it. Giving Machine – again, need new sign-ups. Plan is to have sign-up tables at the Macmillan coffee morning, plus a table in playground.

Lions' Santa Sleigh

Clare Fennessy and Nicola Hueting have volunteered to take charge of organising this. Potential dates for this year: 9th and 14th December.

Match funding / Gift Aid

Clair to ask husband re Microsoft matching our funding (he works there).

Beth Kidd has volunteered to take charge of Gift Aid.

AOB

- Many parents don't know about the W1SPA Facebook page. Was suggested that all class reps should be made admins. Beth to be asked to do this.
- Nell to set up a Running Club for parents: pay £1 / week, and go for a group run.
- Family photo-shoot before Christmas? Families to pay £10, eg, for the shoot, which W1SPA would get. The photographer would get all proceeds from print sales. Sadie to ask her photographer aunt-in-law if she'd be interested in doing this.
- Brilliant to see so many new faces at the meeting. Bex expressed heartfelt gratitude and all other older-timers very much agreed.

Next meeting: date tbc