



Date: Thursday 15th January 2026

Chair: Rachel Moloney (Chair)

WISPA Core Team Meeting Notes Taken: Sarah Mines

Attendees: Jo Redman JR, Rachel Moloney RM, Sarah Mines SM, Rachel Tearall RT, Amber Davies AD, Abbie Fitzsimmons AF, Amy Buttery AB, Debbie Field DF.

Apologies: Ben Price BP, Tasha Vernon TV, Vicki Coady, VC

1. Welcome & Introduction

- Rachel opened the meeting and thanked all attendees for their participation. She noted that the first term had been very successful, with events generally running well and positive progress being made with the courtyard fundraising initiative.
- It was acknowledged that recent resignations from members of the core committee have placed additional pressure on the committee.
- The following resignations were noted: Tasha (Secretary), Kerrie (Vice Chair), and Kim (Vice Secretary).
- Although this term is quieter in terms of events, it was noted that this provides a valuable opportunity to plan and prepare for events scheduled later in the academic year.

2. Finance Update – AD

- A total of £9,700 was raised during the previous term. It was noted that some outstanding income remains to be added, including funds from the Quiz Night, Christmas cards, and Bags to School. Once received, the total is expected to be approximately £10,000.
- The current account balance stands at £7,277.97, with £14,556.69 held in the savings account.
- An amount of £11,229 has been transferred as a deposit for the courtyard project.

3. Courtyard Update – JR

- A deposit has been paid, with works scheduled to commence on the first day of the Easter holidays to minimise disruption to the school.
- An Operations Co-ordinator has been assigned to oversee the project.
- In February, volunteers will be recruited to assist with clearing the courtyard.
- A parent has offered the services of her company to support the project in terms of clearance but if timings do not work JR will write to parents to ask for volunteering support with Mr Long (Site Manager) managing.
- JR will organise an opening once the works are completed, with Year 2 students given priority usage initially.
- Members expressed confidence that sufficient funds will be raised to cover the total cost of the project.

4. Events feedback - All

- Feedback on Christmas Fair was all positive.
- Learnings include utilising Robin classroom instead of Owl as many had to be directed to Owl.
- Left over balloons/blow up toys were utilised at Christmas parties in classrooms across the school.
- Secret Santa was a success
- More unisex gifts next time
- No need for volunteers to be behind the tables selling, the personal shopper approach was more effective.
- Labels being prewritten was a success, feedback is to ensure children with multiple items have all their labels together. It was suggested that next time will let YR.2 go first and Yr. R last as not a lot of choice round the other way.
- Santa visit was a success!

5. Core Committee Update

- The positions of Secretary, Vice Secretary, and Vice Chair became vacant following recent resignations.
- SM volunteered for the position of Secretary. This nomination was proposed by RM and approved by a unanimous vote.
- AB volunteered for the position of Vice Chair. This nomination was proposed by RM and approved by a unanimous vote.

- The position of Vice Secretary remains vacant. RM will circulate a further request for volunteers via the WISPA WhatsApp group.

6. Upcoming Events

- Cake Sale to run tomorrow (16/1) as leftovers from today. Great success despite the weather. Zettle did not work. Total taken £311.14.
- Discos to be run by Ben, price has increased to £5 to include drink and snack.
- Poster for disco to be emailed by RM to JR.
- Different themes were discussed including Space and Pirates.
- Mufti Day and Doughnut Day 13th Feb – May leave doughnut day due to strain on core committee. TBC.
- Bingo 30th Jan RM to lead, first tickets sold.
- WISBars 5th March RM to lead. Sponsor was secured but has not confirmed amount willing to sponsor, RM to chase.
- Easter Hunt 27th March AD to lead, AB to assist, feedback was discussed from last year, less is more is the feeling, sign in was successful, busy but moved well. Farm Foods offered good discounts, AD is keeping an eye on these.
- Federation Chocolate Bingo, JR asked that WISPA volunteers come forward to assist the running in this Federation event. SM said she is happy to assist.
- Social media needs a volunteer, AF volunteered and will get log ins from RM.
- Infant Quiz, 8th May, is showing as 1st May on school calendar. JR to ask Mrs Green to update. (This has now been updated at WIS and WJS.) Mr Moloney is happy to be quiz master.
- Colour Run – Need a lead for this to organise. Offer on powder flagged by JR, RM to ask Ben to investigate it and order. School happy to store.

7. Calls to Action (CTAs)

- Raffle prizes for events to be started
- BP to check colour run powder.
- Poster for Discos to be sent (RM) and displayed in class windows.
- RM to chase WISbars sponsor.
- Lead to be organised for Colour Run