



**WISPA**  
FRIENDS OF WESTFIELDS INFANT SCHOOL  
Registered Charity No. 1119878

**Date:** Thursday 13th November 2025

**Chair:** Rachel Moloney (Chair)

**Attendees:** Parents, Miss Redman, WISPA Core Team

**Meeting Notes Taken:** Tasha Vernon

**Attendees:**

**Jo Redman JR, Rachel Moloney RM, , Tasha Vernon TV, Sarah Mines SM, Rebecca Baker RB, J, Rachel Terall RT, Amber Davies AD, Abbie Fitzsimmons AF, Ben Price BP.**

## **1. Welcome & Introduction**

Rachel opened the meeting, noting that this was the first official committee meeting of the year. The core committee has been holding monthly online meetings to discuss logistics for upcoming events.

It was noted that attendance was lower than usual.

The purpose of the meeting was to discuss the upcoming Christmas events and review finances from the first term.

## **2. Calendar & Upcoming Events**

- The Festive Fun Letter will be sent to parents on **Friday 14th November**, outlining activities available for children.
- Christmas Lunch will take place on **12th December** (included in the letter).
- Christmas Play VIP Tickets need to be allocated.
- WISPA events include: Christmas decoration competition, Secret Santa, Santa delivering presents, and the Christmas Fair.

### 3. Finance Update – Treasurer (Ben)

- Sarah raised the importance of second-hand school uniforms. She will bring cash collected from parents to school.
- More fleeces are needed.
- Financial updates:
  - Legoland profits: **£985**
  - Cake Sale: **£412**
  - Secret Santa: **£1,747** (with another day remaining/ figures is excluding expenses)
  - Parent donations total: **£800** this term
- The School Lottery has raised **£131**- Need to bring more awareness
- **Bag2School** event took place today (60/40 split with PAWS). The date was later than originally planned due to negotiated new rates.
- Current bank balance: Approximately **£14,500**, with **£4,000** raised since September.
- Additional funding of **£750** received from Yateley Road Runners via a grant bid.

### 4. Events Update

#### 4.1 Secret Santa

- Led by Kim, Tasha & Amber.
- Children will pre-write their labels to streamline the process.
- The deadline for purchases was set for **Friday 14th November**.
- Letters were sent early and aligned with payday.
- **550 gifts** purchased by parents so far.

#### 4.2 Raffle

- Emails to companies began on 1st October.
- Top prizes:
  - David Lloyd Family Voucher (£258)
  - Skin Care Hamper (£100)
  - The Millhouse Pub Voucher (£100)
- Stage Coach confirmed as Silver Sponsor (£250).
- The committee voted to use the sponsor funds for Christmas Fair purchases instead of additional raffle prizes.
- PrintRik has reviewed the draft raffle tickets; approval from Miss Redman is pending.
- Two raffle ticket books will be issued per family this year.

## **5. Christmas Fair – 12th December 2025**

### **5.1 Donations & Collections**

- **Mad Hair Day/Mufti Day** requests include wrapped chocolate, alcohol for the adult tombola, and unopened toys.
- New stall introduced: **Toy Tombola**.

### **5.2 Tokens**

- Tokens released early on PTA Events to reduce the need for playground presale stalls.
- Playground presales dates will be decided closer to the fair.
- Early bird discounts 5 extra free tokens with purchases 20 tokens and above.
- Pre-purchased tokens will be sent home in children's book bags.

### **5.3 Stalls & Set-Up**

- Last year's model will be used with some changes:
  - Stalls removed: Teddy Tombola, Hook-a-Duck, Wheel of Fortune.
  - Stalls added: Toy Tombola, Santa Chimney, Candy Cane Lolly Lucky Dip, Socks Lucky Dip.
- Discussion on cutting waffles into cups to make them easier to eat.
- Plans will be made for all weather conditions.
- The same classrooms as last year will be used (Squirrel, Hedgehog and Owl).

### **5.4 Food**

- Last year's food was excellent but costly with limited profit.
- Reeves will be the preferred supplier.
- Sarah & Steve Mines will oversee food arrangements.

### **5.5 Volunteers**

- Each class rep has selected a stall and will recruit volunteers.
- Item sourcing will be handled by WISPA volunteers, not class reps.
- Hedgehog Class has filled all volunteer slots.
- The Lions will be contacted to request support again for lighting and fencing.

## **6. Logistics**

- Gazebo setup needs improved efficiency. All gazebos must be erected in their correct locations before stall setup begins.
- Gazebos must be checked at the end, as some were damaged during the Summer Fair.
- Gazebos loaned by parents must be clearly named.

## **7. Gift Giving – 12th December 2025**

- Each child will receive a Christmas book this year. The concept supports sustainability by providing a book that can be enjoyed every Christmas.
- Books will be distributed by Santa (Paul).
- Each book will include a label indicating it was gifted by WISPA.

## **8. Courtyard Project**

- Design 1 has been chosen.
- A deposit of **£11,229 (30%)** has been paid to allow the project to begin during the Easter holidays.
- Payment schedule: 50% at the start, 20% at completion.
- Discussion held regarding fundraising risks; confidence remains high.
- Upcoming fundraisers after Christmas: Sponsored Reading Challenge and WISBars.

## **9. Wishlist**

- Miss Redman requested **£275** to purchase chick eggs, following the success of the duck eggs with Year R.
- WISPA agreed. A member volunteered to donate the full amount.
- An invoice will need to be generated for the £275.

## **10. Grants**

- Vicky volunteered to assist with bid writing.
- She has begun preparing bids for:
  - Eden Communities
  - The National Lottery Community Fund
  - John Good Group

## **11. Calls to Action (CTAs)**

- Allocate Christmas Play VIP Tickets.
- Sarah to source more fleeces.
- Promote the School Lottery again.
- Confirm pre-sale playground dates.
- Contact Reeves.
- Confirm with PrintRik Raffle Tickets
- Apply for TENS.

- Arrange additional lighting for stalls.
- Request additional gazebos from classes.
- Order Christmas accessories to sell.
- Contact Lions to request support.
- Confirm Santa (Paul) timings for Friday 12th December.
- Generate invoice for chick eggs (£275).