



**Date: Wednesday 13<sup>th</sup> May 2026**

**WISPA Core Team Meeting Minutes**

**Date: Wednesday 13 May 2026**

**Chair: Rachel Moloney (RM)**

**Minutes Taken By: Sarah Mines (SM)**

**Attendees**

**Jo Redman (JR), Rachel Moloney (RM), Sarah Mines (SM), Rachel Terall (RT), Amber Davies (AD), Abbie Fitzsimmons, Ben Price (BP), Rebecca Baker (RB)**

**Apologies**

**Amy BATTERY**

**1. Welcome & Introductions**

- JR gave the team a tour of the new courtyard and explained how the children have been enjoying and using the new space.
- RM opened the meeting by noting that the WISPA WhatsApp group has been relatively quiet recently. She asked attendees for ideas on how to attract new volunteers and encourage greater engagement.
- RM thanked everyone for their continued support and contributions.

**2. Finance Update – BP**

- Current bank balance stands at approximately **£11,500**.
- There is still an outstanding amount owed to PAWS.
- Costs for the Colour Run included:
  - **Medals:** £602.15
  - **Paint:** £715
- Additional purchases are still required, including drinks, bunting, sunglasses, and other refreshments.
- An anonymous donor, who has been contributing **£200 per month since 2024**, donated **£700 this month**. Their total contribution for this school year is now **£2,700**.
- The courtyard project has now been fully paid off.

- The team discussed purchasing gazebos instead of relying on parents to lend them for events.
  - Suggested purchase of approximately 4–5 gazebos.
  - Storage at the school was discussed as a possible option.

### **3. Committee Positions – RM**

- Current vacancies within the committee include:
  - Treasurer
  - Vice Secretary
- AD confirmed she is happy to step up from the Vice Treasurer role to take on the position of Treasurer.
- BP will be resigning from the Treasurer position at the end of the current school year.
- RM will issue another call for volunteers to gauge interest in the vacant roles and will also draft a letter to parents seeking support and involvement.

### **4. Colour Run**

- A strong sign-up total of **515 participants** has been achieved.
- Additional volunteers are still required, and further communication will be sent to encourage sponsorship fundraising.
- Festival trolleys will be provided by SM and RM to transport paint around the event.
- Participants will still be able to sign up on the day; however, medals will not be available for late registrations.
- RM will source new bunting and wristbands for the event.
- AF will organise refreshments, including cans, Fruit Shoots, and bottled water.
- Due to the forecast hot weather, cookies will be removed from the refreshment list.
- AF will also purchase crisps.
- RM to purchase Ice Lollies.
- The school will set up the stage area for the warm-up session.
- As ice lollies are being added to refreshments, the WISPA fridge will need to be used. JR will speak to the caretaker to arrange the best location for this.

### **5. Sports Afternoon – RM**

- It was noted that there was a shortage of volunteers selling refreshments at last year's event.
- JR suggested positioning a gazebo near the start or finish line area.

- Only drinks will be sold during the event.

## **6. Summer Fair – SM**

- SM will lead the Summer Fair this year.
- Previous stall arrangements have worked well in past years, and no significant changes are currently required. RM will review the stall list to confirm.
- Food and drink continue to be strong fundraising areas. The team discussed reducing queue times to maximise sales and profit.
  - Pete will manage the bar.
  - Steve Mines and Paul Bennun will oversee the food stall.
- SM has spoken with Jess from the Dog and Partridge. Although she is unable to assist directly this year, she may be able to donate Pimm's again. This is still to be confirmed.
- RM and SM will review and organise raffle prizes.
- SM will contact Ace Kids, WeeKicks, and Kick Darts regarding attendance or involvement.
- SM will respond to the email from the martial arts company and check there is no overlap with the existing judo provision.

## **7. Upcoming Events**

- Reminders for the Quiz Night on **12th June** will be sent out.
- A reminder regarding the World Cup event will also be circulated.
- Suggested prizes for the World Cup competition include:
  - 3rd Prize: Speaker
  - 1st and 2nd Prize: Cash prizes
  - Final prize amounts to be confirmed once participant numbers are known.
- The Leavers Disco was briefly discussed.
  - Entry will be by a £1 donation.
  - Volunteers are needed to help prepare the photo cards.

## **8. Additional Notes**

- A decision was made not to proceed with the Christmas Fair this year due to:
  - A lack of volunteers
  - The additional pressure on teachers during an already busy time of year
- Doughnut Day will be removed from the calendar of events.
- Future cake sales will be scheduled within the first three half-terms of the academic year rather than during the summer term.

SM will attend the New Parents' Evening on **24th June** with second-hand uniform stock and will deliver the WISPA introduction talk.