

December 2025

WISPA Core Committee Update & Notice of Officer Elections

Dear Parents

I am writing to update you on important changes within WISPA. In recent weeks, three members of our core committee have resigned due to personal circumstances. We are extremely grateful for the time and commitment they have given to the school. However, their departure means we must now take formal action to ensure the charity continues to operate legally and effectively.

According to Parentkind guidance, when trustees resign, PTAs must inform their members, ensure the committee remains quorate, and elect replacements at the next available meeting (or hold an Extraordinary General Meeting if necessary). A PTA must have a minimum of three officers - usually Chair, Treasurer and Secretary - in post at all times. Without these officers, a PTA cannot legally function and may be required to suspend or cease activity.

To ensure WISPA remains compliant and able to continue serving the school community, we will be holding officer elections at our next committee meeting on Thursday 15th January.

Achievements from 2024/25

Last year demonstrated the tremendous impact WISPA can have when the charity is fully operational. Thanks to the generosity and involvement of our school community, we raised £17,603.50 and, as a result of existing funds, we were able to donate incredible £18,596.46 back to the school. These funds enabled us to support a wide range of valuable resources and improvements, including:

- Book nooks and chapter books for every classroom
- A main hall multimedia system
- New playground equipment and a weather station
- Puddlesuits for wet play

and much much more!

We also relaunched the school discos, introduced the WISBar, and transformed the Christmas Fair into a successful Winter Market.

This year, our fundraising focus is the development of a new children's courtyard—an improved outdoor space designed to support learning, wellbeing and play. This is an exciting project, but one that can only progress if the committee remains in place and fully functional.

Roles Requiring Election

- **Secretary (Trustee Role - vacant from January):** Responsible for meeting minutes, managing communications, drafting letters, and supporting the WISPA inbox.
- **Vice Chair (Vacant Immediately):** Supports the Chair across meetings, planning and events, and helps ensure effective committee operation.
- **Vice Secretary (Vacant from January):** Supports the Secretary with administration, organisation and correspondence.

These roles are essential for the legal and practical functioning of the charity.



Committee Meeting and Elections

Date: Thursday 15th January

Time: 19:15

Location: Westfields Infant School

All parents and friends of Westfields are welcome to attend, vote, and, if they wish, put themselves forward for any of the available roles.

A Call for Support

WISPA plays a vital role in enriching the school experience for all children at Westfields Infant School. Without volunteers to fill these officer positions, the charity cannot continue to operate, and the events and enhancements it provides would be at risk.

If you would like more information about any role or would simply like an informal discussion, please contact us at wispacommittee@gmail.com.

Thank you for your continued support.

Best wishes,
Rachel Moloney
on behalf of the WISPA Committee



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[WISPA Friends of Westfields Infant School](https://www.facebook.com/WISPA-Friends-of-Westfields-Infant-School)



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