



KWAF Meeting
15th July 2025

KWAF meeting minutes

Date: 15th July 2025

Present: Claire, Davina, Dean, Kate, Ellie, Natasha

Apologies: Jo Day

1. Welcome and Apologies

Claire welcomed everyone to the meeting and noted apologies from Jo Day.

2. Previous Minutes

Minutes from the previous meeting were agreed.

3. Review of Events & Financial Update

Income from Events:

- Parents' Evenings: £709
- Non-Uniform Events: £607
- Second-Hand Uniform Sales: £5,106
- Fireworks Event: £6,673
- Wreath Workshop / Christmas Raffle / Tree Sales: £2,962
- Disco: £749
- Easy Fundraising: £374
- Founders Wall 2025: TBC
- Cinema Night: TBC
- End of Summer Term Non-Uniform Event: TBC

Discussion:

- All attendees were very complimentary about the impressive amount raised, especially Natasha's hard work on uniform sales. A team will be assembled to support her from September.
- Year 11s to be encouraged to donate uniforms – Dean to send an email, Claire to provide a flyer.



- **Bricks:** Thanks to Ellie for coordinating. Final push in September. Ellie to confirm the remaining number and Dean to post on Arbor – when they're gone, they're gone!
 - Davina confirmed we're nearing £25K raised this year. An independent audit will be required. Dean to ask the school finance officer; if unavailable, Davina to contact Adam. This should be actioned early in 2026 to avoid a last-minute rush.
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4. Spending So Far (2024–25)

- £3,670 – Trampoline Club
- £3,219 – Mixing Desk for Performing Arts
- £2,000 – A-Level Sports Equipment & Orienteering Course
- £2,800 – Spanish Department
- £1,500 – Special Poetry Session
- £1,150 – Digital Reader Pens
- £2,000 – Sensory Garden
- £400 – Year 11 Prom

Total Spending to Date: £16,789

5. Upcoming Events & Volunteers Needed

- **Cinema Night:** Already in profit thanks to sponsors.
- **Uniform Sales:** Restarting in September. Volunteers needed. Drop-off box available at school – huge thanks again to Natasha.
- **Fireworks:** More volunteers needed, including someone to be trained to take the lead.
- **Wreath Night & Raffle:** Start approaching businesses early.
- **Tree Sales:** Ongoing.
- **Bricks:** Will be offered to new Year 7 families, then closed.
- **Year 7 Disco:** Will ask for support at the new parents' evening in September.

Thanks to Katie for securing sponsors for Cinema Night. Important to maintain those relationships – follow up with thank-yous and social media tags. Dean to organise KWS thank-you cards. Katie to approach sponsors again for Fireworks Night and contact Phoenix again.

Fireworks Compere: If Mr Church is unavailable, approach Mr Alexander.

Raffle: Start early with prize sourcing. Anne to be asked to contact Wheathampstead businesses again. Claire to create a template letter. Allocate businesses among committee members and keep the spreadsheet up to date.

6. Sponsorship Opportunities

Looking for volunteers to help research sponsorships and company donation schemes.



Ellie has secured a generous donation from her company – well done! Claire to prepare information to encourage others to do the same in September. Ellie will also explore further donations from her company's charity fund.

7. 100 Club / Raffle

We need a volunteer to manage this.

Ellie researched options, and it was agreed that **Your School Lottery** is the best fit. Dean to set it up, Claire to create promotional materials for a September launch.

8. Future Fundraising Projects

Next major project: **Outdoor Food Court**

- Dean to confirm the estimated cost.

Other projects to support from school departments.

- Claire to speak at the September INSET day to encourage staff engagement.
 - Dean to arrange a speaking slot and send a reminder to departments who have not yet submitted funding requests.
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9. Prom 2026

Agreed to continue with the £2.50 per student contribution model.

10. Trampoline Fundraising

A **Bounce-a-thon** is being planned to help recoup the trampoline funds.

11. KWAF Committee Members

Thanks to Alexia who is stepping down as Secretary. We are seeking new committee members to support roles such as secretary, poster creation, etc. Claire to promote this at the Year 7 new parent meeting in September and via adverts.



12. AOB

No additional business raised.

Next Meeting: Date TBC

ACTION LIST:

◆ Claire

- Create flyer for Year 11 uniform drop-off.
 - Make promotional materials for **Your School Lottery** (for August).
 - Create raffle template letter.
 - Prepare sponsorship info sheet for September.
 - Promote KWAf vacancies (e.g., Secretary) to new Year 7 parents in September.
 - Speak at INSET day in September (Dean to organise the slot).
 - Follow up with raffle volunteers and help allocate businesses.
 - Await response from Mr Church (or Mr Alexander) as Fireworks Night compere.
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◆ Dean

- Email Year 11s about uniform donations.
 - Ask school finance officer to conduct the audit (if not available, Davina to ask Adam).
 - Organise final number of **Founders Wall bricks** for Arbor (Ellie to confirm number).
 - Organise **KWS thank-you cards** for sponsors.
 - Set up **Your School Lottery**.
 - Fix a price estimate for the **Outdoor Food Court** project.
 - Book Claire's speaking slot at September INSET day.
 - Remind departments to submit funding requests.
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◆ Ellie

- Confirm exact number of remaining **Founders Wall bricks**.
 - Look into further **company charity donations**.
 - Continue leading **brick sales** for new Year 7.
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◆ Davina

- If needed, ask Adam to conduct the independent audit (if school finance officer unavailable).



◆ Katie

- Secure sponsors for **Fireworks Night**.
- Maintain relationships with existing sponsors.
- Follow up with Phoenix about sponsorship again (via Ellie).

◆ Jo

- Run a **Bounce-a-thon** to fundraise for the trampoline club.
- Wreath night – have a conversation with Claire about this year's night.

◆ General/Shared Tasks

- Recruit support team for uniform sales (Natasha to be supported from Sept).
- Start prize sourcing early for **Christmas Raffle** (Anne to approach Wheathampstead businesses again).
- Allocate businesses for raffle donations and update the spreadsheet.
- Recruit volunteers for:
 - Fireworks Night (including a trainee).
 - Uniform sales.