

KWAF Minutes

Thursday 15th January 2026

Present: Claire, Davina, Ben, Jo, Katie V, Judy, Mel

Apologies: Katie C

1) Uniform Sales (Covered by Claire as Natasha was not present)

- a. Natasha is still looking for new helpers to train up
 - i. Post meeting update: she has a helper!
- b. Need to push the promotion of second-hand sales more with posters etc
- c. Claire asked if Natasha purchased the rails which she requested at the AGM?
 - i. Post meeting update: Natasha has chased Dean to get the step removed so that the rail will fit

Actions -

Natasha: Order rail once step is removed

Claire: Continue to promote second hand sales

2) Relaunch Founders Wall

- a. Claire requested a volunteer to take on the final push of this project which will involve getting a poster out, then taking names, checking these with Dean & ordering the bricks
 - i. Judy has stepped forward and will liaise with Ellie, who was running this previously

Actions -

Judy: Liaise with Claire over launch of this / getting a flyer out

3) Year 7 Disco

- a. Should be all good to go:
 - i. Team are assembled and teachers are organised to attend
 - ii. Katie C & Claire are doing a food run 24/25 Jan
 - iii. Teachers are organised to attend

Actions -

Claire: Re-confirm teachers are all booked in

Katie C: Check what stock we need

Claire & Katie C: Food run next weekend

4) Sports Kits

- a. Dean has shared a grants application with Claire which can assist with the purchase of these
 - i. This is likely to be able to help towards the girls' rugby kit & potentially other kits too

Actions -

Jo: Take this forward and liaise with Dean re: the grant

5) Easter Raffle

- a. Two main tasks:
 - i. Find donors (Claire has a basic letter we can use to ask for support)
 - ii. Someone to upload all the prizes to the website
- b. Jo mentioned that Godfreys are usually supportive
- c. Ben suggested asking Musicale as they are supportive of his other school
- d. Also need to use our KWS parents, especially those who have their own companies

Actions –

Natasha: who is the lady who goes around collecting prizes in Wheathampstead?
Can we ask her again please?

Claire: put a call out online for help from parents

Jo: Approach Godfreys

Katie C: Start approaching other shops / businesses

6) Battle of the Bands

- a. Slot is booked for 6-8pm on March 19th
- b. Currently have 2 SJL bands, 3 Roundwood bands, 0 from St Georges and possibly 1 from KWS – Room for 8 in total
 - i. Need to prioritise the Harpenden schools and definitely leave 1 space for a KWS band but discussed who else can be approached to provide more bands
 - 1. Musicale
 - 2. Sandringham
 - 3. Beaumont
 - 4. The Rock Project
 - 5. Knebworth
- c. In between each band, whilst the next band is setting up, it would be good to have some smaller / individual performances
 - i. English Department – Poetry etc?
 - ii. Ms Patterson – Dance troop
 - iii. Jo – Trampoline club
- d. Ben requires access to ticketing details & band logos to create poster

- e. Agreed price of £5 (+85p online processing fee) if brought beforehand and £6.50 on the door
- f. Limit to 180 audience members but need to push to kids to come, rather than just parents
- g. KWAF will run the bar – need to get volunteers together

Actions –

Ben: Continue finalising Harpenden bands and look wider afield for more bands if required

Ben: Send band logos to KWAF for Ticket Tailor / Poster

Claire: Liaise with Dean as required to get everything in place

All: Who is around to help run the bar?

Dean: Is he able to make contact with The Rock Project and see if they'd like to be involved?

7) Non Uniform (Last Day of Spring Term)

- a. Agreed to approach the sixth formers who have already supported us with their business coursework to ask them to suggest a charity they would like us to split the proceeds from non-uniform day with

Actions –

Claire: Liaise with Dean

8) AOB

- a. 10% of our sales go to us from Festival on the Field (4th July 2026)
- b. Bring a Bulb – great idea for summer
- c. Accounts – Cash from safe to Davina ASAP to complete the books. Remember to ring fence the trampoline money

Actions –

Claire – Add Bring a Bulb to Summer term agenda

Claire – Cash to Davina from safe

Davina – Complete the accounts

Davina – Ring fence the trampoline money and confirm amounts with Jo