



MINUTES OF BWSPA COMMITTEE MEMBERS' MEETING
held via Microsoft Teams on
Thursday 21 January 2021

Present: Rob Jones (Acting Chair), Susie Andrews, Nicolette Beardsmore (Secretary), Kate Doyle (Assistant Secretary), Julia Forder (Treasurer), Tarun Khurana (Assistant Treasurer), Kirsten McLachlan Webster, Iain Oxley (1000 Club Co-ordinator), Lucy Schofield and Paul Tayler.

Apologies: Dr Stuart Smallwood (Headmaster) and Penny Calvert

Action column lists members by their initials

	Action
<p>1. Welcome The Chair welcomed everyone</p>	
<p>2. Notes of the Previous Meeting The minutes of the meeting held on 2 December 2020 were AGREED.</p>	
<p>3. Ratification of accounts and arrangements for AGM Members agreed to present the Ratification of accounts and report to the AGM. An MS Teams logon has been set up by the School and this would be circulated to parents with details of the meeting.</p>	NB
<p>4. Fundraising activities</p> <p>a) Easter Raffle Kirsten McLachlan Webster (KMW) kindly offered to set up an online raffle but this would require an independent webpage. Members agreed that a webpage be set up to host the raffle with a view to adding details of other BWSPA activities in due course. KMW, TK and NB would liaise to set up the relevant details for the raffle and the webpage in time for the raffle to run from 22 February to 26 March with the draw taking place on 29 March 2021. Members agreed that a proportion of the raffle's proceeds would also support the boys chosen charity for 2020/21.</p> <p>b) 1000 Club Monthly draws were now up to date. As at the end of December, funds were at £4,472.28 and after the most recent payments were made, there would be sufficient funds to transfer £2,000 to the BWSPA account. Numbers are rising steadily but a big push was needed to raise numbers to make a significant income. Members agreed to advertise a Spring Super Draw where the prizes would be doubled. If this was successful then the Committee would consider having a Christmas Super Draw as well. The Club and the Super Draw would be advertised via the BWSNetwork, Insight and the new webpage. The School was in the process of setting up an independent email address for IO to help run the 1000 Club.</p> <p>c) Christmas Inspiration Brochure Publication Analytics for the brochure, gathered by Adobe direct from the publication source were:</p>	<p style="text-align: center;">KMW, TK, NB</p> <p style="text-align: center;">IO, NB</p>

	Action
<p>1065 view, 646 readers, 3:35 average read time and 63 hours, 41 minutes total read time. 40% of views were via desktop, 2% via a tablet and 58% via a mobile.</p> <p>Members agreed that it would be worth doing a very simple survey monkey question set (five simple, quick questions) to be sent out to all vendors to see if they had had many customers and ask if they'd like to do it again. Members were asked to send suggested questions to NB.</p>	All, NB
<p>5. Planning for Future Events</p> <p>The following were suggested as future social activities that could be run under social distancing restrictions:</p> <p>a) Online bingo competition for year groups</p> <p>b) Enabling pupils to post and share online what they've being doing during lockdown</p> <p>Members agreed to defer further discussion to the next meeting.</p>	All
<p>6. Dates of Future BWSPA Socials & Meetings</p> <p>Meetings to start at 7.30 pm and are limited to 1.5 hours</p> <p>Thursday 4 February 2021 (AGM plus a short committee meeting)</p> <p>Thursday 11 March 2021</p> <p>Tuesday 11 May 2021</p> <p>Thursday 24 June 2021</p>	All

If you have any comments or queries about the above minutes or the activities of the BWSPA please email the Secretary via parents.association@bws-school.org.uk