# MINUTES OF BWSPA MEETING HELD ON
# Tuesday 15 October 2019

**Present:** Wijendra Peiris (Chair), Paul Tayler (Treasurer), Nicolette Beardsmore (Secretary), Julia Forder (Assistant Treasurer), Barry Smith (BWS Bursar), Roger Crisp (BWS Director of External Relations), Susie Andrews, Penny Calvert and Terri Westlake

**Apologies:** Tracey Glibbery, Rob Jones, **Lucy Schofield and** Jo Woods

*Action column lists members by their initials*

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| 1. **Welcome**<br>   The Chair welcomed everyone and noted apologies. |  |
| 2. **School Update from the Bursar**<br>   a) The first Open Day for the 6th Form had been held and there were 130 visitors, including BWS boys.  The School was contacting all potential feeder schools within a 60 minute travel radius.  Applications close at the end of January 2020.<br>   b) The new website was due to be up and running very soon.<br>   c) The School asked if BWPA would consider funding:<br>     i)    the cost of repairs or new roof for the storage shed at the playing fields at Britford.  The shed stored sports equipment and kit, much of it donated by parents; and/or<br>     ii)   the removal of the original track surface for the long jump, which had been replaced. |  |
| 3. **Minutes of the Previous Meeting**<br>The minutes of the meeting held on 12 September 2019 were AGREED. |  |
| 4. **Treasurer's Update**<br>   a) The bank account held £9,776 but this included two cheques which had paid out but not yet cashed: one to the Black Horse (skittles nights) and £1,414 to the School (cost of the new basketball hoops).  Once these were cleared there would be £7,879.<br>   b) Some details needed to be clarified with the Assistant Treasurer before the exact amounts raised by the Skittles evening and the two 2nd hand uniform sales could be confirmed although it is reported that the two uniform sales raised around £500.<br>   c) The accounts are currently with Fawcett's to be finalised for the AGM.<br>   d) Penny Calvert offered to provide a card machine which can be linked to a mobile phone to arrange direct payment as an alternative to cash and cheques.  There would be 1.4% fee but no minimum payment requirement. | PT |
| 5. **Funding Requests/Expenditure**<br>   Members considered the School's request for funding and AGREED:<br>     i)    To fund repairs/new roof for the shed (dependant on quotes) excluding any costs relating to removal and disposal of asbestos, should there be any.  Once quotes were available, the BWSPA would enquire if there were any parents who could assist. | NB |

Shopping online?  Logon via: www.easyfundraising.org.uk/causes/bwspa/ or Amazon Smile to raise money for free

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| **ii)** **Not** to fund the tidying up/removal of unwanted items at the sports field. | |

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| **6. Ongoing Fundraising**<br><br>Members AGREED to send a reminder to parents about using Easyfundraising and Amazon Smile during the Black Friday sales. | NB/PC |

**7. Review of Past Events**

*a) Skittle Evenings*

Skittles evenings went well but some prefects failed to show up. Lessons had been learned and next year there would need to be clearer communication between the PA and the new Head of 6th Form to ensure the role of the prefects was fully understood.

There had been some issues with parents sending money to School Reception rather than to the organiser and this would need to be made clearer in future paperwork.

*b) 2nd hand uniform sales*

Both sales went well. Members had tagged trousers and some shirts with sizing labels to help parents find what they needed. Moving kit from No 11 to the sale room was time consuming and it was hoped that a better solution could be found before the next sale in March.

Lloyds Bank had asked that cheques should no longer be made out to 'BWSPA' – instead the full title should be used. The Secretary asked if this could be confirmed. — JF

**8. Planning for Future Events**

*a) Mothers & Sons*

Very sadly, Nick Lowe, who was to run the Martial Arts event died suddenly so the event has been cancelled. Members were asked to propose an alternative event to be held sometime in the Spring. — All

*b) Christmas Draw 2019*

Susie Andrews has obtained a hamper from Virginia Hayward Hampers. All prizes will be displayed at the Christmas Fayre.

*c) Christmas Fayre 2019*

i) Members AGREED to buy 1000 A5 flyers for £43 to advertise the Christmas Fayre — NB/PC

ii) The Site Team would be asked to return the banners which they had taken down after the last event so that the dates could be updated before re-hanging. — NB/PC

iii) There were currently 23 different stallholders but there was a wide range and applications were still being received.

iv) A number of boys and their families had offered to perform during the day so it was likely that no piped music would be required.

v) The current sound system left a bit to be desired and it would be helpful if the PA could provide their own system. — WP

vi) The School's co-ordinator for the DoE programme would be asked if DoE participants could volunteer to help the Committee run the Christmas Fayre to earn credit for their award. — NB

vii) Stall holders, helpers and performers would be parked close to the hall and the rest of the playground opened up for customer parking. This would require some car park attendants to ensure users understood that they could only visit the Fayre. — NB

viii) The gingerbread recipe should be posted on Facebook page. — PC

ix) A message was due to be posted on Insight in the next week asking for donations, volunteers, decorations and baking elves. — NB

*d) Quiz Night*

Members AGREED that last year's date had worked well, so the School would be asked if the Quiz could be booked for Friday 7 February. — NB

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| *e)* ***Summer Ball*** <br><br> Members AGREED that Tracy Glibbery be asked to set-up a meeting to put together a proposal for a Summer Ball.  One or more members from the Committee would attend to provide advice. <br><br> Members recommended that the Ball be held off-site as Cathedral Close rules required all events to finish by 11 pm, which had negatively impacted on similar events in the past. <br><br> *f)* ***Summer Drinks*** <br><br> Members noted that the Headmaster was planning for the Summer Drinks event held in 2019 to become an annual event. | NB/TG |
| **9.  Fundraising Ideas for 2020** <br><br> Suggestions were put forward for an International Food Fair or a social event for parents with a beer tent and pizza.  Whatever was decided would need to be finalised by January 2020. | All |
| **10.  Dates of Future BWSPA Socials & Meetings** <br><br> Members AGREED to hold all future meetings back at the School, ideally in the 6<sup>th</sup> Form Study Room as planned for the AGM | All |
| **Thursday 7 November 2019 – AGM and Committee meeting** <br><br> Members AGREED that parents/guardians be invited to volunteer for the Committee roles. | NB |
| Members also agreed to meet for a drink early in December to include a brief wash-up meeting for the Christmas Fayre. | NB |