

**Minutes of the BWSPA meeting held on
11th Sept 2024 in the Smallwood Study Room, BWS**

Present: Tom James (chair), Bea Longthorp (secretary), Sarah Robertson (treasurer) Kenecki Nduka-Richard (Assistant Secretary) , Onur Gunce, Kirsten Webber, Matthew Morgan (Headmaster), Katharine James, Zainab Syeda (Assistant Treasurer), Fay Eldret, Bex Combes

Welcome and Apologies

Apologies received from Charles Taverner and Kate Doyle

School Update and Funding Requests (MM)

Mr Morgan introduced himself and thanked the committee in advance for their support. No new formal funding requests were made but MM is in full support of the current fundraising towards a new minibus for the school. Barry Smith (Bursar) had made a request for 2x new large chess pieces to be purchased at £55 for the 2, however MM didn't think that any of the chess pieces were now available and a lot had broken. BL to email BS to see if they are to be purchased or whether a request for a whole new chess set needs to be made.

Minutes of the Previous Meeting held on June 19th & Matters Arising

Accepted.

Forthcoming Events/Activities

- Skittles evenings. Logistics discussed, raffle prizes purchased. 20th Sept – Kate Doyle and Sarah Robertson, 21st Bea Longthorp and Katharine James, 27th Caroline Popham and Tom James, 28th Kene Nduka-Richard and Katharine James and 4th Oct Zainab Syeda and Onur Gunce. Louise Drummond is arranging the prefects for each evening.
- Smarties Tubes – handed out at Y7 incoming parent's evening. BL to chase them coming back in to reception.
- 14th Sept – 2nd hand uniform sale, the donations have been coming back in having been emptied at the end of term!
- 18th Oct - Quiz. Date booked onto school calendar and dining hall booked. BL to cater with charcuterie boards, MM has offered to host the evening if a quiz is provided. BL will arrange one as well as speak to IT for support with mic, speaker, screen and projector. £15 a head with drink and meal included.

- 23rd November – Grammar Fayre. KW pushing on social media channels already. 62 stall holder booked, many of whom are new, need for more volunteers. SWGS and BWS shared event with 50/50 split of profit. Last year around £6000 divided between the 2x schools.

1000 Club Update

- 105 parents enrolled to Sept draw with 262 Tickets
- Sept Bank balance is £3600
 - £153 is reserved for future draws
 - £2092 is available funds can be transferred to BWSPA main account
- 2023 -uncollected prizes £555
- 2024 – uncollected prizes so far is £800

Finance Update

Currently there is a total of £15,419.35 in the Savings account and £8,401.73 in the current account. There is £3870,74 in the paypal account in total £27,691.82

The BWSPA hopes to have raised all the money needed for the mini bus by next year and it was agreed that the account should have a £2000 ‘buffer’. BL to contact Barry Smith as to exactly how much the mini-bus will cost.

Recent events raised:

- Hustings Bar - £238.94
- Y7 Incoming Parent’s Bar - £174.06
- Rain or Shine Theatre - £730.80
- Big Bash Cricket - 504.26
- Second Hand Uniform - £1,668.59
- Y11 prom night tickets were sold via the BWSPA website and a £160 donation was made to the BWSPA in thanks.

AOB

- Opening a high-interest savings account was agreed, a 90 day account to raised as much as possible as we have a good amount in the accounts before the mini-bus payments are made.

- AGM in November, SR is getting the accounts ready to send to Fawcetts. TJ noted that as well as accounts there is a series of Y/N questions as to whether we had a series of policies. These have been ticked as being present as we have ticked them in the past but the questions was raised as to where they are. MM and SR have suggested we look into ParentKind which have template copies. The polices are listed below.

- Internal charity financial controls policy and procedures
- Safeguarding policy and procedures
- Financial reserves policy and procedures
- Complaints policy and procedures
- Serious incident reporting policy and procedures
- Internal risk management policy and procedures
- Trustee expenses policy and procedures
- Trustee conflicts of interest policy and procedures
- Investing charity funds policy and procedures
- Campaigns and political activity policy and procedures
- Bullying and harassment policy and procedures
- Social media policy and procedures
- Engaging external speakers at charity events policy and procedures

- A discussion was had about separating the meeting into 2x parts. A trustee meeting (held once a term and before the main meeting for half an hour to discuss finances. Then the rest of the meeting can be an ‘events based meeting’ where fundraising ideas and logistics are discussed. To commence in Jan 2025.

Meeting closed at 21.00

Next meeting 13th November (AGM).