



**MINUTES OF
Bishop Wordsworth School Parent's Association (BWSPA) Annual General Meeting**

7:00pm Thursday 10th November 2022

Present: Rob Jones (Chair), Dr Smallwood, Kate Doyle (Secretary- Minutes), Tarun Khurana (Treasurer), Charles Taverner (Vice Chair), Nicolette Beardsmore, Emma Taylor, Zainab Dangana

1	<p>Welcome: Rob Jones welcomed everyone to the meeting.</p>
2	<p>Apologies: Susie Andrews & Sarah Robertson</p>
3	<p>Minutes of previous AGM (25 November 2021)</p> <ul style="list-style-type: none"> • NB proposed the minutes of the last AGM be adopted and RJ seconded.
4	<p>President of the BWSPA, The Head Master Dr Smallwood welcomed everyone to the AGM and thanked the Committee for all their hard work over the past year.</p>
5	<p>Chairman's Introduction and Report – summarised as follows, the full report is on the School website:</p> <p>Rob Jones confirmed will be stepping down as Chair having done 2 years in the post and explained how it had been his pleasure to Chair the BWSPA. He reflected on the past 24 months which had seen a number of world issues and recognises that it will be a challenge to continue to fund raise for the school against the backdrop of uncertainty and the world economic downturn.</p> <p>He wished his successor every success & believes that there will be a strong and willing parent forum behind them to make chosen projects a success.</p> <p>Rob thanked our President, Dr Smallwood for his regular attendance at BSWPA meetings & his open updates of School life at the Committee Meetings throughout this last year. He also thanked Barry Smith and Nikki Miles for their continuous support to the BWSPA. Specific thanks also went out to Charles, Kate, Kirsten, Nicolette, Tarun, Sarah R, Iain, Onur, Gulin, Terri, Lucy, Zainab and Emma for all their efforts, time and commitment over the past year.</p> <p>During the last 12 months the BWSPA has made some major contributions to projects that the students have or will benefit from these include.</p> <ul style="list-style-type: none"> - DT Department upgrade to cutting equipment £1000 - 'Pitch In' Campaign for the Multi Use Games Area £5000 - Chapel Organ Restoration - £4000 - External Seating Benches - £1800 - Book Fund – increase Literature Reading Material for students to access - £500 - New Basketball Hoops - £450

	<p>To name a few but all of these had to be supported by fund raising activities supported by the Parents of the students at Bishop Wordsworth.</p> <p>Rob also added a plea to parents to use further ways to support the school via their shopping habits such as :</p> <p>http://www.easyfundraising.org.uk/causes/bwspa/ http://smile.amazon.co.uk/</p> <p>Plus looking to see if the business you work for will do Match Funding. It all makes a huge difference to our students.</p> <p>Rob reminded parents regarding the BWSPA 1000 Club & to please join by Direct Debit a minimum of £1 per month, each month we distribute half the takings back in prize money the other half going to the BWSPA to fund projects. www.bwspa.org.uk/1000-club</p> <p>Current Vacancies: Please refer to full Chair report for further details:</p> <p>Currently we are looking for:</p> <p>Minutes Secretary – To take minutes from the meeting, be a liaison with the Headmasters Secretary and ensure meeting communications is sent to the committee and our School Website.</p> <p>Web Manager – Currently our BWSPA.org.uk is based on a WIX platform, we need someone who has this experience of web pages and back end shop function and that can liaise with our Treasurer and Chair.</p> <p>Social Media Posts – Twitter, Facebook, Instagram to post agreed statements by the committee only and to ensure that there is communication with the Chair.</p> <p>A Vice Chair who would like to shadow the new Chair and host the occasional meetings and looking to move into this role in a year or twos time.</p>
6	<p>Treasurer Report</p> <ul style="list-style-type: none"> • TK provided a draft copy of the accounts and a summary page - Accounts still to be signed off • There is circa £11,400 across the 2 bank accounts • Plus circa £6000 in Paypal • Currently waiting for the inclusion of the 1000 club Accounts which Fawcetts hope to have ready before the end of the year • The 21/22 Accounts will then be approved at the next meeting in Jan 2023 & then publicised
7	<p>Election of Auditors</p> <ul style="list-style-type: none"> • RJ confirmed recommendation of the current auditors, Fawcett's be retained. • TK proposed and RJ Seconded: Fawcett's elected Auditors for 2022/2023.
8	<p>Election of Office Holders</p> <p>Rob Jones resigning from the Chair position Tarun Khurana resigning from Treasurer position Kate Doyle resigning from Secretary (Minutes) position</p> <ul style="list-style-type: none"> • Chair: Charles Taverner (Nominated by RJ, seconded by KD) • Treasurer: Sarah Robertson (Nominated by RJ, seconded by TK)

	<ul style="list-style-type: none"> • Secretary (minutes): Rob Jones stepping in on a temporary basis until the position is filled. (Nominated by CT, seconded by NB) • Second Hand Uniform: Emma Taylor • Assistant Treasurer: Zainab Dangana (Nominated by CT, seconded by KD) • 1000 Club Organiser Onur Gunce
9	<p>Vote of Thanks</p> <ul style="list-style-type: none"> • The Committee thanked Rob Jones, Tarun Khurana and Kate Doyle for all their work and efforts as Chair, Treasurer and Secretary (Minutes) respectively.
10	<p>AOB</p> <ul style="list-style-type: none"> • Date of next AGM to be advised.