



MINUTES OF BWSPA COMMITTEE MEMBERS' MEETING
held via Microsoft Teams on
Thursday 24th June 2021

Present: Rob Jones (Chair), Nicolette Beardsmore, Kate Doyle (Secretary- Minutes), Tarun Khurana (Assistant Treasurer), Kirsten Webster, Lucy Schofield, Penny Calvert, Barry Smith, Susie Andrews, Paul Taylor

Apologies: Julia Forder (Treasurer, Iain Oxley (1000 Club Co-ordinator),

Action column lists members by their initials

	Action
<p>1. Welcome The Chair welcomed everyone</p>	
<p>2. Minutes of the previous meeting The minutes of the meeting held on 11th May 2021 were AGREED. (Rob proposed, Tarun seconded)</p>	
<p>3. School Update from Barry Smith</p> <ul style="list-style-type: none"> • Teachers have been marking Assessments for Year 11 & Year 13 (in place of exams) • Structure in place for Exam Results to offset Appeals. • Year 13 Leavers BBQ took place this week – have now left. • Year 11 BBQ also this week • School has a good atmosphere – the mixture of 6th form boys & girls works well. • Some Covid restrictions, masks possibly back next week • Year 7 Open Day cancelled – going online. • Year 12 Open Day cancelled – going online. • Year 5's from Primary Schools came to visit in small groups. • Will receive £14,500 per quarter (last instalment expected sometime soon) from Government to help children catch up • Kristen asked about study skills courses to help the children get more motivated. • Rob asked if the lawn could be mown for the Rain & Shine event – completed the following morning. • Prefects – Lucy asked how they were chosen per house as some houses have a Prefect from a different house? <i>PMN – Barry advised he had passed this query to Head of Sixth Form who would explain more to prefects how they were chosen.</i> 	
<p>4. School Funding Requests.</p>	

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<p>Barry Smith put forward Requests for funding from BWSPA for the following:</p> <p>1) Laser Cutter used by all groups in DT - computer numerical control machine, current one is dying so is limiting. Upgraded processor and software required. Quote £1015 + VAT. Includes installation. Machine is fine just need the software.</p> <p>2) 6th Form block stairwells have large areas of white walls – would like a set of murals showing the life of a Bishop student from Year 7 to departure after year 13. All subjects are taught in this building. Total cost £3000. Old Boys Association are thinking of going halves.</p> <p>3) Long term project – Astro turf Headmaster’s lawn, not the whole thing, about 2/3rds – est. cost £20000-£30000. Needs to be done in Easter or early Summer.</p> <p>Penny suggested Wiltshire Wildlife Trust as an alternative non-man-made option.</p> <p>Rob read out an email from Nikki Miles re. Speech Day prizes. BWSPA traditionally donate £40 (4 prizes at £10 each).</p> <ul style="list-style-type: none"> • The Sixth Form Prize for Economics • The Sixth Form Prize for English Literature • The Sixth Form Prize for Mathematics • The Sixth Form Prize for Spanish <p>The Committee agreed to donate the £40 but would also like to put forward £25 for a prize of our own choice.</p>	RJ
<p>5. Matters Arising</p> <p><u>Wellbeing Space Pods update:</u></p> <p>Rob still hasn’t had an update re. when they will arrive but should be around 2nd week of August</p>	RJ
<p>6. Finance Update (TK)</p> <p>General overview:</p> <p>2 Bank Accounts have the following funds:</p> <p>1) £4500-£5000 2) £2000-£3000</p> <p>£1500 to come from Iain Oxley.</p>	
<p>7. 1000 Club (Iain Oxley)</p>	

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<p>Update via email:</p> <ol style="list-style-type: none"> 1. There are now 258 entries and as at 06 May bank balance was £5,438.28 2. IO contacted Julia on 22/06 to arrange posting a cheque for £1,500 as agreed at the last meeting. 3. This gives us a current surplus of £2,478.28 4. IO proposes that we make July's draw a "Summer Super Draw" with double prizes as that is the end of the financial year. 5. IO is in the process of updating mandates and getting online access. 6. Proposes removing obsolete names (Justin Moore & Julian Oakley) 7. Proposes that we formally adopt the principal that the signatories for the 1000 Club should be Chairman: Treasurer: Administrator 8. All transactions on the account be authorised by 2 signatories. <p>If the Committee agrees with points 7 & 8 then IO will begin the process of updating the signatories based on this principle.</p> <p>The following decisions were agreed:</p> <ol style="list-style-type: none"> a) Sending details of the 1000 Club out to Parents who start in September. b) Penny to put on Facebook. c) Kristen to put on website at end of July. d) Updating Mandates & removing obsolete names e) Signatories Chairman, Administrator & Treasurer - 2 signatories required on each cheque f) to run Super draw at end July g) to Try to get to over 300 subscribers. <p>Post Meeting Note:</p> <p>25/06/21 Rob emailed IO to enquire as to the following:</p> <ul style="list-style-type: none"> • In needing two signatories can this then be done through an electronic format? • Will the intention be we pay monies to winners via electronic transfer rather than cheque? <p>Rob confirmed that he will ask Nikki Miles to put out the forms again to all the incoming parents in Yr 7 and yr 12 with the hope we can get them on side before their children start.</p>	<p>IO</p>

	Action
<p>8. Planning for Future Events/Activities.</p> <p>a) Kristen suggested paying for the BWSPA website subscription over 12 months as will get 50% off</p>	ALL
<p>b) Year 7 Skittles Evening:</p> <ul style="list-style-type: none"> • Rob will check with Black Horse to see if we still ok to run the event there. • To take place Late September/early October • Will need some Committee members to help. • Zoe Lampard (ZL) Head of 6th Form – needs better briefing re. this event so we can get more 6th Form help. • Arrange with ZL to get someone to speak with the Prefects to get their support. 	RJ
<p>c) Plan B - Penny suggested Rounders evening/Family Day</p> <ul style="list-style-type: none"> • Early September • Parents and children? 	NB
<p>d) Plus, possible event for Year's 7,8 and maybe 9 to meet and greet Penny suggested holding an event at Britford Lane Sports Field/Hut</p>	
<p>e) Uniform Sale</p> <ul style="list-style-type: none"> • Nicolette stepping down, Susie taking over. • Sales of £120 from 23/6/21 • Lots of nice comments re. Nicolette's help • Successful running the event on a Wednesday afternoon. • Susie asked Barry for Wifi access in No. 11 • Susie has enquired if shelves can be fixed to walls • 35 bags of uniform donated on Wednesday • 2 more sales – 1 at beginning of holidays & then 1 before term starts • Sales taking place every Wednesday btw 3pm and 5pm for next 3 weeks • Susie needs help on 30/6, 7/7 and 14/7. 	RJ/TK NB
<p>f) <u>Rain or Shine</u></p> <ul style="list-style-type: none"> • Taking place Saturday 26th June • Penny offered mobile payment facility to allow for refreshment sales at this event • 130 tickets are sold so far – had to shut sales down now as cannot allow any more people due to Covid restrictions (50% capacity for outdoor events) • Facebook advert – 2000 looks and over 200 interactions. \$40 worth of advert paid by Penny • Event can go ahead following Covid guidelines • Need some more help on the day • Lucy has bought refreshments – are in school shed • Cakes will be donated by parents • Nicolette to enquire about getting table tennis tables moved from playground so 	KW ALL? LS/KW RJ

	Action
<p>more car parking is available</p> <ul style="list-style-type: none"> • Rob to bring umbrella for refreshments 	
<p><u>g) 6th Form Leavers Ball</u></p> <ul style="list-style-type: none"> • 6th Formers unfortunately cancelled the event following the extension of stage 4 of the lock down restrictions • Will get money back from the Race Course • Kristen is in process of refunding everyone from our Account 	ALL
<p><u>h) Christmas Fair</u></p> <ul style="list-style-type: none"> • Saturday 20th November 2021 • Stall holders started to ask if they can book a table • Discount to offer early bookers • Reduce price per stall – poss £10 per stall plus a raffle prize • Kristen to ask SWGS if they will join us • Teenagers to be encouraged to have stalls – special price • Christmas Draw at same time via website • Hard copy raffle tickets on the day only • Sell Online up to event 	ALL NB

	Action
<p>9) Long term Goals for Fundraising:</p> <p>Charles Taverner suggested the following by email as he was unable to attend the meeting:</p> <p>Appreciating that the last conversation seemed to gravitate around ‘well-being’ - and understanding this is an important (and ‘fashionable’/current) topic my suggestion in this respect would be for creating a ‘Wellbeing Garden’ if space allows of course – a quiet area for students to use...</p> <p>However having spoken with the boys, they certainly think (and I agree fully) the one thing the school would benefit from most is a decent dining hall /kitchen/nutritional program which for me is a far more substantial target and something that would certainly benefit ALL students...of course a big project and plenty of complexities involved (planning etc) but as a long term major initiative it gets my support 100% - setting the bar high would be great too...! A decent dining room for the boys (and visiting teams) is such a focal point in a school and an emphasis on decent nutrition is key to good health etc. I would champion this for sure...</p> <p>Hope to get more involved with a parents cricket match and ball in 2022 (as discussed briefly last time) and look forward to seeing you soon.</p> <p>The Committee also discussed the following:</p> <ul style="list-style-type: none"> • Create a separate healthy hub for nutritional lunches • Dining room (pre-covid) can only seat 120 • School is growing • New Catering provision would require more staff • How much should we contribute to projects? • Plan to raise set amount of money over a number of years 	
<p>10) Committee Vote:</p> <p>1) Laser Cutter -The Committee voted Yes</p> <p>2) Murals on 6th Form block stairwells -to be decided following further discussion & research</p> <p>3) Long term project – Astro turf Headmaster’s lawn</p> <p>The Committee discussed that they would like to see more options before committing and whether Wiltshire Wildlife Trust would be available to visit site.</p> <p>Post Meeting Note: 25/6/21 Rob confirmed to Barry Smith that we are happy to support the CNC (Laser Cutter) upgrade & to arrange payment with Tarun accordingly.</p> <p>In regards to the Mural, Rob advised BS that he will scan the document that he left with us and will forward to Committee members to study as we didn’t have time to discuss this properly during the meeting.</p> <p>Post meeting note – Committee members have provided Rob with feedback which has now been communicated to Barry Smith.</p>	

	Action
<p>9. Dates of Future BWSPA Socials & Meetings</p> <p>All meetings start at 7.30 pm and are limited to 1.5 hours</p> <p>Next meeting –Thursday 16th September – venue to be confirmed</p> <p>Next meeting schedule:</p> <p>October – Thurs 14th November – AGM – Thurs 18th January 2022 - tbc</p>	ALL

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