

Wednesday 12 November 2025 – 7:00 pm

**Location:** BWS

## 1. Welcome

Chair **Tom James** opened the combined Annual General Meeting and bi-monthly Committee Meeting at 7 pm.

### 1a. Present

- Tom James
- Webster Gauhar (Bursar / COO)
- Bea Longthorp
- Sarah Robertson
- Kirsten McLachlan
- Katharine James
- Onur Gunce
- Hannah Richards
- Hannah Chappell-Cary
- Katy Savage
- Liz Blyth
- Additional committee volunteers in attendance

### 2. Apologies

- Maureen Swan
- Karen Adams
- Emma Headington
- Syeda Zainab

### 3. Committee Elections (AGM)

All positions were proposed and seconded as required.

- **Chair:** Tom James  
*Proposed:* Bea Longthorp · *Seconded:* Hannah Richards
- **Deputy Chair:** Hannah Richards  
*Proposed:* Bea Longthorp · *Seconded:* Tom James
- **Treasurer:** Katy Savage  
*Proposed:* Tom James · *Seconded:* Sarah Robertson
- **Deputy Treasurer:** Syeda Zainab  
*Proposed:* Bea Longthorp · *Seconded:* Tom James
- **Secretary:** Bea Longthorp  
*Proposed:* Hannah Richards · *Seconded:* Tom James
- **Deputy Secretary:** Hannah Chappell-Cary  
*Proposed:* Liz · *Seconded:* Bea Longthorp

### 4. Chair's Report

- BWSA raised a significant amount in 2023/24 and spent comparatively little.

- A minibus was purchased in 2025, coming in approximately £5,000 under the expected cost.
- Thanks were expressed to all volunteers, event helpers, and particularly to **Sarah** for her service as Treasurer.
- **Tom and Bea** noted that this will be their last year on the committee.
- **Uniform Shop** generated over £6,000.
- **1000 Club** generated £2395.
- **Christmas Fayre** generated approximately £3,000.
- Overall costs were £6.5k lower than the previous year.

### 1000 Club Update - Onur Gunce

- £540 in uncollected prizes from 2023 (covering 1 Aug 2022–31 Jul 2023). Previously agreed: uncollected prizes may be transferred to the BWSPA main account after two years.
- 2024–2025: £3,015 ticket sales; £620 distributed to winners; £3,300 transferred to BWSPA.
- Onur is stepping down within the next year. **Kirsten** is willing to take over and develop a digital process.
- Monthly income ~£180; potential to increase further with more promotion.

## 5. Treasurer's Report – Sarah Robertson

### Current balance: £21,175.78

Sarah reported strong financial performance for the year, supported by multiple successful events and lower-than-expected minibus costs.

Sarah noted:

- Large reserves this year due to prudent spending and remaining minibus budget.
- Uniform sales remain a core revenue stream supported by volunteers.
- Christmas raffle and quiz night continue to be high-performing fundraisers.
- Preference to keep a minimum of **£2,000** in reserves.

## 6. Bursar's Update – Webster Gauhar(Chief Operations Officer / Bursar)

- Joined in June; brings experience from two independent schools.
- Very appreciative of BWSPA contributions; offered support from leadership and staff.
- At the time of joining, the school faced a significant financial deficit (approximately £165k). Within six weeks, this improved to a **£6k surplus**, achieved through revised budgeting and adjustments to planned projects.

### Current & Planned Projects

- **Classroom Expansion:** 8 additional classrooms originally planned under DfE funding (60%), but planning permission was denied. Now pursuing an internal reconfiguration in the Art Block. Cost dropped from £2.4m to £1.5m.
- **Access Control:** New locks implemented across the school. External gates planned; PA members requiring access will receive access cards. Sixth

Form students will be restricted from using the Number 11 exit due to monitoring concerns.

- **Chapel Fire Escape:** Planning approved, 80% funded. Cost £85k.
- **Hayloft (Grade I listed building):** Structural work required; bat surveys completed; ~£20k needed for next steps.
- **Arts relocation to Bishop Gate:** Further costs expected.
- **Mini Projects:** Emphasis on completing small projects in-house; larger works shared with BWSPA only when appropriate.
- **WWII Club:** Regular donor contributions amount to a few thousand annually.

### Funding Support for Students (DfE 16–19 Funding)

- Annual £30k allocation for eligible students (support with trips, uniforms, supplies, school travel).
- Students must apply directly; parents cannot apply.
- Underspend must be returned; historically, 80–90% has been returned.
- BWSPA to help promote via posters, WhatsApp groups.
- Teachers to promote in PSHE lessons.
- Katharine to display the poster at the Uniform Shop (refer to Action Points).

### Volunteering

- Summer request for volunteer classroom painters has evolved into a monthly “Boost Club” with Sixth Formers.
- BWSPA asked to help gently recruit volunteers for Christmas break painting (refer to Action Points).

## 7. Committee Questions to Chief Operations Officer / Bursar

### Sarah's Questions

1. **MUGA access to sports grounds:** Still under evaluation.
2. **Minibus rental:** Not permitted under insurance; heavy use already increases wear.
3. **Christmas Shopping Car Park use:** Potential income; previously £5 per car (~40 spaces). Requires coordination.
4. **Site Access for Events:** New gate system manageable; cards issued where needed.

### Kirsten's Question – SWIGS Relationship

- Historically co-hosted events with SWGS (e.g., Year 7/8 discos). SWGS withdrew last year due to their own students' behaviour issues.
- BWSPA recently informed that they are “not welcome” at this year’s event.
- Webster advised requesting SWGS to reconsider, as inter-school relations are important.
- QR code support requested.

## 8. Forthcoming Events (*Bi-Monthly Committee Meeting Section Begins*)

### Christmas Fayre (Kirsten McLachlan)

- General concerns around slow volunteer signups (refer to Action Points).
- Over 200 raffle tickets already sold.
- Hampers prepared.
- Christmas Hunt is designed and being promoted locally.
- Performances arranged (Sixth Form musicians, choirs from SWGS & Bishops; equipment by Mr Edney).
- Uniform sale to run until 11 am on the day.
- More volunteers needed for both Friday setup and Saturday (refer to Action Points).
- Newsletter with AGM summary to be sent, followed by Fayre promotion early next week (refer to Action Points).

### Pitch-Side Teas

- Two remaining dates: **15th Nov** and **28th Nov**.
- No session on 22nd due to the Fayre.
- Full summary to be reviewed in January.

### Bingo

- To be discussed in January.

## 9. 1000 Club – Onur Gunce (*Committee Meeting*)

- ~100 members; many members are pupils who left 10–20 years ago.
- Monthly income: ~£258; ~£90 redistributed.
- £3,000 in bank, with an additional £1,096 available for transfer to main account.
- Prizes will no longer be held for more than two years.

## 10. Financial Update – Sarah Robertson (*Committee Meeting*)

**Period covered:** September 2025 – November 2025

Sarah R provided a detailed financial update reflecting income and expenditure at the previous meeting. These figures supplement the AGM Treasurer's Report and represent the most recent, event-level activity.

### Income (Sep–Nov 2025)

- **Skittles Night:** 156 tickets sold; **£257 profit**.
- **Quiz Night:** **£1,416.81 profit**, including the use of older alcohol stock, which reduced expenses by an estimated £300. Sold 70 tickets.
- **Uniform Sales:** £42
- **Easy Fundraising:** £5.
- **Pitch-Side Teas:** £144.66.
- **Year 12 Evening:** £168.24.

### Expenses (Sep–Nov 2025)

- **New Zettle Terminal:** £139.
- **Website Fees:** £604.80 (covers approximately five years of hosting and service).

### Additional Notes

- Raffle prize expenditure has remained low (under £50).
- Skittles Night thank-you cards for students cost £110.
- An additional **£300** of raffle income was generated at recent events.
- Total funds across BWSPA accounts stand at **£21,175.78**, approximately £3,000 higher than the previous year.

## 11. Any Other Business (*Committee Meeting*)

- **GiffGaff phone** used solely for Zettle; not needed for 2FA. Subscription to be cancelled.

## 13. Actions

- **Katharine** to display the 16–19 funding poster in the Uniform Shop.
- **Bea** to email Webster regarding QR code setup request for BWSPA payments.
- **BWSPA Committee** to promote 16–19 funding support via WhatsApp groups and newsletter.
- **BWSPA Committee** to help recruit additional volunteers for the Christmas Fayre and Christmas volunteering.
- **BWSPA Committee** to support recruitment of volunteer painters for the Christmas break painting project (per Bursar request).
- **Further volunteer email** to be sent to boost sign-ups for Fayre setup and stalls.
- **Newsletter** to be issued, including AGM summary.
- **BWSPA** to discuss Bingo planning in January.
- **Webster** to liaise with SWGS & persuade them to reconsider joint event restrictions.

## 12. Meeting Close

Meeting closed with thanks to all attendees.

A presentation and a bouquet were given to **Sarah** in recognition of her outstanding service.

**Next Meeting: Wednesday 21 January 2026 – 7 pm**