

# BWSPA Committee Meeting Minutes

Wednesday 18 March 2026 – 7:00 pm

Location: BWS

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## 1. Welcome

Chair **Tom James** opened the meeting.

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### 1a. Present

- Tom James
  - Maureen Swan
  - Katy Savage
  - Liz Blyth
  - Emma Headington
  - Hannah Richards
  - Webster Gauhar
  - Katharine James
  - Kirsten McLachlan-Webster
  - Onur Gunce
  - Hannah Chappell-Cary
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## 2. Apologies

- Bea Longthorp
  - Sarah Robertson
  - Karen Adams
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## 3. Review of Previous Actions

- **Mower funding:** Confirmed – approx. £1.7k approved.
  - **Shed:** Replacement required; interim storage arrangements in place.
  - **Oddball hats:** To be progressed with Bea.
  - **Public liability insurance:** Confirmed; risk assessments to be developed.
  - **Quiz Night:** Not proceeding.
  - **Marketing/website:** Materials for Rain or Shine event received; development ongoing.
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## 4. School Update – Webster Gauhar (COF)

- Webster thanked BWSPA for its continued support and the success of the Christmas Fayre.

### Budget & Funding Approach

- Current school position shows a **£6k surplus**.
- Historically, there has been no clear strategy around funding, grants, or communication.

- Funding decisions have often been isolated at the department level, leading to inconsistencies (e.g. Maths department impact noted).
- A move toward **centralised funding and clearer communication** is underway.

#### Discussion points:

- Need to clearly communicate to parents **what funds have been used for and future plans**.
- Sensitivity is required where parents have contributed to specific initiatives.
- Greater **transparency and appreciation** may improve engagement and fundraising.
- Concern raised regarding the clarity of **MUGA funding allocation**.

#### Projects

- **8 Classroom Project:** Surveys completed; planning application expected next week.
  - **Website:** New school website planned post-Easter; BWSPA to have improved visibility.
  - School will support BWSPA event promotion via website and social media (with advance notice).
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## 5. Facilities & Site Updates

### Dining Hall (Roof Repairs – continuation from previous minutes)

- Insurance has agreed to cover **internal damage only**; the **school is responsible for roof repairs**.
- Works require a drying period before remediation can proceed.
- Majority of repair works planned for **Easter break**.
- Costs: approx. £8k repairs + £15k asbestos-related cleaning and remediation.

### BWSPA Shed

- Current shed not fit for purpose.
- Temporary storage arrangements in place (committee members storing items).
- Kirsten recommended a replacement shed constructed from composite materials with a corrugated roof.
- Plan to:
  - Empty existing shed
  - Remove structure
  - Install new shed
- Webster to arrange site support for removal.

### Canopy Project

- Webster to obtain **3 quotes**.
- Committee agreed to fund the canopy.
- Likely cost in the range £15 - 25k, to be funded from existing BWSPA funds
- Installation targeted for **summer holidays**.

### Mower

- Approx. £1.7k; committee agreed to fund.
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## 6. Finance, Fundraising & Governance

- **Current BWSPA balance:** approx. £28k.
- Typical annual fundraising: ~£15k.

## Forecast Income

- Uniform shop: £6k
- 1000 Club: £2k
- Christmas Fayre: £3k
- Summer Show: £1k

## Strategic Discussion

- The previous two years are considered atypical due to leadership changes.
- Tension noted between:
  - Funding **large capital projects**, and
  - Supporting **smaller, community-focused initiatives**.
- Committee reiterated the importance of aligning with the BWSPA constitution (supporting the wider school community).
- Protracted multi-year funding initiatives are difficult for the BWSPA to support, as parents are unlikely to see the benefits of what they are being asked to contribute to. It is helpful to the BWSPA to be able to regularly announce smaller items they have funded for the school, even when the major focus is on a single large project.

## 1000 Club Update

- Approx. **£1,900** currently in the bank.
- Around **100 parent members**.
- Monthly return: approx. **£160**.
- February figures (Onur update):
  - 264 tickets
  - £90 prize fund
  - £169.50 return to BWSPA
- Bank transfer between providers ongoing.
- Governance requirements:
  - Maintain correct signatories
  - Notify council of draw details
- Recommendation: maintain **3 signatories** for resilience.

## Governance

- Reserves policy confirmed at **£2k minimum**.
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## 7. Events & Activities

### Rain or Shine

- Event scheduled for **Friday, 3 July**.
- Marketing materials received.
- Kirsten to update website holding page.
- Promotion to begin shortly.
- Model:
  - No upfront cost
  - Company takes financial risk
  - BWSPA receives **30% of gross ticket sales**

### Incoming Year 7 & 12 Events

- Strong previous performance (particularly drinks sales).
- New Year 7 Parents Evening scheduled for 7 July.
- Events scheduled for June/July.

## Year 7 Skittles

- Historically successful (~40 tickets per house easily sold).
- The previous venue was not ideal (limited space and remote location).
- Preference to move to a **Salisbury-based venue**.
- Strikers suggested it as a possible alternative.
- Decision to be made at next meeting.

## Sports Days

- Opportunity to sell ice creams, lollies, tea and coffee.
- Previous clash between BWSPA and school kitchen offerings noted.
- Parents also raised concerns regarding the sale of items not aligned with school payment card restrictions.
- Committee supportive in principle; approach to be reviewed to avoid conflict.

## Big Bash

- Awaiting confirmed dates from Carolyn.
  - Potential clash with other events noted.
  - Viability depends on format (single-day event preferred).
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## 8. Working with School

- School support offered for:
    - Event promotion (website + social media)
    - IT/collaboration tools for BWSPA
  - BWSPA to provide a **minimum of one month's notice** for promotion.
  - Key contacts: Sally Armstrong and team.
  - Suggestion raised to align BWSPA with wider stakeholder groups (alumni, governors) for coordinated fundraising.
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## 9. AOB

### New Head Event

- Proposal for an informal **Meet the Head** event in September.
  - Suggested format:
    - Pimms / refreshments
    - Opportunity for parent engagement
    - Include the senior leadership team
  - Seen as a strong engagement opportunity.
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## 10. Actions

- Bea to confirm position on Oddball hats.
  - Kirsten to continue Rain or Shine marketing updates.
  - Tom to provide content for Rain or Shine sign-up form.
  - Webster to obtain canopy quotes.
  - Kirsten to obtain shed quotes; Webster to arrange removal and support install.
  - Group to review and confirm Skittles venue options.
  - Katy to develop BWSPA event risk assessment templates.
  - BWSPA to provide the school with advance notice for event promotion.
  - Katharine to confirm key event dates in minutes. **Complete**
  - Committee to approach Nicky Miles regarding the Head event.
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## 11. Next Meeting

**Tuesday 28 April 2026** (BT confirmed availability)

**Followed by:** Tuesday 16 June 2026 (agreed)