

# BWSPA Committee Meeting Minutes

Tuesday 28 April 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
  - Bea Longthorp
  - Katy Savage
  - Maureen Swan
  - Liz Blyth
  - Emma Headington
  - Hannah Richards
  - Katharine James
  - Hannah Chappell-Cary
  - Sarah Robertson
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## 2. Apologies

- Kirsten McLachlan-Webster
  - Onur Gunce
  - Karen Adams
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## 3. Review of Previous Actions

- **Oddball hats:** Ongoing – minimum spend approx. £800 for 100 units under consideration.
  - **Rain or Shine:** Marketing in progress; posters and flyers distributed.
  - **Shed replacement:** Quotes being gathered; removal and installation support to be arranged.
  - **Canopy project:** Quotes pending from Webster.
  - **Skittles venue:** Options being reviewed (Outburst, alternative venues).
  - **Risk assessments:** Katy to develop templates; fayre example to be shared.
  - **School comms:** Agreed, BWSPA will provide advance notice for promotion.
  - **Meet the Head:** Contact attempted with Nicky Miles; no response yet.
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## 4. Facilities & Site Updates

### Mower

- Purchased (£1,874) and now in use.
- Mower cost has already effectively been recovered through subsequent fundraising.

## Canopy Project

- Still a priority project.
- Quotes awaited.

## Shed Replacement

- Quotes being reviewed (metal vs composite options discussed).
- Decision to be made at next meeting.
- Webster to support logistics, including removal and installation.

## Recognition & Communication

- The committee would like better recognition of funded items.
  - Agreed that future purchases should include:
    - Photos
    - Newsletter inclusion
    - Visibility at school events
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## 5. Finance, Fundraising & Governance

### Finance Update (Katy Savage)

Current balance: **£28,231.22**

- Income: £2,399.11
- Outgoings: £2,081.79

#### *Key income streams:*

- Uniform sales: £794
- Rain or Shine: £634 (30% retained)
- Xmas Fayre stalls: £856 (50% retained; includes refundable deposits)

#### *Key expenditure:*

- Lawn mower: £1,874

## 1000 Club

- Monthly income approx. £179.
- £710 prize money remains uncollected from 2024.
- Renewal (£20) completed by Onur from the 1000 club account.
- Bank signatories updated; aim for 3 active signatories (Katy, Kirsten, Onur).

## Governance Discussion

Concerns raised about requesting bank details for prize payments.

- Agreed to explore alternatives:
    - Cash collection
    - Cheque payments
    - Improved email communication template to build trust
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## 6. Events & Activities

### Sports Day

Full-day event.

Requirements:

- Cakes
- Unbranded ice creams
- Increased milk supply
  - Bea to manage shopping.
- Bea, Sarah, and HCC to provide fridges and ice packs.
- Parking permitted on the field for helpers.

### Big Bash Cricket

Date to be confirmed.

- Alcohol provision required.
- Bea to follow up.

### Incoming Year 7 Event (25<sup>th</sup> June)

- Drinks service planned.
- Aim to allow earlier parent access to the bar.
- Volunteers: Liz & Hannah R.
- TENs licence required (HCC to arrange).

### Year 7 Skittles Event

Preferred venue: **Outburst**

- Capacity and hire details are being confirmed
- 6 bowling lanes available
- Bar area only required (not full venue hire)
- Ideally details (dates, venue, costs) confirmed in sufficient time to allow sign-up forms to be created online before the Year 7 event on June 25

*Alternative venues:*

#### **Hart of Martin**

Fordingbridge

Offering a function hall with single skittle alley facilities.

- Capacity up to approx. 200 people with a dedicated skittle alley
- On-site bar serving a range of drinks
- Private hire available at approx. £10 per hour (additional charges may apply)
- Flexible space with parking and basic facilities

#### **Black Horse**

West Tytherley

*Proposed Dates:*

- 25–26 September
- 2–3 October
- 9–10 October

- Time: 7:00–9:30 pm
- Perfect support required (2 per event × 5 events).
- Advance payment likely required by the preferred venue.

### Rain or Shine (3 July)

- Strong early ticket sales:
  - 29 tickets sold (£646 net to date)
- Marketing ongoing – posters and banners distributed.
- Operational notes:
  - Previous issues with check-in acknowledged
  - Risk assessment required
  - Table/urn setup needed
  - Helpers confirmed: Maureen, Karen & HCC
  - Attendees often bring their own alcohol

### Meet the Head Event

- No response yet from Nicky Miles despite follow-up.
- Proposed format:
  - BBQ (Paul (Hannah R.'s husband to support)
  - Pimms / drinks
  - Speech from the new Head
- SLT presence required.
- Contingency plan needed.
- Potential to reuse Sports Day BBQ equipment.

### Quiz Night

- Scheduled for **Friday, 16 October**.

### Christmas Fayre

- Strong early interest from stallholders.
- Committee exploring addition of hot food offering.

## 7. Working with School & Collaboration Platform (Teams)

- Committee agreed to explore Teams as a central hub for:
  - Document and financial storage
  - Event planning and coordination
  - Roles & responsibilities
  - Contacts and governance
  - General knowledge sharing

## 8. Actions

1. Bea to put poll up for oddball hats committee sons' interest feedback.
2. Webster to obtain canopy quotes.
3. Hannah R. to confirm Outburst costs.
  - a. Committee to confirm Skittles venue.
4. Katy to develop risk assessment templates.

5. Hannah R. to continue contacting Nicky Miles re: Meet the Head.
  6. Bea to confirm Big Bash date – **Complete (4<sup>th</sup> July 2026)**
  7. HCC to arrange TENs licence (Year 7 event).
  8. Hannah R. to confirm BBQ arrangements with catering (Mrs Kelly).
  9. Kirsten to share the previous Xmas Fayre risk assessment with Katy.
  10. Tom to circulate Rain or Shine promotional image – **Complete.**
  11. Sarah to investigate improved prize payment process options (1000 Club).
  12. HCC to contact Dan re: Teams setup with admin access.
  13. Bea to confirm Year 12 event date (likely late September).
  14. Bea to organise comms to parents re: Sports Day spending requirements.
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## 9. Next Meeting

**Thursday 18 June 2026**