

BWSPA Committee Meeting Minutes

Thursday 18 June 2026, 7:00 pm | BWS

1. Welcome

Tom James, Chair, opened the meeting.

1a. Present

- Tom James
- Bea Longthorp
- Katy Savage
- Maureen Swan
- Liz Blyth
- Karen Adams
- Hannah Richards
- Katharine James
- Hannah Chappell-Cary
- Mike Thorne
- Onur Gunce

2. Apologies

- Kirsten McLachlan-Webster
- Sarah Robertson
- Emma Headington

3. Review of Previous Actions

- Oddball hats: Bea to put poll up to gauge interest among committee members' sons – **outstanding.**
- Canopy project: Webster continuing to obtain quotes – **ongoing.**
- Skittles venue: Hannah R. confirmed Outburst costs – **complete.**
- Committee to confirm Skittles venue: Outburst agreed as preferred venue – **complete.**
- Risk assessments: Katy is developing templates - **in progress.**
- Meet the Head: Hannah R. continued contact regarding arrangements - **complete; event now confirmed.**
- Big Bash date: Confirmed for 4 July 2026 – **complete.**
- TENs licence for Year 7 event: Arranged by HCC – **complete.**
- BBQ arrangements with catering: Confirmed by Hannah R. with Mrs Kelly - **complete.**
- Previous Xmas Fayre risk assessment: Shared with Katy - **complete.**
- Rain or Shine promotional image: Circulated by Tom - **complete.**
- 1000 Club prize payment process: Sarah to investigate alternative options - **outstanding.**
- Teams setup with admin access: HCC contacted Dan; approval for non-staff system access - **in progress.**
- Year 12 event date: **Bea has requested confirmation and is awaiting a response.**
- Sports Day spending communications – **complete.**

4. School Update

Mike Thorne provided a school update.

- Feedback had been requested on the new website, which was considered much better structured.
- Most pupils had just completed their final exams.
- There are seven residentials taking place during the final three weeks of term, contributing to the site feeling quieter than usual.
- Staffing changes were noted:
 - 8 teachers leaving
 - 5 retirements
 - 2 promotions
 - 1 parental leave
- There remains a vacancy for an English teacher.
- Three Early Career Teachers will start in September.
- Nicky is leaving.
- The handover to the permanent Head will take place in September; the incoming Head has six years' previous experience in headship.
- This will be Mike Thorne's final BWSPA meeting.

5. Major Projects and Funding Priorities

Canopy Project

- A mock-up of the canopy has now been created and shared.
- Several quotes have been received, all above **£20,000**, with the most recent at approximately **£51,000**.
- The proposed canopy would increase canteen capacity from **160** to approximately **360 seats**.
- Seating layout remains to be confirmed.
- The design will include a shaded roof.
- BWSPA recognition is expected to be incorporated, and the school is likely to contribute funding.
- Installation could potentially take place during a half-term break or over the summer holidays.

Tom expressed reluctance to fundraise retrospectively to repay the school for the remaining **50%** of the canopy costs, noting that it is more difficult to raise money after expenditure has already been committed.

Tom noted that BWSPA currently holds approximately **£25,000**. Discussion followed on the importance of having a **clear funding story** to support volunteer motivation and fundraising momentum. The committee also considered whether future planning should focus on one larger multi-year project or a greater number of smaller requests, with a **two-year funding horizon** suggested as a sensible balance.

Mike supported the proposed funding approach, and Bea suggested that a ribbon-cutting event could provide an appropriate opportunity to recognise BWSPA's contribution to the canopy installation.

6. Events and Activities

Incoming Year 7 Event – 25 June

Rain or Shine – 3 July

- A large promotional banner is available, and the school was asked to consider displaying it ahead of the Year 7 event.
- Current income is approximately **£800**, with an expectation that sales will increase closer to the date.
- Committee members agreed to continue promoting the event through available communications channels.
- It was noted that alcohol will not be provided, and attendees often bring their own.

Uniform Sales

- The committee noted a shortage of second-hand uniform, particularly in larger sizes.
- The committee also discussed promoting the service more widely while continuing to support families requiring funding assistance.

Meet the Head

- Webster is to confirm the event date for the new Head and Senior Leadership Team.
- Dates discussed were **Friday 11 September** and **Friday 18 September**.
- The proposed format is an adults-only event, including:
 - BBQ
 - Pimms and drinks
 - Nibbles
 - One complimentary drink per guest
- A ticket price of **£5 per head** was discussed.
- The event may be held either under the canopy or on the Headmaster's Lawn.
- Additional fundraising elements, including a raffle and bar, were also discussed.

Year 7 Skittles Event

The committee reviewed arrangements for the Year 7 Skittles event at Outburst.

- **Five dates** are currently being held:
 - Friday 25 September
 - Saturday 26 September
 - Friday 2 October
 - Saturday 3 October
 - Friday 9 October
- Capacity is based on 32 children bowling.
- Indicative prices are **£17.50 per child** and **£11 per adult**.
- A **50% deposit** is required.
- A deposit figure of **£1,125** was discussed.
- It was agreed that BWSPA would plan on a **minimum attendance assumption of 30**.
- Notice will be required for the sandwich buffet.
- Ticketing will need to distinguish between bowling and non-bowling attendees.
- The committee agreed not to become overly concerned about the pricing structure, as parents are likely to regard the event as a fundraising event.
- It was further agreed that BWSPA should aim to maintain a **£2,000 contingency balance** in the bank.

Big Bash Cricket – 4 July

- Preparations are ongoing.
- The usual approach of buying stock for the Year 7 event and using the remainder for the Big Bash was noted.
- Volunteers will be required.
- It was suggested that the BWSPA presence may only be needed for a few hours in the middle of the day rather than for the full event.
- **Event has since been cancelled.**

Animal Farm Production – 6, 7 and 8 July

- BWSPA has been asked to provide refreshments, cakes, and drinks at the performances.
- Each performance begins at **7:00 pm**.
- Estimated attendance numbers are required.
- Liz is available on Monday and Tuesday.
- Bea is available on Tuesday and Wednesday.
- The committee noted the opportunity to help build wider interest in drama productions.
- Attendance numbers are also needed to determine TENs licence requirements.

General Event Shopping

- A substantial shop is required to support several imminent events.
- Ice will be purchased at the last minute where needed.

7. Risk Assessments and Governance

Risk Assessments

Katy provided an update on progress with the risk assessment templates.

- Further information is required from external providers to complete suitable templates.
- Current priority areas include **Rain or Shine** and **Outburst**.
- An out-of-school contact for facilities issues is required where relevant.

Governance and Systems

The committee discussed the need for stronger governance and more reliable central storage of account and access information.

- Repeated difficulties have been experienced in recovering account access and maintaining continuity of information.
- Kirsten is likely to hold a significant amount of relevant account information and should therefore be the first point of contact for Katy's audit.
- The committee discussed the need to document key governance processes for relevant activities.
- The committee is also exploring electronic calendar booking entries with the school that would automatically trigger relevant governance actions.

8. 1000 Club

- A **new promoter is needed** for the 1000 Club.
- Onur has agreed to remain in the role temporarily but intends to step down.

- Kirsten has indicated that she does not wish to take on the promoter role.
- Bank account signatory issues have now been resolved.

9. Actions

1. **Bea** to put a poll up to gauge interest in oddball hats among committee members' sons.
2. **Webster** to continue obtaining canopy quotes and confirm next steps.
3. **Mike** to confirm when Tom can speak during the Incoming Year 7 event.
4. **Committee members** to continue promoting Rain or Shine through available communications channels.
5. **Webster** to confirm the Meet the Head date with the new Head and SLT.
6. **Bea** to support arrangements for Meet the Head.
7. **Liz** to confirm final-number deadlines, catering details, and dietary requirement arrangements for the Skittles event.
8. **Bea** to follow up regarding prefect support for the Skittles event.
9. **Kirsten** to arrange website ticketing for the Skittles event, with **Katharine** supporting if required.
10. **Katharine** to update last year's Skittles poster.
11. **Katharine** to obtain expected attendance numbers for the Animal Farm production.
12. **Liz and Bea** to complete shopping for the upcoming events.
13. **Hannah** to ask Jen from catering about borrowing silver bowls and glasses.
Complete.
14. **Katy** to continue development of risk assessment templates.
15. **Webster** to provide an out-of-school contact for facilities issues where required.
16. **Katy** to undertake a full audit of the account, website, and access arrangements.
17. **HCC** to ask Dan about vault options for committee credentials storage.
18. **Bea** to contact Kirsten regarding the future 1000 Club promoter role.

10. Next Meeting

Wednesday 9th September 2026.

The Chair thanked attendees for their contributions and closed the meeting.