



**MINUTES OF
BWS PA MEETING HELD ON**

Thursday 16th March 2017

Agenda No	Present: Andrew Cutler (AC), Wijendra Peiris (WP), Jo Woods (JW), Penny Calvert (PC), Nicolette Beardsmore (NB), Tamara Etherington, Lucy Schofield (LS), Nikki Miles (NM) Stuart Smallwood (SS – Headmaster & President)	ACTION
1	Welcome: AC welcomed everyone to the meeting.	
2	Apologies: Steve Taylor & Duygu Riley	
3	<p>School Update</p> <ul style="list-style-type: none"> SS provided an update on the National Funding Formula (NFF), and how it will affect BWS. He urged all parents to read and act upon the NATIONAL FUNDING FORMULA - A CRITICAL CONSULTATION email sent out, containing links to the Schools NNF – Stage 2 website (Where you can complete an on-line survey) and to a document by the Grammar School Heads’ Association which provides areas to highlight in your input for the survey. NB This clearly states it is best to use your own words where possible as less weighting is given to standard responses. The DEADLINE for responding to the survey is 22nd March 2017. The consultation is complicated, and the news is not good, but not any worse. SS has a meeting with the School Governors next week to discuss. New building is looking good, rooms are looking big and completion is still expected by mid May. The Twickenham event is very popular, 12 coaches and minibuses will help transport pupils & staff from SP1 to TW2! There is a generally good feeling in the school. Those who would also like to attend are advised that there is no requirement to purchase tickets as this is a schools event, but you may wish to pre-book parking. Stephanie Atwood-Swann has recently joined the school as the BWS Alumni Development & Events Manager and will be working on networking, establishing relationships, social media and setting up events and a Foundation. PC stated her grammar school had a very successful Alumni & she would be happy to pass on their details if SAS would like to get in touch. The school is using LinkedIn and the Headmaster’s blog is getting over 1000 hits per week. JW will advise SAS of the BWS PA Meeting dates 	<p>ALL</p> <p>PC</p> <p>JW</p>
4	<p>Treasurer Update</p> <ul style="list-style-type: none"> WP stated that the accounts have been signed off for the last month, and that there has been little activity since the last meeting. Action from previous minutes: WP to put last 3 years income/expense/profit figures together for comparison. 	WP
5	<p>Minutes of Last Meeting on 9th February</p> <ul style="list-style-type: none"> Action from previous minutes: To be brought forward 	
6	<p>Mother’s & Sons’ Evening</p> <ul style="list-style-type: none"> TE advised that 30 pairs of tickets have been sold, with 20 left. The food is all sorted with Terry and the Judo coach is organised. A sound system is required for the Quiz in the dining room and NM agreed to talk to Andrew White re the school’s PA system. It was agreed there wouldn’t be a bar, but soft drinks will be available. WP agreed to investigate Bookers vs Aldi/Lidl re which is most cost effective once TE has confirmed what will be required. PC the advertise again on FB and encouraged all to share. NM to send out a reminder via Scopy. Class reps to be encouraged to send out the information to their own parents, which could be a good way for them to continue developing their relationship. 	<p>TE/NM/WP</p> <p>PC/NM</p> <p>MN</p>
7	<p>Founders Day Update</p> <ul style="list-style-type: none"> General discussion that Founders Day could raise more funds that previously if we prepare 	

	<p>& plan well. Lots of discussion re what we could think about/ advertising/ getting boys involved and all in a timely manner.</p> <ul style="list-style-type: none"> NM to send JW a document on 'Founders Day' . Alistair Endersby is the contact for 6th Form Prefects NM to invite new year 7s and their families. Agreed to set up a Founders Day Working Group: WP, TE, LS, NM, PC and JW to meet at TE's house at 4pm on Sunday 2nd April to discuss ideas in more detail, with reports to the main BWSPA Committee. TE advised she was going to review the BWSPA Cupboard on 4th April 	<p>NM</p> <p>NM</p> <p>WP, TE, LS, NM, PC & JW</p> <p>TE</p>
8	<p>Communication</p> <ul style="list-style-type: none"> PC to continue working on updating the BWSPA pages on the school website. Action from previous minutes: PC to confirm ST & MN put forward as Admin on Facebook along with Penny. PC to review who (if anyone) is receiving BWSPA email with Andrew White, as an email is required if we are to set up a Twitter Account. 1000 Club Leaflet not reviewed as yet due to uncertain future. All those present (except SS and PC who left the meeting early) agreed that it would be good value for money to purchase 2 BWSPA Pop Up Banners for £64. JW to advise PC. 	<p>PC</p> <p>PC</p> <p>JW, PC</p>
9	<p>Class Rep Update</p> <ul style="list-style-type: none"> MN not present, so no update available. 	
10	<p>School Shop</p> <ul style="list-style-type: none"> Action from previous minutes: JM to forward shop contact details to JW to make contact to find out more. Action from previous minutes: ST to investigate if there might be any Business Studies students who might be interested in becoming involved with the school shop. 	<p>JM/JW</p> <p>JM,ST</p>
11	<p>Future Events/ Meeting:</p> <ul style="list-style-type: none"> BWSPA Quiz team for Rugby Tour Fundraising Quiz night, 25th March: 5 members so far, with 3 spaces available. JW to send out further email, PC to advertise via FB. New Parents Evening, Thursday 8th June: Discussion to distribute Smarties tubes to parents for filling with 20p's as this has raised money previously, but not so much in 2016 due perhaps to a lack of communication in September when the boys started at school. ST, AC, WP and JW have stated they can attend, but others also required to help distribute Smarties tubes, serve refreshments in the Sixth Form Common Room and chat with parents. Anyone else available should please contact JW (Joanna.woods@live.co.uk). Rain & Shine Production, Saturday 10th June: AC advised that ST wanted to discuss the publicity courier delivery address and also the ticket sales phone number/email – which have both previously been Sue Malone-Crossman's – so they need updating. Discussion re flyers/posters – Sue has previously advised we don't need 2,000 flyers, as there are always loads left over. But posters are really useful & she photocopied more last year in an attempt to publicise and increase sales. Perhaps we can negotiate a lot less flyers (250 max) and more Posters as it seems a shame to have lots of flyers left over and there was not a great appetite to distribute them! JW to contact Sue for further information. Summer Draw: Not discussed Founders Day, Saturday 8th July: Discussed as above Year 7 Skittles Evenings x5, Sept/Oct: WP stated that it is important that the dates are booked early with the pub and will look into booking similar dates as previously (with one addition) so we are able to get the new 6th Form Prefects onboard. To advise of dates in due course. <p>Date of future BWSPA meeting:</p> <ul style="list-style-type: none"> Next BWSPA Meeting to be held at 7:30pm on Thursday 27th April 2017. Request for NM to book the sixth form common room. 	<p>JW/PC</p> <p>ALL</p> <p>JW</p> <p>NM</p>
5	<p>AOB</p> <p>1000 Club Membership & Easy Fundraising:</p> <ul style="list-style-type: none"> PC provided an update that JO is unfortunately no longer able to carry on single handily running the 1000 Club. Discussed that we need a detailed Job Specification from JO to understand the commitment required before we can advertise the role via Facebook & Scopay. Action from previous minutes: WP stated Phil Henderson & Jenny Sweetenham set up Easy Fundraising and that he would request their details and pass to JW. ASANA: It was discussed that further training was required. 	<p>PC/JO</p> <p>WP</p>

	There being no further business, the meeting ended.	
Approved by the BWSPA on:		
Date: _____ and signed by _____ Chairperson		